

# LEEWARD COMMUNITY COLLEGE

## 2003 – 2004 Faculty Senate

APPROVED Minutes of the November 5, 2003 Meeting

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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, W. Imada, K. Khan, P. Lococo, C. Martin, S. Palombo, R. Pfeiffer, D. Sakai, F. Sherry, S. Wood, C. Yokotake

**Senators Excused:** C. Hochstein, P. Kennedy, G. Levy, M. Nakano

**Guests:** Doug Dykstra, Judy Kappenberg, Mark Silliman, Don Thomson

**Call to Order:** The meeting was called to order at 3:15 p.m. with a quorum.

**Approval of the minutes:** The minutes of the October 15, 2003 meeting were read and approved with minor corrections: Budget & Planning membership is four; Senators Pfeiffer and Martin also volunteered to help with the senate elections; Sam Callejo's name was misspelled.

### Committee Reports

**Budget and Planning Committee.** Senator Chernisky reported the following:

- The committee is making its final call for comments on the Assessment Resolution.
- State of Hawaii budget projection for FY04 and FY05—G-fund base at 312.8 M; no Governor restrictions for next two years; positive Council of Revenues.
- A faculty survey indicated that faculty concerns are 1) salaries; 2) administrative salaries; 3) morale; 4) staff shortage.

**Faculty Committee.** Senator Currivan reported the following:

- The Faculty Senate approved the process for the CAO search committee

**Elections Committee.** Senator Palombo reported the following:

- There are 17 nominations for 11 seats on the Faculty Senate.
- Statements from nominees will be in the campus bulletin for two weeks and hard copies will be delivered to the divisions.
- Elections close on December 2, 2003.

**Academic/Institutional Support Committee.** Senator Martin reported the following:

- The committee held its first meeting and brainstormed issues and concerns for the committee to consider. Ex: hooks in the bathrooms, clarifying mid-semester assessments.

**Legislative Relations Committee.** Senator Chernisky asked Senator Currivan to report on UHPA salary negotiations:

- The Bargaining Committee met twice with the State’s negotiating team.
- They are scheduled to meet with them again on November 12, 2003.

The agenda was suspended to hear a presentation about the Associate of Arts in Teaching (AAT) degree from guests Doug Dykstra, Judy Kappenberg, Mark Silliman, and Don Thomson.

Doug Dykstra provided the Senate with three documents:

- Draft of the Authorization to Plan: Associate of Arts in Teaching.
- Chart of courses proposed for the Associate of Arts in Elementary Teacher Education.
- Draft of the position announcement for an Instructor in Education. This will be a full-time temporary (T) position.

Doug Dykstra and Mark Silliman provided the Senate information on the new degree:

- An Instructor in Education will be hired to further develop the degree program; the new hire will start in Spring 2004.
- The Instructor in Education will be responsible for creating a community advisory board and for making contacts with the elementary schools in the Leeward and Central districts.
- Several LCC faculty members are already creating courses for the degree.
- Students in the degree program will teach in the field for one semester.
- The initial goal is to graduate 50 new teacher candidates each year that may then go on to Bachelor of Education programs. Currently, Brigham Young University—Hawaii, Chaminade University, and University of Hawaii at Hilo are interested in articulation possibilities.
- Judy Kappenberg is working with the Department of Education on a Memorandum of Agreement in which the DOE will purchase seats in the program for a cohort of Educational Assistants. The potential funds of \$450,000 will help fund the degree program and will provide a stipend for mentor teachers to work with the students in the program.
- The plan is for the program to be presented to the Board of Regents by the end of Spring 2004.

Doug Dykstra provided the Faculty Senate with the document Role and Responsibility of the Council of Chief Academic Officers (CCAO). He made these announcements:

- An addition has been made to item #2. The final sentence should read, “In all cases, appropriate consultation shall be conducted on each campus and at the system level with faculty, student services staff, student leaders, *and the Council*

*of Senior Student Affairs Officers, which may be represented by the Vice President of Student Affairs.”* The addition is in italics.

- A committee for a CAO at West Oahu has been formulated and is comprised of three faculty members, one student, and one staff member. The committee will review and rank nominees for the position. President Dobelle will make the final decision.

The agenda recommenced after these presentations.

**Student Committee.** Senator Flegal reported the following:

- The committee still has one unresolved student grievance. The grievance committee is waiting for the student who filed the grievance to contact them to commence the grievance process.
- Senate members were given a list of discussion questions regarding the F/N grade and were asked to bring feedback on these questions to a subsequent meeting.
- New faculty members Becky George and William A. Congress have agreed to co-chair Opening Day Experience on January 8, 2003. The Senate’s Student Committee will serve in an oversight role.

**Program Review Committee.** Senator Hill reported the following:

- The Program Review Committee will be composed of Student Services Chair, Program Review Committee Chair, four Academic Support Coordinators, A & H Division Chair, BT Division Chair, LA Division Chair, M & S Division Chair, Soc Science Division Chair, and the Voc Tech Division Chair. Serving in an advisory capacity will be the ALO Liaison, the CAO or designee, Director of OCET, Institutional researcher, and the Director of Planning and Assessment.
- 100% of voting members will be faculty.
- Advisory members will not be voting members unless they are faculty.

**Motion 03-35: To approve the Program Committee Membership plan.**

**Passed—Unanimously**

**Curriculum Committee.** Senator Lococo reported the following:

- The committee would like to have a selection on Curriculum Central for inputting new program proposals. Barbara Hotta is working on implementing this.
- They would also like to be able to make program modification proposals available through Curriculum Central. However, there are no set guidelines for program modifications. The committee drafted a possible set of guidelines, which they will present to the curriculum committee and later the Faculty Senate for approval.

**Service Committee.** No report given.

## **Chair's Report**

Chair Goodman reported on the ACCFSC meeting at Hilo CC on 10/16/03:

- Articulation of the general education core was discussed. Linda Johnsrud spoke on behalf of David McClain and stated that no decisions will be made regarding articulation until E5.209 is revised.
- ACCFCS should be the watchdog of the articulation process. Linda Johnsrud will serve as the liaison.
- The West Oahu Senate Chair asked about the University Council of Articulation and stated that it worked well until the formation of the general core.
- A question was raised about how GPAs are determined on each campus. Should the ACCFCS make a recommendation for University-wide consistency?
- Should the ACCFCS make a recommendation for University-wide consistency on the uses of +/- and F/N grade?
- ACCFSC representation requested on a DE advisory committee and a committee to study the possibility of a system-wide ID card for faculty and students.

Chair Goodman reported on the Special Telecom Meeting on 10/24/03:

- This meeting was held to discuss \$8.5 million in restricted funds that were not returned to where they were originally assigned, but were distributed to fill other system needs.

## **Old Business**

**Revision of LCC's AA degree.** Senator Lococo informed the Senate on progress made:

- He has been in touch with colleagues at KCC and HCC who have had experience with revising their degrees. He feels there is much to learn from these colleagues.
- The vast majority of our courses already articulate into UH-Manoa's core categories.
- Once the committee has determined that LCC should revise its AA Core, the time consuming aspect of this process will be determining which courses should be placed into which category.
- The committee so far consists of Senators Ganne, Hochstein, and Buchanan; letters will be sent to divisions so that they can appoint their representatives to the committee.

**Adjournment:** The meeting was adjourned at 5:20 p.m.

Respectfully submitted,  
Susan Wood for Candace Hochstein, Secretary