

LEEWARD COMMUNITY COLLEGE

2003 – 2004 Faculty Senate

APPROVED Minutes of the April 21, 2004 Meeting

James Goodman, Chair
Nancy Buchanan, Vice Chair
Candace Hochstein, Secretary

SENATORS PRESENT: N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, C. Ganne, J. Goodman, K. Hill, C. Hochstein, W. Imada, P. Kennedy, P. Lococo, C. Martin, S. Palombo, R. Pfeiffer, M. Reese, D. Sakai, F. Sherry, W. Teraoka, S. Wood

SENATORS EXCUSED: M. Nakano, L. Yamada

GUESTS: Jeannie Thompson, Kay Porter, Daniel Chun (Student Government), Steven Boun (Student Government), Eli Tsukayama (Student Government)

CALL TO ORDER: The meeting was called to order at 3:16 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes were approved with minor amendments. They were

-page one: Include Senator Warren Imada as present.

-page five under Announcements:

-delete colon in second sentence after were. The sentence should read, "Some of the key points she highlighted were

-make capital "G" in governor a small "g" under first bullet. The sentence should read, "A six year contract is legal and enforceable regardless is there is a different governor or Legislature inheriting it.

-delete "it" in third sentence under third bullet. The sentence should read, "Increased revenues from tuition would amount to approximately \$700 additional for UH Manoa and \$200 additional for community college Students."

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senators Chernisky and Sherry submitted a report in which they encouraged Senators to not only be aware of, but to also review information at specific web sites. These were:

-Biennium Budget Highlights – Note that this Historic Integrated Financial Plan (IFP) covers a 6 year span from **2005-2011**. Also, the UHPA 6 year contract (2003-2009) will cost the UH System \$39 million dollars. See www/hawaii.edu/vpaa/ website for details.

-Enrollment as a key criterion for State's G-funds (Tuition/Fees revenues) – LCC's Spring 2003 head count was 5557, Spring 2004 head count was 5725. This was an increase of 168.

-LCC “Stocktaking” – This was a power point presentation at the Council of Chancellors (February 25, 2004) and Board of Regent meeting at LCC (March 19, 2004). It had the Actual Operating Budget for Fiscal Year 2003 and Projected Operating Budget projected for FY 2004, including OCET and Summer Sessions. It was encouraged that the Senators compare LCC’s Strategic Financial Plan for 2002-2010 with KCC’s Strategic Financial Plan.

-Priorities and Criteria for Community Colleges – Primarily, designate a specific amount of money for implementing the UHCC Strategic Plan (especially, Goal D: Human Resources). Secondly, designate monies for implementing the 7 Community College Strategic Plan requests.

The Senators were encouraged to bookmark and review the VPAA (Vice President for academic Affairs) and BOR (Board of Regents) websites for the information.

FACULTY COMMITTEE – No report at this time.

ELECTIONS COMMITTEE - No report at this time.

ACADEMIC/INSTITUTIONAL SUPPORT – Senator Martin asked for a volunteer for the Travel Grant committee. Chair Goodman volunteered.

LEGISLATIVE RELATIONS – No report at this time.

STUDENT COMMITTEE – No report at this time.

PROGRAM REVIEW COMMITTEE – Senator Hill gave a progress report of what the Program Review Committee has completed to date. She stated that the Dean of Instruction in conjunction with the Program Review Committee will be in charge of program review.

She brought in samples of templates where the first four of six columns have been approved by the Program Review Committee. The committee designed the following process:

- each program must complete the first four columns of the template in order to be approved by the committee.
- once the four columns are approved, the program may then collect data for this Academic Year (2003-2004).
- during each fall semester, programs will analyze data and prepare action plans.
- the program will collect the same data at the end of next Academic Year (2004-2005) to have two data points for comparison.

The templates and programs Senator Hill is working with are for the Academic Programs only. You may see the templates on the LCC website. Go to www.lcc.hawaii.edu and click on Assessment (lower left corner). Do not try to login. Click on Instruction and then click on Program Review Forms in Progress. Select a program and click Download.

MOTION: 04-12 (Reese/Lococo) Commend Kathy Hill for all of the hard work she and her committee have done on Program Review.

PASSED Unanimously

Concern regarding the fact that Program Review on non-Academic areas was not being reviewed by the Faculty Senate was strongly voiced.

CURRICULUM COMMITTEE – Senator Lococo brought forth the following items:
 -MATH 111 – course modification. This course is being modified to meet the mathematics requirement for pre-education majors. This course will not lengthen the time for students for complete the program. Math 111 is the first part of a two-course sequence for elementary education majors. Math 112 (Math for Elementary Education II) is the second course. This modification is to keep the Math 111 current and in alignment with UH Manoa’s Math 11 and those of other community colleges and UH Hilo.

MOTION: 04-13 To accept the course modification of MATH 111 as proposed.

PASSED - Unanimously

-English 22, 100, 201 and 215 – course modification. The Student Learning Outcomes and Course Content have been changed to make the language clearer and more precise for each course. To add the prerequisite of ENG 100 for ENG 201 and 215 also.

MOTION: 04-14 To accept the course modification of ENG 22, 100, 201 and 215 (to change the student Learning Outcomes and Course content changed to make the language clearer and more precise for each course). And to add the prerequisite of ENG 100 for ENG 201 and 215.

PASSED - Unanimously

-Accounting 150 – course modification, updating the following:

1. OAT 136 changed to BUS 136.
2. The Accounting Program is currently seeking a degree re-designation from A.A.S. to A.S. Therefore, A.A.S. was changed to AS. on the condition that the redesignation is approved.
3. Changed A.A.S. to A.S. and added Certificate in Small Business Accounting (on the condition that the certificate is approved).
4. Entered missing information from original core outline regarding justifying the need for the course.
5. Updated to conform with current strategic plan.

6. Several other small changes to fill in missing or erroneous information.

MOTION: 04-15 To accept the modifications as presented for Accounting 150.

PASSED- Unanimously

-Business 201 – course modification and deletion of OAT 121 as prerequisite.

Modification - information was added updating the course to conform with current strategic plan; and, updating information regarding the role of this course in degree and certificate programs.

Deletion – of OAT 121 as a prerequisite. All of the prerequisites and co requisites remain the same.

MOTION: 04-16 To accept the modifications on BUS 201 and deletion of OAT 121 as a prerequisite for BUS 201.

PASSED - Unanimously

-ICS 113 and 130 – Deletion of Courses from Curriculum Central. These course numbers were changed to ICS 106 (113) and ICS 110 (130) in a previous Senate Meeting. The deletion of the numbers is because Curriculum Central is unable to automatically change numbers of courses. This situation has been changed as of 4/21/2004.

MOTION: 04-17 To accept the deletion of ICS 113 and 130 due to computer technicalities. The reality is that they have already had number changes to 106 and 110.

PASSED Unanimously

-Accounting 100B, 100C, 100D (1 credit each) and Law 211 – Deletion of courses due to their not being offered and not planning to offer them in the future. The deletion of these courses will not adversely affect any program.

MOTION: 04-18 To accept the deletion of Accounting 100B, 100C, 100D and Law 211 as presented.

PASSED Unanimously

-Proposal to Modify the Certificate of Competence in E-Commerce for Entrepreneurs. The modification would replace Accounting 100B, 100C, and 100D (1 credit each) with Accounting 201 (3 credits).

MOTION: 04-19 To accept the modification for the Certificate of Competence in E-Commerce for Entrepreneurs of deleting Accounting 100B, 100C, 100D and replacing them with Accounting 201.

PASSED Unanimously

-Proposal to re-designate the A.A.S. in Accounting to A.S. in Accounting.

Justification:

1. All courses in the current Accounting Program are at the baccalaureate degree level and meet the rigor required for such courses.
2. An articulation agreement is currently in place with the University of Hawaii-West Oahu.

MOTION: 04-20 To accept the re-designation of the Accounting degree from an Associate in Applied Science to an Associate of Science degree.

PASSED Unanimously

-Proposal to revise the Course Proposal Form in Curriculum Central.

Proposed change: to change the question in field #29 to: "Will a Textbook be Required for this Course?"

What is currently in the field: "Currently Available Textbook Option and supplies, if required:"

Rational:

1. Textbooks, even for non-technical disciplines, are in a constant state of revision. The usefulness of this information for instructors planning to teach particular courses in the future is very limited.
2. Out-of-discipline members of the Curriculum Committee usually have no way of evaluating the relevance or appropriateness of a particular textbook. The main concern is whether or not any textbook should be required for teachers of this course.
3. Often instructors teaching a similar course use different-though valid and appropriate-textbooks. This issue should be the concern of the relevant disciplines and divisions, rather than the Curriculum Committee.

Discussion centered on the concern that the rewording of the field:

-that individuals would just write "yes" and nothing else. This was felt to be inappropriate.

-how the change could affect articulation to other system institutions.

-the importance for new faculty to have this field as a reference source. This would be especially true if there is only one faculty member in the discipline.

-if it would affect the core outlines.

-that it would be important to know the type of supplies students would need for the course.

MOTION: 04-21 To accept the proposed change to field # 29 as presented.

FAILED Y-2; N-11; Ab-3

SERVICE COMMITTEE – No report at this time.

CHAIR'S REPORT:

Board of Regents' meeting at Windward Community College on 13/16/2004

-Chair Goodman reported that Ted Hong will not be continuing as member of the Board of Regents (BOR).

-The Chair of the Faculty Senate Executive Committee from Honolulu Community College (Pat Patterson) submitted testimony on the issue of articulation – the issues centering around the Ethical and Oral focus requirements and their becoming 300 level courses Fall 2003. The testimonies centered around the issues: that originally the Focus requirements were intended to be upper and lower division courses; that the original intent was that all Focus requirement determinations would be patterned after the Writing Intensive model and honored across the UH System; and to work on making the transfer of students within the UH System seamless and hold students harmless during the transition period.

-International Education Steering Committee – This is a system wide committee that discusses, recommends and coordinates international issues affecting the system and individual campuses. Becky George is the LCC liaison to the committee. Interested individuals should check out the www.hawaii.edu/oie website for more information.

- Areas of substantial agreement about what belongs in the System
 - International marketing for overall system
 - Disseminating resources as available
 - Maintaining a central website which would include all pertinent information for international students and scholars.
 - Strategic coordination and facilitation of communication between campuses.
 - Coordinating campus discussion and recommendations on system wide international education policy issues such as health insurance, student employment, and use of financial aid for study abroad.
 - Coordinating senior level protocol visits/signing ceremonies.
- Areas of substantial agreement about what belongs at the Campuses
 - Campus specific exchange agreements
 - International applications, testing and placement testing
 - Niche marketing by campus
 - Most protocol
 - Recruitment

- Approval to develop and carry out projects
- Student housing.

-University Council on Articulation – This group is being reorganized. Members will be faculty, students, and Administration. Senator Currivan has consented to be LCC's representative to this group.

-All Campus Council of Faculty Senate Chairs (ACCFSC) – this group is preparing a report on what they have learned on the various grading systems and models. The information will be shared at the next Senate meeting.

ADJOURNMENT: The meeting was adjourned at 5:15 PM.

RESPECTFULLY SUBMITTED: Candace Hochstein, Secretary