Faculty Senate Minutes (Approved 11/1/10)
10/4/10
FacultySenate.KCC.Hawaii.edu

Present:  Dennis Vanairsdale, Sally Pestana, Rosalie Fernandez, Lina Doo, Mark Lawhorn, Harry Davis, Aaron Chau, Ibrahim Dik, Kristine Korey-Smith, Anthony Silva, Shirley Tsukano, Karl Naito, Saori Sato

Absent: Jeff Zuckernick, Nora Furuno, Karla Cepeda

Guests: Susan Dik, Dennis Nullet, Leigh Dooley

The meeting was called to order at 12:20.

I. APPROVAL OF MINUTES:

Approved.

II. COMMITTEE REPORTS:

A. Curriculum – Committee Chair Susan Dik
   a. SPAN 101, 102, 201, and 202 – Approved with apology to LLL for the delay in consideration.
   b. ART 128, 189, 293V (5 year review) – Approved.
   c. ED 122 and ED 123 – Approved with changes as detailed in Vice Chancellor Pagotto’s email

B. Professional Rights – Committee Chair Ron Dunn provided a report regarding the Participatory Governance document from administration. It was referred to the Executive Committee for further review, with report to the full Senate on 11/1/10.

C. Evaluation – Committee Chair Leigh Dooley presented a draft revision of contract renewal guidelines for KCC. She also provided results from a 4/29 survey on the revision. One of the important objectives of the revised guidelines is to bring them more in line with existing tenure and promotion guidelines.

Action on the draft was deferred to the 11/1/10 meeting to allow senators to seek department input.
D. Ad Hoc Committee on SLOs – Motion made and approved to request a proposal for Faculty Senate regarding accreditation compliance regarding SLOs.

III. ACTION ITEMS:

A. Distance Education Committee Report (from 8/18) – The four recommendations presented on 8/18 were approved with #3 amended as follows:

1. Email should be a required form of contact for all faculty who teach online, and is highly recommended for all faculty who teach hybrid and face to face courses.

2. Every KCC syllabus for all courses should state the faculty contact methods. The response time for email is 24 hours maximum (excluding weekends and holidays).

3. Faculty teaching online can meet the traditional office hour requirement by any of the following options:
   (a). in-person fixed hours
   (b). online synchronous discussion at fixed times
   (c). email
   (d). by-appointment meetings

4. Department chairs are required to ensure that new lecturers and faculty and lecturers are apprised of the above requirements via training or mentoring before they teach for the first time. Peer evaluations of all online course faculty are required the first time they teach, including an evaluation of student contact according to the above recommendations.

B. Long Range Development Plan – Chair Vanairsdale will create a response to Administration that communicates FS’s strong conviction that Administration must consult with FS on space allocation prior to final decisions being made, as the LRDP is implemented. FS recognizes the space request from the Humanities Dept. as a priority.

C. CTE Program Rubric (from CC system) -- Referred to Academic Standards Committee.

IV. UNFINISHED BUSINESS:

A. Review process of Foundations Designation – No presentation.
V. NEW BUSINESS:
    None

Meeting adjourned at 1:40.

Submitted by:

Sally Pestana
Secretary