

LEEWARD COMMUNITY COLLEGE

2003 – 2004 Faculty Senate

APPROVED Minutes of the September 12, 2003 Meeting

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

SENATORS PRESENT: J. Chernisky, L. Currivan, R. Flegal, C. Ganne, J. Goodman, K. Hill, C. Hochstein, W. Imada, P. Kennedy, G. Levy, C. Martin, R. Pfeiffer, F. Sherry, S. Wood, C. Yokotake.

SENATORS EXCUSED: N. Buchanan, K. Kahn, P. Lococo, M. Nakano, S. Palombo.

GUESTS: Kay Caldwell

CALL TO ORDER: The Special meeting to discuss the Midterm report and Tuesday/Thursday Schedule Initiative was called to order at 1:10 p.m. with a quorum.

The Faculty Senate recommends the following regarding the Midterm Report:

-The Senate recognizes that the Midterm Report must be up front with the various issues. The Senate feels that the tone of the Midterm Report should avoid excuses. Examples of the can be found on:

-page 1, bullet 2 on the strike issue. Delete reference to this. It should then read: After consulting with his administrative staff, the then Accreditation Liaison Officer, and the Executive Committees of both the Faculty Senate and the Campus Council, the Chancellor organized seven AICs because one of the eight recommendations (safety and storage of student records) could be addressed by the Dean of Student Services and the Registrar (Interim Report 2). The Chancellor completed the organization of the seven AICs to ensure broad campus participation in the spring of 2001....

-page 3, last paragraph. Delete the entire last paragraph.

-The Senate recognizes that the college has made significant progress in creating a system by which systematic and cyclical review may occur for Student Learning Outcomes. It recommends that a system is put in place where someone revisits and evaluates whether or not the Student Learning Outcomes which have been established are valid (see page 5, under Assessment of the Progress Made in Addressing the Team's Recommendation).

-That a summary of the Shared Governance policy be included in the Midterm Report (page 6, Campus Council Constituency Roles and Governance). The Senate further recommends that the Midterm report state what the Shared Governance policy does.

-That an explanation of what the 360 degree Evaluation is, of the procedures, and how faculty are selected to complete the evaluation. A copy of the 360 degree evaluation should be included in the appendix. (page 8, under Administrative Instability and Turnover, page 12)

-The removal of two sentences on page 9, second paragraph. They are the second and third sentences. "The Staff Development Officer has developed and implemented a supervisory Skills Workshop of two days duration that has been offered once during Spring 2003 semester and once during the Summer 2003. The workshop is available to all levels of supervisory positions from administration through division chair and unit head positions to the level of sub-unit supervisory positions.

-That administrative positions will be added as they have been approved by all levels, and when the budget issues have been resolved (page 12, last paragraph).

-That the same language be used when referring to units or areas. Eg. Student Services is an Area with units under it.

-That clarification be made regarding PHI's. That LCC is using PHI's for Carl Perkins purposes, and that modified PHI's will be used for unit area program reviews. (page 14)

-Concerns regarding the timetables of the review of the findings and recommendations of the Academic Service Units and the Strategic Plan for Information Technology appear incorrect. The timelines need to be checked and clarified (page 22, first two bullets).

Motion 03-29: (Imada/Chernisky) To approve the Midterm Report with the Senate's recommendations.

PASSED – Unanimously

Kay Caldwell was asked to come to the Senate to clarify any misunderstandings that may have occurred regarding the Tuesday/Thursday Schedule Initiative. She explained how the Language Art's division constantly has problems scheduling classes due to the limited classroom space available, and the fact that the Language courses meet four times a week, creating problems with the Tuesday/Thursday schedule. In the past, the Language Arts division was able to meet scheduling needs by borrowing classrooms from UH West Oahu and other divisions. This is becoming more difficult. The suggested Schedule Initiative was made to increase the number of course offerings during high demand times, thereby meeting student needs. The proposal was discussed by the Division Chairs in June as to the pro's and con's. The Division Chairs said that they would be willing to try and have meetings at 1:30 instead of the 12:30 time slot on Tuesday and Thursday. Kay will try to schedule lecturers to teach during the 1:30 time slots so that faculty will be free for meetings. She does feel that if agreed upon, the scheduling change should be reviewed in three semesters. So a sunset clause is appropriate.

Discussion of the various issues faculty members shared via email or to various senators ensued. The general feeling of the senate was that if the schedule initiative is attempted, that an evaluation of how it impacts attendance of faculty and student meetings be done.

Motion 03-30: (Imada/Yokotake) The proposed Tuesday/Thursday Schedule Initiative is approved with a one and a half year (3 semester) Sunset provision (Spring 2004, Fall 2004, and Spring 2005). Data will be collected on the effects of the schedule change on faculty and student committee meetings by the affected parties. The schedule will revert back in Fall 2005 unless a review of the data collected justifies a continuance.

PASSED-Y=13, N=1, Ab=0

ADJOURNMENT: The meeting was adjourned at 4:20 PM.

RESPECTFULLY SUBMITTED: Candace Hochstein, Secretary