

LEEWARD COMMUNITY COLLEGE

2001 – 2002 Faculty Senate

APPROVED Minutes of the November 28, 2001 Meeting

James Goodman, Chair
Jean Hara, Vice Chair
Jack Pond, Secretary

SENATORS PRESENT: N. Buchanan, P. Cravath, A. Dabrowski, Z. Estrada, P. Frary, C. Ganne, J. Goodman, J. Hara, K. Hill, W. Imada, J. Kappenberg, G. Levy, C. Martin, M. Minasian, D. Pascual, J. Pond, M. Reese, R. Tanimoto, R. Toyama.

SENATORS EXCUSED: R. Flegal, P. Lococo.

SPECIAL GUESTS: Provost Mark Silliman, D. Furst, S. Hoshino, S. Ota, M. Akana, S. Uyemura, E. Matsuoka, K. Fujishima-Lee, K. Young.

CALL TO ORDER: The meeting was called to order at 3:24 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the November 7, 2001 meeting were read and approved with one addition.

SPECIAL REPORT: The Provost gave the Senate his response to two motions from the last meeting. The first, 01-26, requested that he add representation from OCET and Student Services to the Phase II Reorganization Committee. He thought this was a good idea and has asked both units to recommend names to him. The second, 01-27, requested that he explain and clarify the process for allocating budget amounts between course offerings and non-instructional expenditures. The Provost restated President Dobelle's position that instruction be held harmless through any budget reduction that may be imposed on the college. He further explained to the Senate that the reason that so many classes were canceled is that some divisions had scheduled more classes for the Spring 2002 semester than they had for the Fall 2001 semester. The cuts were to bring the spring offerings in line with the customary 60/40 ratio of fall to spring course offerings. Efforts have been made to ensure that students' plans to graduate would not be jeopardized by providing substitute classes for the ones canceled. The Provost also provided the Senate with a Revised Operational Expenditure Plan for 2001-02, a list of courses cut for Spring '02 (62 sections or 178 credits), and a Lecturer/Overload Available Funds and Expenses worksheet. He also discussed several corrective steps that will be

taken next year. In closing he also mentioned that the UHWO Faculty Senate is indeed interested in a joint meeting with the LCC Senate should we want one.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senators Kappenberg and Reese reported that the third ADP Open Forum was held recently. There is agreement on five (5) goals. The next step will require the campus to write specific objectives. These will be due to Bob Asato and Lani Uyeno by December 11.

ELECTIONS – Senator Pascual reported for Senator Lococo that the elections have been completed. Newly elected Senators are Linda Currivan (LA), Christian Ganne (VT), Candace Hochstein (SServ), Warren Imada (BT), Pat Kennedy (AH), Karim Khan, (AH), Gail Levy (LA), Mimi Nakano (LA), Stephanie Palombo, (AH), Ruth Pfeiffer, (AH), and Carleen Yokotake (LA). These results will be published in the Bulletin.

PROGRAM REVIEW – Senator Levy reported that the question that is quickly surfacing is to what degree does the faculty really want to be involved in program review? Some guidelines specify that 20% of courses and programs in existence for awhile is to be reviewed every year. This would amount to a huge number and a great deal of work (possibly equaling or exceeding the workload of the Curriculum Committee). There is also a concern over the varying degrees of complexity of the review tasks. Some reviews will be straightforward; others will be quite problematic. A related question will be to identify who will actually do this work.

CURRICULUM – Senator Buchanan presented the following recommendations from the Committee:

ENG 8 Reading/Writing Basics 6 Credits Equivalent (New Course). This will be a combination of ENG 1B and 2B and, while offered on a non-credit basis only, will be equivalent to a 6-credit course.

ENG 100E Expository Writing (Modification). This course changes the alpha of ESL 100 (English Composition for non-native speakers) to ENG.

<p>Motion 01-28: To approve ENG 8 and ENG 100E.</p>
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<p>PASSED – Unanimously</p>

MATH 103 College Algebra 3 Credits (New Course). This course will replace MATH 27 in the math sequence.

<p>Motion 01-29: To approve Math 103.</p>
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<p>PASSED – Unanimously</p>

HSERV 190 (Delete), HSERV 248 (Delete), HSERV 290 (Delete), and HSERV 90 (Delete)

The Social Science Division wishes to delete **HSERV 190, 248, and 290** as they have not been offered for over five years. **HSERV 90** is being deleted because the Division does not wish to have any courses numbered below 100

Motion 01-30: To delete HSERV 90, 190, 248, and 290.

PASSED – Unanimously

DRAMA 230 Storytelling 3 Credits (New Course) This is a practical performance-oriented course emphasizing the history, forms and art of storytelling using technology and multimedia techniques. The Senate raised the question of a 200-level course not having prerequisites. It was noted that other 200-level courses were offered without prerequisites.

Motion 01-31: To approve DRAMA 230.

PASSED – Y=16; N=0; Ab=2

The Committee also submitted a list of courses that have been approved as experimental by their respective Division Chairs, the Curriculum Committee Chairperson, and the acting Dean of Instruction. These courses will be active for two years after which time they must be proposed as new courses if they are to be offered in the future. This does not require Senate action.

ENG 297 Portfolio Preparation for Educators
 ENG 298 Introduction to the Writing of Poetry
 ASTRO 197 Astro-Imaging

Finally, the Curriculum Committee offered curricular changes resulting from two program restructuring projects. The first was in the Office Administration and Technology Program. In order to provide more program flexibility and ease of entry for students coming to the College from industry, the Committee proposed the following charts of course changes.

I. OAT PROGRAM RESTRUCTURING

The first chart presents deleted courses that have been replaced with new courses that reflect a change of alpha, or alpha, title, and prerequisites.

Deleted Course	New Alpha/Title/Prerequisite
OAT 136 (2 cr)	BUS 136 (2 cr) New Alpha Bus Com Spsht – MS [®] EXCEL

OAT 137 (1 cr)	BUS 137 (1 cr) New Alpha Bus Com Dbase – MS [®] ACCESS
OAT 140 (3 cr)	BUS 140 (3 cr) New Alpha Records & Info Mgmt
OAT 143E (1 cr)	BUS 143 (1 cr) New Alpha Prof Employment Prep
OAT 144 (3 cr) Bus Behavioral Strategies	BUS 144 (3 cr) New Alpha and Title Career Success
OAT 259 (3 cr) Supv of Administrative Office Systems	BUS 259 (3 cr) New Alpha and Title Supervision
OAT 282 (3 cr) Medical Transcription Pre: ENG 100 & OAT 181 with C or better	BUS 282 (3 cr) New Alpha, Title, Prereq. Medical Terminology and Procedures Rec: ENG/ESL 100 or equivalent
OAT 283 (3 cr) Legal Transcription Pre: ENG 100 & OAT 181 with C or better	BUS 283 (3 cr) New Alpha, Title, Prereq. Legal Terminology and Procedures Rec: ENG/ESL 100 or equivalent

Motion 01-32: To approve the deletions and their replacement courses.

PASSED – Unanimously

The Committee proposed the following chart of deleted courses that have been replaced with or incorporated into existing courses.

Deleted Course	Existing Course
OAT 239 (3 cr) Document Management and Design	BUS 201 (3 cr) Microsoft [®] Office Advanced
OAT 247 (3 cr) Legal Issues in RIM	LAW 200 (3 cr) Legal Environment of Business
OAT 143B (1 cr) Telecommunication Applications	BUS 121 (3 cr) Customer Service

Motion 01-33: To approve the deleted courses being replaced with or incorporated into existing courses.

PASSED – Unanimously

The Committee then proposed several new courses in the Business Technology Division.

BUS 200 Computer Speech Recognition 3 Credits (New Course). This course will teach students how to use several aspects of voice recognition software and will be part of the list from which they may choose 15 credits of specialized study.

BUS 240 Advanced Issues in Records and Information Management 3 Credits (New Course). This course introduces students to advanced topics in RIM.

BUS 202 MS[®] Office Expert 3 Credits (New Course). This course teaches students to master expert-level functions using Word, Excel, Access, Outlook, and PowerPoint and prepare them to take the Microsoft[®] Expert-level certification exams.

BUS 127 MS[®] Word for Business 3 Credits (New Course). This course teaches students to master Microsoft[®] Word features.

ECOM 102 The Internet 3 Credits (New Course). This course is cross-listed with ICS 102.

Motion 01-34: To approve BUS 200, BUS 240, BUS 202, BUS 127, and ECOM 102.

PASSED – Unanimously

The Committee proposed the following chart of deleted courses to be replaced by new courses.

Deleted Courses	New Courses
OAT 140F (1 cr) Computer ARMA Indexing	BUS 240 (3 cr) Advanced Issues in Records & Info Mgt
OAT 145 (3 cr) Records & Info Management Technology	BUS 240
OAT 240 (3 cr) International Issues in RIM	BUS 240
OAT 248 (3 cr) Electronic RIM	BUS 240
OAT 123 (3 cr) Document Production	BUS 127 (3 cr) MS [®] Word for Business
OAT 252 (3 cr) Administrative Strategies	BUS 202 (3 cr) Microsoft [®] Office Expert

Motion 01-35: To approve the deleted courses being replaced by new courses.

PASSED – Unanimously

The committee proposed the following course modifications.

BUS 155 Business Calculations 3 Credits (Modification). The title of the courses has changed from Quantitative Business Applications to Business Calculations. The prerequisite of a CR in MATH 1 or 1B and concurrent enrollment in ENG/ESL 21 or 22 has been changed to a recommended preparation.

OAT 121 Computer Keyboarding 3 Credits (Modification). The title of this course has been changed from Telecommunication Foundations to Computer Keyboarding.

BUS 201 Microsoft® Office Advanced 3 Credits (Modification). The new title of this course more accurately reflects the applications being taught. The change in prerequisites (not listed in the Committee's report) reflects changes in course alphas in the OAT department. The course is now required for the A.A.S. OAT degree.

ACC 202 Managerial Accounting 3 Credits (Modification). The prerequisite change from ACC 201 to ACC 201 or ACC 125 reflects recent changes in introductory ACC courses (124, 125, 126).

Motion 01-36: To approve the modifications to BUS 155, OAT 121, BUS 201, and ACC 201.

PASSED – Unanimously

The Office Administration and Technology Program restructuring will

- increase the flexibility of the program as well as decrease the number of credits required for the Certificate of Completion (17 to 15), the Certificate of Achievement (35 to 30), and the AAS degree (65-66 to 60-61).
- prepare students and working professionals for certification (Microsoft® Office User Specialist exams are administered by MOUS® Certified faculty), and
- allow for more flexibility in staffing.

II. ACCOUNTING PROGRAM CHANGES BASED ON OAT PROGRAM CHANGES

The following chart reflects the changes in the Accounting Program that are necessary to bring it in line with the changes made to OAT.

Current Required or Optional Courses	Proposed Modified/Replacing Course
BUS 155 Quantitative Business Applications	BUS 155 Business Calculations
OAT 121 Telecommunication Foundations	OAT 121 Computer Keyboarding
OAT 123 Document Production	BUS 127 Introduction to MS® Word for Business
OAT 132 The Operating System and its Environment	Delete as an option; course not offered
OAT 136 Business Computer Spreadsheets – MS® Excel	BUS 136
OAT 137 Business Computer Databases – MS® Access	BUS 137
OAT 143B Telecommunication Applications	Course deleted, replaced with 1 credit of Business Technology Elective
OAT 143E Professional Employment Preparation	BUS 143

Motion 01-37: To approve the Modifications to the Accounting Program.

PASSED – Unanimously

The following list of combinations of introductory Accounting courses was presented by the Committee.

- Combinations for the CA are:
 - ACC 124 and ACC 125
 - ACC 201 and ACC 202
 - ACC 201 and ACC 125
- Combinations for the AAS are:
 - ACC 124, ACC 125, and ACC 126
 - ACC 201 and ACC 202
 - ACC 124, ACC 125, and ACC 202
 - ACC 201, ACC 125, and ACC 126

Motion 01-38: To approve the combinations of introductory Accounting courses

PASSED – Unanimously

CHAIR'S REPORT: The Chair reported on the November meeting of the All Campus Council of Faculty Senate Chairs and the UH Community College Council of Faculty Senate Chairs. Two of the more heated topics discussed were the issues of student transfer and course articulation from the CCs to the UH. There persists among many at the University, a feeling that the courses at the CCs are somehow not up to the rigor of courses offered at UH. The CC Faculty Senate Chairs took a very strong position on this issue and pointed out the higher success rate of students who transfer into the UH from the community colleges. Their closing line of a response letter to the Chair of Manoa's Arts & Sciences School was as follows:

Thus, to better serve students and the educational needs of the State of Hawaii, we believe that the University of Hawaii System needs to move to a culture of trust, respect, and mutual support and a culture that values collaboration and collegial faculty relations.

NEW BUSINESS:

- Senator Levy brought a letter to the Senate from Kay Porter (Faculty Advisor for Harvest Magazine) who was concerned about the Provost's refusal to fund items budgeted by the Board of Student Publications for the production of Harvest. Kay's question revolves around the issue of who has the authority to make final budget decisions for the special funds collected and approved by the BOSP that are used to fund the College newspaper and Harvest. Kay is also concerned that the budget for both publications and the budgeting process are not clearly defined or understood.

Motion 01-39 (Levy/Pond): The Senate asks the administration to clarify and explain the process for allocating budget amounts for student publications as approved by the BOSP.

PASSED – Unanimously

ANNOUNCEMENTS:

- ✓ The temporary suspension of English and Math prerequisites for specific disciplines and courses that was to be in effect for the period of Fall 2000 through Spring 2002 has been extended through 2003 due to the impending deadlines for the 2002-2003 Schedule of Courses. Data is now being collected for the purpose of evaluating the impact and effectiveness of English and Math prerequisites.

ADJOURNMENT: The meeting was adjourned at 5:55 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.