

# LEEWARD COMMUNITY COLLEGE

## 2004 – 2005 Faculty Senate

APPROVED Minutes of the November 3, 2004 Meeting

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James Goodman, Chair  
Nancy Buchanan, Vice Chair  
Susan Lum, Secretary

**SENATORS PRESENT:** N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, K. Fujishima-Lee, C. Ganne, J. Goodman, K. Hill, B. Hotta, R. Liongson, P. Lococo, C. Martin, D. Matsumoto, K. Mohanan, F. Sherry, W. Teraoka, S. Wood, L. Yamada

**SENATORS EXCUSED:** S. Lum, A. Ross, K. Khan, D. Sakai

**GUESTS:** Daniel Boulos, Christina Hunt

**CALL TO ORDER:** The meeting was called to order at 3:20 p.m. with a quorum.

### **APPROVAL OF THE MINUTES:**

The minutes from October 13, 2004 were approved unanimously with one correction to the Committee Reports: the phrase “and from LCC’s curriculum database” was added to the rationale for deleting PSY 170 from the A.A. Social Science core curriculum.

### **COMMITTEE REPORTS:**

**BUDGET AND PLANNING –** K. Mohanan volunteered to serve as chair for this committee.

**FACULTY COMMITTEE –** M. Nakano will contact J. Goodman about a committee to recognize service learning.

**ELECTION COMMITTEE –** Senator Liongson provided a list of 17 nominations for the 2005-2007 term. Ten current senators will finish their term and three have been nominated to serve again. Senator Liongson received commendation from the Chair for the website he developed through which thirteen of the nominations were made. Nominees’ statements will appear in the Campus Bulletin and the election website. Voting will take place from November 16-29, 2004. Senators Teraoka and Martin and former senator Stephanie Palombo will comprise the committee that will assist with the ballot distribution, collection, and counting.

**ACADEMIC/INSITUTIONAL SUPPORT –** Senator Fujishima-Lee distributed a revised report which summarizes the Academic & Institutional Support Committee’s goals and concerns. The revisions include additions of concerns made at the October 13 Faculty Senate meeting.

Doug Hill and Cliff Togo will attend the next Academic/Institutional Support meeting. The report with goals and concerns has been forwarded to them. Chair Goodman also requested the report be sent to Peter Quigley.

Chairs of the committee will be sending an email to faculty and staff soliciting more concerns and comments.

LEGISLATIVE RELATIONS COMMITTEE —No report.

STUDENT COMMITTEE – No report.

PROGRAM REVIEW COMMITTEE – Senator Hill distributed a handout that presented a visual representation of how the program review of four programs—AA, AS, AAS, and OCEWD (to be developed)—will drive the reviews of the support areas and long range planning on technology and information and learning resources. Program reviews will include assessment of student learning and achievement, faculty & staff, curriculum, support, and external factors. The data from these reviews will be analyzed. The analysis will then lead to action plans for the Strategic Plan, which will then drive the budget.

Andy Rossi's Report on Program Reviews and Support Area Reviews was distributed to faculty, staff, and administrators who have been involved in the program review process. Andy Rossi also sent a campus-wide email to announce that additional copies are available upon request.

CURRICULUM COMMITTEE – Senator Lococo presented course proposal recommendations by the Curriculum Committee to modify the following courses

- BUS 144 Career Success (3 credits)
- BUS 193B/C/D/E Cooperative Education (1-4 credits)
- BUS 240 Advanced Changes to RIM (3 credits)

The changes by the Business Division are to clarify some student learning outcomes and fill in some areas that were originally left blank.

<p><b>Motion 04-39: To approve the modifications to BUS 144, BUS 193B/C/D/E, and BUS 240.</b></p>
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<p><b>PASSED – Unanimously</b></p>
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Senator Lococo presented course proposal recommendations by the Curriculum Committee to modify the following courses

- ENG 8 Reading and Writing Basics (6 credits)
- ENG 19 Writing Essentials (3 credits)

The changes by the Language Arts Division clarify some student learning outcomes and course content.

**Motion 04-40: To approve the modifications to ENG 8 and ENG 19.**

**PASSED – Unanimously**

Senator Lococo presented course proposal recommendations by the Curriculum Committee to modify the following courses

- DMED 113 Introduction to Layout Design (3 credits)
- DMED 120 Netprep Web Development (3 credits)
- DMED 121 Netprep Web Site Design (3 credits)
- DMED 122 Netprep Flash Animation (3 credits)
- DMED 130 Digital Storyboard (3 credits)
- DMED 131 Introduction to Digital Video (3 credits)
- DMED 132 Principles of Video Editing (3 credits)
- DMED 140 Principles of Animation (3 credits)
- DMED 200 Electronic Portfolio (3 credits)
- DMED 221 Netprep Dynamic Web Publishing (3 credits)
- DMED 240 Animation and Special Effects (3 credits)

The changes to these courses clarify some student learning outcomes and course content. They also reflect the division change from Voc/Tech to Arts and Humanities.

**Motion 04-41: To approve the modifications to DMED 113, DMED 120, DMED 121, DMED 122, DMED 130, DMED 131, DMED 132, DMED 140, DMED 200, DMED 221, DMED 240.**

**PASSED – Unanimously**

Senator Lococo presented a program proposal by the Curriculum Committee to modify the A.S. Degree in Digital Media. This proposal passed 7-6 at the full Curriculum Committee Meeting on October 28, 2004.

Discussion in the Faculty Senate focused on the proposed deletion of SP 151 from the DMED A.S. degree. Some Senators expressed concern over students completing a degree without training in public speaking. Digital Media faculty noted that students receive training in Digital Media classes since the student learning objectives in DMED 130 and 150 state that public speaking is emphasized and part of the grade.

Senator Ganne also informed the Senate that the trend in A.S. degrees is to require more technical classes and fewer general education classes. The change to the A.S. in Digital Media will make LCC's A.S. in Digital Media more competitive with KCC's degree.

**Motion 04-42: To approve modifications to the A.S. Degree in Digital Media.**

**PASSED – Y - 11; N – 4; Ab – 1**

AD HOC COMMITTEE – Committee to Study the Impact of the Elimination of the “N” Grade

Senator Buchanan reported that the committee met on October 20<sup>th</sup> at 2:30pm in the Student Services Conference Room. The committee determined that four types of classes need an alternative to the N grade. These include

- Remedial/developmental classes in English and Math
- ESL classes
- Technical classes
- Classes below 100

The committee will look at patterns of grade distribution prior to and after Fall 2004 to determine the impact of the elimination of the N grade.

The committee will develop a survey for faculty to gather input on the elimination of the N grade.

The committee is scheduled to meet again on November 10.

**NEW BUSINESS:**

Senator Hotta submitted a report from the Committee to Develop a Long-Range Plan for Technology and Information and Learning Resources to all senators via email. The committee will meet again on November 5.

Senate Chair Goodman reminded the Senate of the sunset provision made regarding the T/TH time schedule change (from September 12, 2003 minutes): **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**

The Faculty Committee will create and distribute in Spring 05 a survey to assess the impact of the schedule change. Among other items, the survey will look at how the time change has impacted attrition, committee meeting attendance, and CLUE and SQ workshops.

**CHAIR'S REPORT:**

Senator Lococo reported on the October 22, 2004 BOR/ACCFSC meeting that he attended in place of Chair Goodman. At the meeting, David McClain was appointed Interim President.

At the meeting of Faculty Senate Chairs, Peter Englert, Chancellor of UHM announced that Manoa wants the community colleges to educate more numbers of students during their first two years of college before transferring to UHM.

A representative from Kapiolani CC reported that there is a big problem stemming from each campus having different prerequisites for the same course. The representative wants Faculty Senate Chairs to investigate the idea of having the same prerequisites for courses taught at more than one campus.

Interim President McClain stated that there is a possibility that Joyce's Tsunoda's former position as Community College Chancellor will be filled due to accreditation demands.

**Announcements:**

Travel Grant deadline is November 30, 2004. Senator Martin needs a volunteer to serve on the Travel Grant Committee.

Senator Martin suggested that an ad hoc committee be formed to review the Faculty Senate Charter and by laws. Senators Martin, Goodman, Hotta, and Matsumoto agreed to serve on this committee.

**ADJOURNMENT:** The meeting was adjourned at 5:30 pm.

**RESPECTFULLY SUBMITTED:** Susan Wood for Susan Lum, Secretary