Faculty Senate Minutes
8/18/10
FacultySenate.KCC.Hawaii.edu

Present: Dennis Vanairsdale, Sally Pestana, Rosalie Fernandez, Lina Doo, Mark Lawhorn, Harry Davis, Sunny Pai, Shirley Tsukano, Nora Furuno, John Santamaria for Aaron Chau, Karla Cepeda, Tom Tsurutani for Saori Sato

Absent: Ibrahim Dik, Jeff Zuckernick, Kristine Korey-Smith, Brian Cassity

Guests: Susan Jaworowski, Shawn Ford

The meeting was called to order at 9:05.

I.  APPROVAL OF MINUTES:
   5/7/10 (Curriculum) – deferred for corrections
   5/10/10 (Organizational) – approved

II. ACTION ITEMS:
   A. Action request re. contract renewal procedures (G. Kellogg) – Referred to FS Evaluation Committee (VC Davis)

   B. Long Range Development Plan (Chancellor) – Chair Vanairsdale encouraged Senators to encourage their constituents to attend and participate in the input session on 8/19/10. Chancellor’s timeline calls for the LRDP to go to the Board of Regents for informational purposes in Sept. 2010. Plan will then be open for additional input by the FS before moving forward for final approval process.

III. COMMITTEE REPORTS:
   A. Faculty Student Relations Committee (S. Ford) – Chair Ford summarized the FSRC written report.

   Senate input:
      (1). Request for counselors’ eligibility for the Excellence in Teaching Award be made more prominent.
      (2). Request to consider expanding the number of Excellence in Teaching Award to more than one in light of the size of the campus and number of full time faculty.

      FSRC will keep the Senate apprised of their progress in updating the awards and the application and awarding process. (Chair Ford)

   B. Curriculum (S. Dik) – FS Chair Vanairsdale reported that CC is organized and ready to move.
Senate input:
Are proposals submitted in Spring 2010 and not acted on by the CC required to be re-submitted via Curriculum Central? **VC Davis will follow up.**

C. Distance Education (S. Jaworowski) – Ad Hoc Distance Learning Committee
Chair Jaworowski summarized the DLC written report on Office Hours. The DLC submitted four recommendations (summarized below – see report for full text):

1. Email should be a required from of contact for all faculty who teach online.
2. Every KCC syllabus for all courses should state the faculty contact methods, with the committee’s recommended maximum 24 hour response time to emails (excluding weekends and holidays).
3. Approve email plus meetings by appointment as an alternative to fixed office for hours for online faculty.
4. Require department chairs to ensure that new online faculty and lecturers are apprised of the above requirements via training or mentoring before they teach for the first time. Require a peer evaluation of all online courses faculty the first time they teach, including an evaluation of student contact according to the above recommendations.

**Senators are encouraged to seek department input regarding the recommendations and be prepared to vote at the 10/4 FS meeting.** New chair Dennis Nullet will be invited to the 10/10 meeting.

IV. UNFINISHED BUSINESS:
A. Shared Governance – Administration is seeking input for a public Participatory Governance descriptive document describing KCC participatory processes. **Referred to Professional Rights Committee with request for report back to FSEC by 9/24/10. (VC Davis)**

V. NEW BUSINESS:
A. VC Davis shared news of the UH system considering a trimester schedule.
B. Chair Vanairsdale shared information re. a social networking site pilot for KCC students – www.imiloa.kcc.edu

Meeting adjourned at 10:20.

Submitted by:

Sally Pestana