SENATORS PRESENT
Name                  Department     E-mail
Harry Davis, Chair    Math/Sciences  harryd@hawaii.edu
Carol Beresiwsky      LLL            beresiws@hawaii.edu
Sheryl Fuchino-Nishida HOST          fuchino@hawaii.edu
Alfredo Cabacungan    FSHE           alfredo@hawaii.edu
Mavis Hara            Holomua        mavish@hawaii.edu
Debbie Harrison       Nursing        dharris1@hawaii.edu
Jodi Ann T. Nakaoka   Health Science inakaoka@hawaii.edu
Monomita Krishna      Arts & Humanities monomita@hawaii.edu
Michelle Sturges      LLR/CELTT     sturges@hawaii.edu
Gemma Williams        Student Services/MKC gemmaw@hawaii.edu
Jeff Zuckernick       EMS            zuckerni@hawaii.edu

The meeting was called to order at 12:25 in Kopiko 209
I. Action Items
1. Approval of the October 1, 2007 Minutes as distributed

2. Prerequisite Validation Tool – Frank Abou-Sayf
Frank Abou-Sayf reported on a special project to review the value and effectiveness of pre-requisites. Dr. Abou-Sayf stated he was not in favor of eliminating pre-requisites, but rather streamlining the process of helping students meet the pre-requisites — which may be an entire course, or possibly just a set of competencies. The pre-requisite review project is in response to WASC and the KCC Administration which are concerned with the increasing number of pre-requisites which have added significantly to the time it takes a student to complete a degree. Dr. Abou-Sayf suggested a holistic approach to reducing pre-requisites based on the specific “competencies”, rather than “courses.” He recommends a computer software tool developed two years ago by a Pre-requisite Task Force that lists and validates the specific Math and English “competencies” required for success in a course. Using the software tool, the instructor can check off the specific Math/English “competencies” from a list of all competencies related to basic Math and English courses taught at KCC. The software tool will return information on the percentage of each course that would actually be required: i.e. 50% of Math 25, 35% of English 100, etc. In early trials, results demonstrated that it was rare for a student to need 100% of any one course, but rather specific competencies culled from two or three different courses. According to Dr. Abou-Sayf, the Administration is willing to allocate money for instructors to develop Competency Modules that could be offered through a variety of delivery systems: DVD, Non-Credit, Intensive week-end courses, etc.
In discussion, it was pointed out that EMS and Nursing programs are already short on faculty and they and other departments may not have time to allocate to faculty to develop the modules.

Dr. Abou-Sayf will give a detailed hands-on presentation of the Pre-Requisite Software Tool on Monday, November 26th in Manono 104 from 12:15 to 1:30.

3. **Action Request • Student Congress & CELTT • Harry Davis**
Student Congress reports that it is hard for students to borrow projectors and audio-visual equipment in a timely manner, since students may not borrow equipment directly from CELTT. Each CELTT equipment request must go through a faculty member, and at present there is no other suitable alternative. Student Congress may ask Faculty Senate for a resolution in the future.

4. **Course Proposals deferred from the October meeting • Mary Beard**

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Mary Beard was not present and the Course Proposal recommendations were deferred until the next Faculty Senate meeting.

5. **New Course Proposals (listed as an Agenda Item)**
The Curriculum Committee website on Quill was not accessible to the Faculty Senate Chair or to the Vice Chancellor, therefore, new course proposals could not be distributed to senators for discussion and approval.

II. **Discussion Items**

1. **Memo on Backtracking**
A memo will be sent to Louise Pagotto about the Action Request on Backtracking stating generally that the Faculty Senate is against such a policy, as it may be detrimental to student academic progress. The Senate is waiting for a response from the Student Congress and the Academic Standards Committee to include in this memo.

2. **E-Bulletin Memo on Forced Leave for Dossier Preparation**
Faculty Senate was asked to retract the published E-Bulletin memo supporting 9- and 11-month faculty rights to work on dossier preparation during normal working hours, since Chancellor Richards said it likely referred to an isolated incident, and was not intended to be a general College policy. Faculty Senate recollection is that more than one individual who had attended Dossier Preparation Workshops was concerned about this issue according to Leigh Dooley’s report. Faculty Senate will await clarification before issuing a retraction.
3. **Space Committee Report - Faculty Senate Memo**
The Faculty Senate is waiting for a response from the Budget Committee on the Space Committee Report Action Request. A memo will be sent to the Chancellor summarizing the Faculty Senate discussion and Budget Committee report.

4. **Procedures for Changes to Curriculum Proposals**
Faculty Senate is waiting for a response to the Faculty Senate Resolution on Changes to Curriculum Proposals. It is hoped that there will be a new administrative policy in place by the end of the semester.

5. **Committee Reports/ Assignments of Tasks**
Joe Overton was traveling and could not report on committees.

6. **SLO Memo**
A memo was submitted to the Chancellor from the SLO Committee stating the position that Faculty is in charge of Academics and should determine course SLOs, not Administration.

7. **Post Tenure Review K9.203**
Asked for clarification on the administration (draft) policy changes to the Post Tenure Review process, UHPA reported that the Post Tenure Review policy is covered in the Contract. The Contract states that procedures for Post Tenure Review are determined by the Department.

8. **Summer Workload Limit**
Asked for clarification on the new administration policy on Summer Workload Limits, UHPA refers to the Contract which does not set a limit on teaching or other endeavors outside the Contract period.

9. **Student Congress Request that Syllabi be uploaded to Banner**
Implementation of the Student Congress request to upload syllabi was discussed with no specific Resolution.

10. **ACCJC Visit**
ACCJC is visiting the Community College System this month and will discuss issues of SLOs and Shared Governance that have come before the Faculty Senate.

III. **Informational items**

1. **Shared Governance Document**
The Faculty Senate chair and Vice Chair will meet with the Chancellor and Vice Chancellor on November 6 to create a document on Shared Governance
2. Faculty Classification Plan Taskforce
The Faculty Classification Plan will be put before the BOR and UHPA to collect comments to present to the BOR before they vote.

3. Counselors’ Governance
Counselors have a governing body, but it is not recognized by the Administration.

4. “Instant Tenure”
The “Instant Tenure” policy proposed by System Administration may not affect the Community Colleges.

5. Strategic Planning for the Community Colleges and the System
The Senate Chair is working on Strategic Planning for the community Colleges and the System, and is Chair of the CCCFSC and Co-Chair of the ACCFSC. Please send comments on any relevant issues to Harry Davis.

The meeting was adjourned at 1:45.

Respectfully submitted,
Carol Beresiwsky
Secretary