

LEEWARD COMMUNITY COLLEGE
2005-2006 Faculty Senate

APPROVED Minutes of the September 21, 2005

Joseph Chernisky, Chair
Aulii Ross, Vice Chair
Susan Lum, Secretary

SENATORS PRESENT: K. Chambers, J. Chernisky, L. Currivan, K. Fujishima-Lee, M. Fujita, C. Ganne, C. Hochstein, B. Hotta, S. Laycock, R. Liongson, P. Lococo, S. Lum, D. Matsumoto, S. May, A. Ross, D. Sakai, S. Thomas, D. Thomson, J. West, L. Yamada

GUESTS: Tim Adams, Jordan Fontanilla, Doug Hill, Christina Hunt

CALL TO ORDER: The meeting was called to order at 3:10 p.m. with a quorum.

APPROVAL OF THE MINUTES:

The minutes from August 31, 2005 and the minutes from the September 14, 2005 Special Meeting, were approved unanimously.

CAMPUS REPORT:

Doug Hill, Auxiliary Services Officer (ASO), appeared before Senate to address questions and concerns regarding the *Policy on Allocation and Utilization of Space* which is currently in draft form. ASO Hill described the policy's inception as stemming from a request by Interim Chancellor Quigley to create a policy on space utilization for the entire campus. The policy will eventually need to be approved by Administration, Campus Council and Faculty Senate.

Senators asked a variety of questions such as whether or not accreditation standards were consulted in determining the policy's goals and criteria. Senators were encouraged to continue to forward individual comments and suggestions to ASO Hill.

CHAIR'S REPORT:

Chair Chernisky has accepted the resignation of Senator Mohanan. Michael Lane has agreed to serve in his place.

<p>Motion 05-32 (Thomson/Hotta): To approve the one year Senate appointment of Michael Lane to replace Kakkala Mohanan effective immediately.</p>
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<p>PASSED – Unanimously</p>

Chair Chernisky reported that the *LCC Progress Report* has been approved by the BOR and is on its way to Mike Rota. The Associate of Arts in Teaching (A.A.T.) degree was approved by the

BOR after lengthy discussion. Interim Chancellor Quigley will pursue three new hires, rather than the five originally planned for, so that salaries may be increased for the three who are hired. LCC's reorganization proposal will go to the BOR for approval in October.

EXECUTIVE TEAM:

Vice Chair Ross distributed instructions from the Financial Aid Office for reporting absentees. The reporting of absentees, in a timely fashion, is necessary in order for the College to meet federal regulations. All instructional faculty who are asked to report the attendance of a student are urged to respond to the Financial Aid Office within 1-2 days of notification. Vice Chair Ross asked Senators to deliver the instructions to their divisions.

COMMITTEE REPORTS:

ACADEMIC/INSTITUTIONAL REPORT – Senator Fujishima-Lee reported that her committee had compiled the feedback they received regarding the *Policy on Allocation and Utilization of Space* and forwarded it to Doug Hill. Most comments involved the need for clarification of the terms used in the policy.

Senators discussed the need for the policy to be re-shaped so that the policy portion be kept separate from the policy's procedures. There were a number of concerns expressed regarding the policy's lack of details, including definition of terms, an appeals process, and a detailed description of how the Allocation and Utilization of Space Committee will function. It was decided that the policy needs to undergo further revision in order for Senators to provide constructive comments and recommendations, and that Chair Chernisky would encourage ASO Hill to seek out other policy models for help with formatting.

<p>Motion 05-33 (Currivan/Thomson): To table discussion of the <i>Policy on Allocation and Utilization of Space</i>.</p>

<p>PASSED – Unanimously</p>

CURRICULUM COMMITTEE – Senator Lococo reminded Senators of the October 15th deadline to submit approval requests for course modifications and new courses. He also asked Senators to inform faculty working ahead of schedule in their course assessment in Curriculum Central, that their courses would not necessarily gain early approval, but rather the Curriculum Committee would address first those requests which are behind schedule or require urgent attention.

Senator Lococo asked Chair Chernisky to put the LCC A.A. Core Revision Committee's Recommendations on next month's agenda. There is no urgency in implementation, but if LCC wants to have a voting member on the system-wide committee which oversees all issues related to core requirements, we will need to have adopted the categories and hallmarks of the UH Manoa GenEd core.

FACULTY COMMITTEE – Senator Sakai reported that the committee’s membership has been finalized. The committee members are Karen Fujishima-Lee, Candy Hochstein, Joyce Lighthill, Barry Nakamura, Ruth Pfeiffer, and Linda Yamada.

LEGISLATIVE RELATIONS COMMITTEE – Senator West reported that he, along with Senators Thomson and Ross, met with eight or nine legislators when they were on campus September 6th. They reminded legislators of the needs of the College and community without lobbying for any one thing in particular.

PROGRAM REVIEW COMMITTEE – Senator West expressed concern that some faculty may be doing assessment in a rushed manner. Faculty needs to be better informed of what is needed with regard to timelines, course assessment, program review, and changes to curriculum central.

Chair Chernisky commented that Senate’s role within the global picture of program review and strategic planning is unclear. He also mentioned that the organization of Senate committees is based on a model that no longer exists. Chair Chernisky encouraged Senators to think about how the Senate’s committees can be made to match up with the College’s Program Review/Strategic Plan model.

One Senator commented that communication between Administration and faculty is poor. For example, the Senate’s Budget & Planning Committee has still not received a copy of the College’s budget, whereas, others received a copy last summer.

BUDGET & PLANNING – Senator May reported that Kaz Chambers has joined the committee and that Interim Chancellor Quigley will be approached to designate a non-voting administrator to serve on the committee.

STUDENT COMMITTEE – Senator Liongson reported that the committee membership includes Christina Hunt, Student Government Vice President, Tim Adams, Phi Beta Lambda & Students in Free Enterprise, Jordan Fontanilla, Student, Ed Wiggers, Sandra Albers, and Stu Uesato. The Student Committee will meet every third Monday of every month from 2-3pm.

ELECTIONS COMMITTEE – No report.

AD HOC COMMITTEES

SERVICE – Senator Currivan made the following announcements from a report written by Mimi Nakano:

- ◆ The September 15th Student Government sponsored Pie Eating Contest for Hurricane Katrina Victims raised \$107. Student Government also collected for the Foodbank.
- ◆ Thank you to Evelyn Kami and Kaeo Bradford for organizing the Fall 2005 Volunteer, Internship and Service-Learning Campus Fair which was held on September 14, 2005. Over 25 non-profit agencies participated.
- ◆ Faculty and Staff are needed to support the Kuakini Phone-a-Thon Project which will be held on October 18 & 19th from 5:30-7:30pm. Please call Wendy Chong,

Development Officer at 547-9296 for additional information. Volunteers may also email Mimi Nakano at mnakano@hawaii.edu by October 3rd to offer their commitment.

- ◆ Please encourage students to attend the Americorps Students in Service Orientation on Friday, September 23rd in LA 226 from 2-4pm. Students can earn vouchers from \$1000 to \$2320 for community service, volunteering, and Service-learning activities. Students should register at helphi@hawaii.edu if they are interested.
- ◆ The USS Missouri Memorial Association, Inc. is looking for volunteers. Please call Napoleon Arline III at 344-1600, ext. 224.

ALTERNATIVE GRADES – No report.

CHARTER/BY-LAWS – Senator Matsumoto asked that Senators review the Charter & By-Laws and provide her with feedback at next month's meeting. She is requesting comments and suggestions for substantive changes.

NEW BUSINESS:

Senator Lum asked Senators for clarification of the role of Senate minutes with regard to curriculum matters. There have been instances where faculty and others have used the minutes as the official record for curriculum and program modifications and new course and program approvals. Senator Lum's view is that the Senate Secretary's role is one of keeping minutes, that is, of providing a record of reports made, issues discussed, and motions made, in a clear and concise fashion. Senator Lum does not believe that the minutes should be consulted as the final or official record of what is approved by the Curriculum Committee, but rather that Curriculum Central be used as the archive for changes, additions and deletions to curriculum and programs.

A few Senators argued that the minutes are to provide a record of motions and that conciseness and clarity are of primary importance. One Senator believes that the minutes should contain a detailed history of all modifications approved by the Curriculum Committee so that anyone wanting to trace changes to a course can do so by looking at the minutes.

It was decided that the burden of what information is included in the motions fall on the Senators and that motions be written in advance if possible. It was also suggested that the Curriculum Committee Chair begin to provide an electronic copy of the committee's report to the Senate Secretary which will be attached to the minutes once they are posted on the Senate website. Another option that may help is DocuShare 4.0. Senator Thomas has acquired the software for campus-wide use as part of the Copy Center Equipment Contract Renewal/Upgrade. DocuShare is a Web-based application that provides an easy to use document management tool set that enables people at all levels to collaboratively capture, manage, publish, and share content of all types. DocuShare will allow for fast access to stored documents from any Web browser.

ANNOUNCEMENTS:

Senator Thomas announced that this year's Aloha United Way campaign had just begun and encouraged all to participate.

Senator Sakai requested help with moving desks, computers, and shelves from BE 108 to the Library next week.

ADJOURNMENT: The meeting was adjourned at 4:40 pm.

RESPECTFULLY SUBMITTED: Susan Lum, Secretary