Senators and Guests Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>*Harry Davis, chair</td>
<td>Math Sciences</td>
<td><a href="mailto:harryd@hawaii.edu">harryd@hawaii.edu</a></td>
</tr>
<tr>
<td>*Dennis Vanairsdale</td>
<td>Business Education</td>
<td><a href="mailto:vanairsd@hawaii.edu">vanairsd@hawaii.edu</a></td>
</tr>
<tr>
<td>*Carol Beresiwsky</td>
<td>LLL</td>
<td><a href="mailto:beresiws@hawaii.edu">beresiws@hawaii.edu</a></td>
</tr>
<tr>
<td>*Jodi Nakaoka</td>
<td>Health Science</td>
<td><a href="mailto:jnakaoka@hawaii.edu">jnakaoka@hawaii.edu</a></td>
</tr>
<tr>
<td>Sheryl Fuchino-Nishida</td>
<td>HOST</td>
<td><a href="mailto:fuchino@hawaii.edu">fuchino@hawaii.edu</a></td>
</tr>
<tr>
<td>Dan Wetter</td>
<td>FS</td>
<td><a href="mailto:dwetter@hawaii.edu">dwetter@hawaii.edu</a></td>
</tr>
<tr>
<td>Monomita Krishna</td>
<td>Arts &amp; Humanities</td>
<td><a href="mailto:monomita@hawaii.edu">monomita@hawaii.edu</a></td>
</tr>
<tr>
<td>(alternate) Lina Doo</td>
<td></td>
<td><a href="mailto:doo@hawaii.edu">doo@hawaii.edu</a></td>
</tr>
<tr>
<td>Joe Overton</td>
<td>Social Sciences</td>
<td><a href="mailto:overton@hawaii.edu">overton@hawaii.edu</a></td>
</tr>
<tr>
<td>Trude Pang</td>
<td>Comm Relations</td>
<td><a href="mailto:trude@hawaii.edu">trude@hawaii.edu</a></td>
</tr>
<tr>
<td>Steph Nelson</td>
<td>LLR/CELT</td>
<td><a href="mailto:stephnel@hawaii.edu">stephnel@hawaii.edu</a></td>
</tr>
<tr>
<td>Nora Furuno</td>
<td>Student Services/MKC</td>
<td><a href="mailto:furuno@hawaii.edu">furuno@hawaii.edu</a></td>
</tr>
<tr>
<td>Jill Abbott</td>
<td>Kahikoluamea</td>
<td><a href="mailto:jmabbott@hawaii.edu">jmabbott@hawaii.edu</a></td>
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*Executive Committee

Guests:

Louise Pagotto, Interim Vice Chancellor, to discuss curriculum archives.

Aaron Chau           CULN   achau@hawaii.edu
Future CULN senator
John Cando           Student Congress jgcando@hawaii.edu
Liana Hofschneider  Student Congress

Approval of Minutes

Minutes of the regularly scheduled February 2, 2009 Faculty Senate meeting, and the February 13, 2009 Special Faculty Senate Meeting to discuss the Strategic Plan were approved with corrections. The revised minutes were posted to the Laulima Faculty Senate Website on March 2, 2009.

Meeting between FS Chair and the Chancellor

Chair Davis reported a productive meeting with Chancellor Richards in dispelling some of the antagonism that may have been perceived in Faculty Senate recommendations and Administration responses, especially with respect to such sensitive and important issues as SLOs, Tenure/Promotion Guidelines, Summer Session Workload, Reorganization, and the Strategic Plan. It was agreed that the current adversarial approach was not effective, and their discussion reaffirmed Administration and Faculty Senate goals of working together for the good of the College. One positive result of the meeting was the establishment of a physical space for a Faculty Senate office.

Memo on Strategic Plan

Chair Davis and the executive committee will draft a memo to accompany the Strategic Plan document to the Board of Regents. Senators are expected to respond to the draft as soon as possible upon receipt.

Interim Vice Chancellor Louise Pagotto on Curriculum Archives
Interim Vice Chancellor Louise Pagotto attended the meeting as requested by Faculty Senate at the last meeting to explain the possible loss of curriculum archives not currently posted electronically. A general discussion of curriculum proposals, curriculum review, and permanent archives ensued with the following points:

- **Vice Chancellor Pagotto** explained that no archives were lost, and that the digital archive was a temporary archive used to post pending approvals, that were then expunged. She stated that there are always digital copies available, although they are not readily accessible in an easily downloadable version. Susan Pope can get them upon request. Course proposal archives are complete back to the 1970s.

- Senators questioned the wisdom of one person in charge of the resource, when there may be a need for access at any time whether or not the person in charge might be available. Vice Chancellor Pagotto said she would try to have the digital copies posted on Quill until Curriculum Central is implemented.

- Curriculum Committee thought there was a digital archive, and believes this to be an important project if none currently exists. Course information is important when comparing proposals historically. Committee members, faculty, and proposers need access.

- Vice Chancellor Pagotto refuted the notion that only one final hard copy exists with penciled in corrections and notations. All revisions are incorporated into the digital permanent copy.

- Vice Chancellor Pagotto stated that LCC is the originating campus for Curriculum Central (course proposal software) and it is up to the faculty when it will “go live.” Susan Pope is prepared to begin training faculty during the Spring Break. Once Curriculum Central goes live, all of the courses will be posted to, and available on Curriculum Central.

- Chair Davis questioned the idea of our courses stored centrally on a server at LCC that KCC does not control.

- The plan is for all new courses to be submitted using Curriculum Central starting in fall 2009, according to Interim Chancellor Pagotto.

- The Course Proposal Form that will be implemented with Curriculum Central does not include the new SLO requirements for General Education.

**Motion** Curriculum Central should ‘go live’, so that we can get the training started, and proposers can begin putting proposals on Curriculum Central, and faculty can begin reviewing courses, including five-year reviews, using Curriculum Central as soon as possible.

Seconded, Discussed and Passed Unanimously 11/0

**HOST 100 Revisions**

Sheryl Fuchino-Nishida representing HOST requested Faculty Senate clarification as to whether the minor revisions regarding an error of one credit in HOST 100 previously approved by Faculty Senate required the course proposal to be returned to Curriculum Committee, or if the course could proceed. Citing a previous motion by Faculty Senate regarding minor course revisions subsequent to Faculty Senate approval, the consensus was that the course go forward, and need not be returned to Curriculum Committee.

**Regarding establishment of Faculty Senate Ad-Hoc Committees**
Senator Overton, representing Social Sciences brought up an issue from his department regarding the establishment of ad-hoc Faculty Senate Committees while certain standing committees did not have substantive assignments. The FS Constitution was quoted as stating that the Faculty Senate is empowered legally to establish these committees. Chair Davis noted the committees were a response to specific and pressing issues, such as SLOs. One senator mentioned that there had been a renewed effort since September to be more mindful of tasking committees with appropriate jobs as issues came before the Senate. Some committees are still left with no work. It was agreed that there is work to be done, i.e. Budget Committee should set their priorities with respect to funding that will become available with the Obama bill, and more attention is required regarding committee assignments. It was emphasized that the committee chairs also bore a responsibility to seek out issues and tasks related to their function and responsibility as described by the Constitution. Senators agreed that more thought should be given in the future to assigning specific tasks to standing committees, and that chairs should produce regular reports to Faculty Senate at the regularly scheduled meetings. Vice Chair Vanairsdale, who is in charge of committee assignments will inform the standing committee chairs.

**Motion** That standing committee chairs be notified and all committees send a written report to Faculty Senate by the May meeting.

*Seconded, Discussed and Passed Unanimously 11/0*

**Motion** That the Executive Committee review all of the Ad hoc Committees and recommend tasks to the Standing Committees.

*Seconded, Discussed and Passed Unanimously 11/0*

**Backtracking**
Liana Hofschneider and John Cando reported that the Student Congress passed a Motion to support students “Backtracking” to get credits for courses below a level they have already passed. Faculty Senate previously passed a motion supporting the Student Congress on this issue.

**Representation of Honda International Center (HIC)**
Joe Overton brought up the request by HIC to have representation to Faculty Senate. HIC employees serve on faculty contracts and are promoted based on faculty guidelines. Senator Pang pointed out that Community Relations needed a Constitutional amendment to gain representation. Chair Davis will check the Constitution to see if the previous amendment would apply to HIC, and the issue will be brought up at the next Senate meeting. Senators were favorable to the idea of HIC representation.

The meeting was adjourned at 2:10.

Respectfully submitted,
Carol Beresiwsky 3/7/2009