The meeting was called to order at 1:00pm in Olona 205.

The draft minutes from the April 6, 2009 meeting were approved without correction.

**Report on the Strategic Plan Meeting with Administration during Spring Break**

Jodi Nakaoka and Dennis Vanairsdale reported on the Strategic Plan Meeting called by Administration during Spring Break. Discussion surrounding the final approval of the Strategic Plan centered on concern for lack of substantive faculty input in the creation of the Plan. For example, departments affected by Academies were not informed about how Academies would function within their departments. Senators reiterated the importance that all matters related to curriculum and pedagogy should be initiated by the faculty and come through Faculty Senate. In discussion, senators acknowledged the need to support the College, and that an approved Strategic Plan would be important for the Mid-term Accreditation Report. A suggestion was made to approve the Strategic Plan with reservations, and to remove the Academies. A final proposal was made to pass the Strategic Plan, but to pass it with reservations. Senators for the most part agreed that although there is no way to stop the process at this point, a plan should be put into place to rectify the way things are done on campus. Faculty are often engaged by Administration in projects that are dictated by grants or proposals that had little faculty input during the development phase. A strong statement needs to be made. Faculty should be made more aware of campus issues, the importance of their role in developing
curriculum and implementing pedagogy, and the role of Faculty Senate in representing their interests.

Chair Davis pointed out that according to the BOR policy, Faculty Senate approval of the Strategic Plan is required.

The Final MOTION for approval the Strategic Plan with reservations of, as worded below, was Seconded, Discussed, and PASSED Unanimously: 13/0

Memorandum

TO: John Morton, Vice President, University of Hawai`i Community Colleges
Leon Richards, Chancellor, Kapi`olani Community College

FROM: Kapi`olani Community College Faculty Senate
Harry Davis, chair
Dennis Vanairsdale, vice-chair

DATE: May 8, 2009

RE: Kapi`olani Community College Strategic Plan

At the May 8, 2009 faculty senate meeting the following motion as made, seconded, discussed, and passed.

Motion:
Due to the need to expedite the approval of the Kapi`olani Community College strategic plan, the faculty senate hereby gives its approval with strong reservations.

Contrary to the apparent belief of the Kapi`olani Community College administration, the process was not participatory as required by the Constitution of the Faculty Senate of Kapi`olani Community College.

"ARTICLE V. TRANSMITTING SENATE ACTIONS
Section 3. Reference of Policy Matters to the Senate.
   A. The Chancellor, in advance, will seek the advice of the Senate in formulating College policy;
   B. All policies promoted or established without the consultation of the Senate are subject to review by the Senate."
Participatory Governance Document
General dissatisfaction was expressed with regard to the Participatory Governance Document. The Participatory Governance Proposal again represented an Administration document created without substantial faculty and student congress input. Dissatisfaction with the deterioration of the relationship between Student Congress and Administration and Faculty Senate and Administration was expressed. Bob Franco is currently writing the mid-term report for Accreditation and a statement of shared governance is important. Dennis Vanairsdale suggested that we develop our own draft for a Shared Governance document.

The Senate decided by consensus not to take action on the current document.

Committee Reports
Curriculum Committee
According to Jill Wakabayashi, Chair of the Curriculum Committee, one of the committee members experimented with the Curriculum Central Program, and found that the number of questions rose from the 33 questions on the experimental site approved by Faculty Senate to 59 questions on the live site. Faculty were told that they would be able to cut and paste information from the old course COL into the Curriculum Central revised COL, but this is not the case. All text must be entered manually. Faculty Senate approved the concept of Curriculum Central and the inactive model site, but the final is quite different. Another concern was that Curriculum Central has a Leeward CC address, and that perhaps documents would reside and LCC, and would not bear the KCC address, which was of some concern. Curriculum committee members have not yet been trained. Training sessions are proposed for the summer, and the program should be ‘live’ in the fall, but faculty is not on duty in the summer. Curriculum Committee does not have the resources and support to get the job done. Further support is required by the Curriculum Specialist for faculty.

Chair Davis: Yes, we approved it to go live on line, but we didn’t approve that it would change, or that faculty would work in the summer. I thought there was going to be student help and secretaries

Faculty/Student Relations Committee
Chair Davis: The relationship between the Chancellor and Student Congress has deteriorated. Grievances have been filed. I told the Chancellor that Faculty Senate is not intervening. This is the purview of the Faculty Student Relations Committee. Student engagement is a big issue. The way to promote that is to support the Student Congress. A few years ago more students were participating than now. One of the most important things we can do about student engagement is to support the Student Congress. Student Congress is trying to get more resources, but it is a sticking point between the chancellor and them. The Chancellor and Student Congress are meeting on May 15th to attempt to resolve this issue.
Shawn Ford: Faculty Student Relations Committee: I’ve been in contact with John Cando and offered the services of the committee. The committee has membership and we met once in the fall.

Keala Losch: As student congress adviser, in Student Congress charter my responsibility is to advise on policy and procedure, the student conduct code, and teaching leadership. Keith and I were never contacted in the fact finding.

Chair Davis: I was just looking at Constitutions for clarificaton.

Dennis Vanairsdale: We need to define what the roles are.

Keala Losch: We want to make sure everything is clear, transparent. We need to define the interaction between individuals. Perhaps the Faculty Senate Student Relations Committee can clarify. Who can I go to talk to?

Dennis Vanairsdale: We have a memorandum of understanding with the Chancellor, we need a memo of undertanding about this.

Joe Overton: We need to know what Keith and Keala are supposed to be doing. We need to know what each person is supposed to be doing. What are Keala’s functions? What are Keith’s functions? We need a Job Description with specific duties delineated.

**SLO Committee ~ Kristine Korey-Smith**

Kristine Korey-Smith: We have aligned competencies with the Program SLOs and General Education SLOs. How do we see that the courses are aligned at the Program and General Education level. What competencies are aligning with assignments? Our deadline is the week before duty week. Faculty should be paid to come in and do the first draft. WASC is ok with that. The syllabus may be used as evidence.

At 3:15 the meeting was scheduled to continue to May 15th to finish business and curriculum approvals for 2008-2009 Academic Year.

Respectfully submitted by

Carol Beresiwsky
Secretary
MEMORANDUM

To: John Morton, Vice President for Community Colleges
    Leon Richards, Chancellor, Kapi`olani Community College

Re: Kapi`olani Community College Strategic Plan

Due to the need to expedite the approval of the Kapi`olani Community College Strategic Plan, the Faculty Senate hereby gives its approval with strong reservations. Contrary to the apparent belief of the Kapi`olani Community College administration, the process was not participatory as required by the constitution of the Faculty Senate of Kapi`olani Community College:

ARTICLE V. TRANSMITTING SENATE ACTIONS

Section 3. Reference of Policy Matters to the Senate.

A. The Chancellor, in advance, will seek the advice of the Senate in formulating College policy;
B. All policies promoted or established without the consultation of the Senate are subject to review by the Senate.
Faculty Senate Meeting  
May 15, 2009  
Continued from May 8, 2009  
Olona 12:15 -2:15 pm

Sex Assault Policy Approval  
The KCC Sex Assault Policy document was sent to Faculty Senate for approval. Dennis Vanairsdale verified that UHPA has to negotiate this document. Jill Abbott pointed out that the document contained gender terms that should be revised. Instead of referring to “men” and “women” throughout, non-gender-based terminology should be used. Aaron Chau moved to pass the Sex Assault Policy with gender-term revisions. **Motion Passed: 10/0**

Committee Reports  
Distance Learning minutes by Mary Hattori were accepted as the committee report for Distance Learning. Other committees meeting and working, but no reports were submitted.

Presidential Search  
The consensus of faculty that met with the candidates for UH president was that Jones was impressive, and would be the best choice, especially with respect to shared governance. M.R.C. Greenwood did not appear to be as knowledgeable about our system. UHPA was hoping for a 3rd candidate. There were only two faculty representatives on the selection committee.

Faculty Senate/Administration Forum  
Chair Davis reported that Chancellor Richards wants to hold forums two times a semester with Faculty Senate to discuss problems in an informal, relaxed atmosphere.

Student Congress – Change of Name  
Chancellor Richards suggested that the Student Congress/Student Government name be changed to Associated Students of KCC.

Curriculum Committee Action Request  
The Action Request presented by the Curriculum Committee based on discussion at the May 8th Faculty Senate meeting passed unanimously. **Motion Passed 11/0**

Curriculum Committee Action Request Regarding Curriculum Central  
Chair Davis asked permission to write a memo responding to Jill Wakabayashi’s Action/Reaction Memo with respect to the role of Curriculum Central. [Jodi enters at 12:40] Trude Pang makes the Motion to accept revision to CC.  
**Motion Passed 11/012/0**

Curriculum Approval Process and Faculty Senate  
Citing BOR Policy regarding the duties of Faculty Senate, Chair Davis reiterated the need for Administration to return Faculty Senate approved courses, which have undergone significant revision at the administrative level, to the Faculty Senate for final approval. A checklist was approved last year. He pointed out that the signature of the Vice-Chancellor for Academic Affairs is not ‘Approval’ but indicates that the course or program has gone through the
process. Also, someone in Administration has created another pre-submission checklist. This checklist should be submitted to the Curriculum Committee. There is only one Faculty Senate and one Curriculum Committee with the power to propose and approve courses and programs according to the BOR Policy. The Curriculum Central program is a tool. Academic matters are the province of the Faculty Senate, and Curriculum Committee never received the administration-generated submission list. Discussion followed. Dennis Vanairsdale suggested that we return the second checklist to the Chancellor, saying that there is already a checklist. The Constitution says we only deal with the chancellor. Motion and second to send the memo to the Chancellor, with CC to Vice-Chancellor. [Sheryl comes in at 1:55] MOTION PASSED UNANIMOUSLY

**Minor Revision to Previously Approved Theater Course. [Title]**
Minor revision of a previously approved course to change wording in ‘her’ content grading area from “lab exercises” to “theater exercises” MOTION PASSED UNANIMOUSLY.

**Courses, Revisions, and Programs Presented by the Curriculum Committee and Approved** (notes by the Curriculum Committee Chair included for clarification)

**NOTES FOR ACCOUNTING SET OF PROPOSALS**
This set of proposals is PAR submission of the Accounting Program converting the current program SLOs to revised program SLOs (Student Learning Outcomes).

The accounting program felt the need for the SLOs to be updated and reflective of the current job market and requirements.

**NOTES INFOTECH PROPOSALS**
This set of proposals is PAR submission of the Info Technology Program converting the program competencies to program SLO (Student Learning Outcomes).

The Info tech program felt the need for the Certificates to have sub-bullets to help students and the work force understand the skills that are included within a SLO. The advisory committee felt that the sub-bullets would be helpful with the hiring skills required of the potential employee.

**NOTES FOR MEDA PROPOSALS**
The MEDA program proposals are detailed in the justification of the changes. The MEDA faculty realized that the students need more hours to learn and become successful in the 2 courses MEDA 111 and MEDA 152. Previously these courses were 5 credits then became 3 credits. However, the students need more time to learn the material so the program has asked to make the courses 4 credits each.

The MEDA program had also submitted a PAR in the FALL 2009 for converting the program competencies to program SLO (Student Learning Outcomes). The Curriculum committee had postponed the PAR till this semester so the MEDA program was able to make the program changes in the credits and the program SLOs.

**NOTES FOR MICT SET OF PROPOSALS**
The MICT program has an agreement with West Oahu for a Bachelor’s degree pathway for MICT majors. West Oahu is awaiting the approval of MICT courses to finalize the agreement. Therefore, the MICT faculty proposes the course changes and program SLO changes to reflect the pathway of the transfer of credits. The courses will still be taught and housed at KCC.

The MICT PAR submission reflects the SLO (Student Learning Outcomes) changes and corrections to the current catalog.
Please approve the new courses, MICT 301, 302 and 350 before deleting the old courses MICT 201, 202, and 250.

**NOTES FOR MARKETING SET OF PROPOSALS**

The Marketing program met with the advisory committee and the advisory committee felt the program requirements need revision. Therefore, the advisory board collaborated with the faculty to revise the courses and the program requirements from the certificates and the AS degree. The revisions proposed now meet the job industry. The faculty also developed program SLO (Student Learning Outcomes) with the input from the advisory board.

Some of the certificates are pathways to the AS degree. The certificates allow students the opportunity to earn what is necessary for certain jobs or for those already working to earn continuing education to strengthen job advancement potential.

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Discussion of Shawn Ford ESL/SLS class
Approval discussion of the Shawn Ford course and what would be it’s ‘home’ in terms of a Focus. It is related to SLS courses at UH. Ford still has to determine which section — Humanities or Social Science in terms of Diversification — will be selected based on meeting the criteria for 2/3 of content. The course is already being taught ‘experimentally’ as part of Title III with 10 students enrolled. Students should be able to know whether the course is fully articulated and which focus it is associated with. According to the Curriculum Committee Chair, the articulation agreement was not finalized at the time of the vote on the course proposal. Ford can continue with the experimental number, but then go to Manoa with a ‘special letter.” A motion was made and seconded to approve the course now pending the designation for diversity instead of going through the whole process gain. MOTION: “To approve the course and be informed of a focus designation as soon as possible. MOTION PASSED UNANIMOUSLY 12/0

Motions of Appreciation and Commendation
Joe Overton proposed two motions of appreciation and commendation for work with Faculty Senate: The First to Carol Beresiwsky as secretary, and Jill Wakabayashi for outstanding and professional work as Chair of the Curriculum Committee; and The Second Motion — to include Letters of Commendation in the dossiers of Curriculum Committee members who have worked especially hard in preparing documentation for the 60-plus courses that have received approval this year. Motion Seconded, Discussed and Passed Unanimously

The May 8th – May 15th Meeting of the 2008-2009 Faculty Senate adjourned at 1:55pm

Meeting of the 2009-2010 Faculty Senate to Elect Officers
Senators continuing and newly elected to the 2009-2010 Faculty Senate met briefly to elect officers and at-large members to the Executive Committee. Harry Davis was re-elected Chair, Ibrahim Dik was elected Vice Chair. Carol Beresiwsky was re-elected Secretary. Jeff Zukernick and Sally Pestana were elected as at-large representatives to the Executive Committee.

The meeting of the 2009-2010 Faculty Senate was adjourned at 2:15.

Respectfully Submitted,

Carol A Beresiwsky
Secretary
MEMORANDUM FROM JILL WAKABAYASHI

Subject: Recommendation that Curriculum Central NOT be implemented for Fall 2009 for the approval process

SPECIFIC ACTION REQUESTED: Motion approved by the Curriculum Committee (CC) on Wednesday, April 29, 2009 at 11:45 am in Kauila 109:
“Recommend to Faculty Senate that Curriculum Central not be implemented for Fall 2009. This time is for training the CC members, Faculty Senate reviewers, proposers, faculty and to develop instructional materials and tutorials. Spring 2010 and Fall 2010 are the suggested target dates for implementation based on progress of the training of faculty on CC and Faculty Senate. The training must be done in the early weeks of the Fall 2009 semester for exposure.” “Recommend the continued use of the CAR and COL for Fall 2009.”

RECOMMENDED EFFECTIVE DATE: Effective date of this request is ASAP. We request our recommendation be considered immediately.

MEMORANDUM CURRICULUM CENTRAL 5/15/2009 EXCERPT

TO: Leon Richards, Chancellor, Kapi`olani Community College
Louise Pagotto, Interim Vice Chancellor Academic Affairs
FROM: Kapi`olani Community College Faculty Senate
Harry Davis, Chair
Dennis Vanairsdale, Vice-Chair
DATE: May 15, 2009

RE: Kapi`olani Community College Curriculum Central

The Faculty Senate Curriculum Committee thoroughly reviewed an average of 60 curriculum proposals every semester. The COL and CAR forms received via electronic submission to currcomm@hawaii.edu.

The Curriculum Committee has reviewed the test and live Curriculum Central sites and has concluded that the college is not ready nor is the review process ready for implementation during the Fall semester of 2009. The use of Curriculum Central in replacement of the CAR and COL forms for Fall 2009 is premature for the following reasons:

May 3, 2009

Action Request Memo

To: Harry Davis, Chair Faculty Senate
   Faculty Senate
From: Jill Wakabayashi, Chair Curriculum Committee for Curriculum Committee
Subject: Recommendation Of Liberal Arts AA degree SLOs be considered for AS degree SLOs
SPECIFIC ACTION REQUESTED: SLO Ad Hoc Committee to start the discussion and process to review the AS degree Competencies for conversion to AS degree SLOs using the AA degree SLOs.

RECOMMENDED EFFECTIVE DATE: Spring 2010

BACKGROUND:

The Curriculum Committee (CC) met on March 16, 2009, and approved the Liberal Arts AA degree SLOs as submitted by Kristine Korey-Smith. The CC felt the list of SLOs could be adapted for the AS degree SLOs. Since the campus is moving toward degree and program SLOs, the CC felt that the AS degree competencies need revision to align with the SLO movement. A motion was seconded to: “Recommend that the SLO Ad Hoc Committee start the discussion and process of review for the AS degree SLOs.”

However, the CC would like the SLO Ad Hoc committee to facilitate this matter and be the liaison to CTE programs and AS degree departments for discussion and input. The CC feels it is important for this decision to be faculty driven. The discussion among the CC feels that the AA SLOs could be appropriate for the AS degree but requests direction from the faculty involved in AS degree programs.

If the AS faculty determine that the AA SLOs or the development of AS SLOs are necessary, then all courses within the AS degree should align with the new AS SLOs.

The motion passed with a unanimous vote.

- APPROVED CURRICULUM PROPOSAL VERSIONS

Action Request Memo

May 3, 2009

To: Harry Davis, Chair Faculty Senate
    Faculty Senate

From: Jill Wakabayashi, Chair Curriculum Committee for Curriculum Committee

Subject: Approved curriculum proposal versions

SPECIFIC ACTION REQUESTED: The Curriculum Committee (CC) recommends the Curriculum Specialist obtain final approved versions for the Curriculum website from the Faculty Senate upon approval from the Faculty Senate

RECOMMENDED EFFECTIVE DATE: Spring 2009; Immediately
BACKGROUND:

The CC recommends the Curriculum Specialist obtain the final approved version of the curriculum proposals after the Faculty Senate approval process. Motion made on April 27, 2009: “Curriculum Specialist get the final approved copies of the proposals from the Faculty Senate upon Faculty Senate approval.”

The CC was able to work with the proposers and revised versions by using Laulima instead of submitting all working versions through the currcomm@hawaii.edu site. The use of working versions made for a faster transition and ease of communication between the proposer and CC reviewer. In anticipation that the version submitted to Faculty Senate may require changes or revisions, the CC decided that the version to be sent to the currcomm@hawaii.edu site should be the faculty approved versions.

The CC felt this process eased the workload for the Curriculum Specialist during the revision process and lessens the need for constantly changing the version number for each document. It became a easier tracking system for all involved in the first stage of approval.

STRATEGIC PLAN
FROM:  Kapi`olani Community College Faculty Senate
       Harry Davis, Chair
       Dennis Vanairsdale, Vice-Chair

DATE:  May 8, 2009

RE:  Kapi`olani Community College Strategic Plan

The campus administration fulfilled its duty to collect input on the Strategic Plan from the various faculty and staff groups. However, questions about the inclusion of academies were answered with “it came from the faculty”. This proposed policy was never brought to the Faculty Senate for consideration, but was discovered upon submission of the Strategic Plan to the Senate. The creation of academies and the subsequent reorganization of faculty and resources is a major change in academic policy. The Strategic Plan is an official college document that drives the formulation of both funding and campus priorities. The inclusion of academies in such a document without consideration by the Faculty Senate undermines the standards of shared governance, and minimizes the role of the Faculty Senate.

At the May 8, 2009 faculty senate meeting the following motion was made, seconded, discussed, and passed.

Motion:
Due to the need to expedite the approval of the Kapi`olani Community College strategic plan, the faculty senate hereby gives its approval with strong reservations.

Contrary to the apparent belief of the Kapi`olani Community College administration, the process was not participatory as required by the Constitution of the Faculty Senate of Kapi`olani Community College.

"ARTICLE V. TRANSMITTING SENATE ACTIONS
Section 3. Reference of Policy Matters to the Senate.
   C. The Chancellor, in advance, will seek the advice of the Senate in formulating College policy;
   D. All policies promoted or established without the consultation of the Senate are subject to review by the Senate."

Motion Seconded, Discussed and PASSED Unanimously 13/0
May 8, 2009

MEMO ON SHARED GOVERNANCE
University of Hawai`i – Kapi`olani Community College
Faculty Senate

MEMORANDUM

TO: Leon Richards, Chancellor, Kapi`olani Community College
FROM: Kapi`olani Community College Faculty Senate
       Harry Davis, Chair
       Dennis Vanairsdale, Vice-Chair

DATE: May 8, 2009
RE: Participatory Governance Draft Policy dated March 2009

At the May 8, 2009 faculty senate meeting the following motion was made, seconded, discussed, and passed.

Motion:
1. The Faculty Senate finds that this draft is NOT an appropriate basis for future discussions on shared governance.
2. We find that the campus climate of participatory/shared governance is deteriorating, not improving.
3. We will work with the student government and the staff council to draft a policy to present to the administration that will represent the concerns of these parties.

Motion Seconded, Discussed and PASSED Unanimously 13/0
May 8, 2009