Present: Dennis Vanairsdale, Michaelynn Nakoa, Kristine Korey-Smith, Harry Davis, Ibrahim Dik, Dave Evans, Mark Lawhorn, Saori Sato, Ed Borza, Peggy Barone, Aaron Chau, Karl Naito, Shirley Tsukano, Gemma Williams

Absent: Brian Cassity

Guests: Lori Maehara, Leigh Dooley, Shawn Ford, Susan Dik

The meeting was called to order at 12:20

I. Approval of Minutes: Approved

II. Committee Reports

A. Curriculum Committee:
   a. Modifications and 5 year review of courses for FS vote – All approved
      ART 101: Introduction to Visual Arts
      ART 113: Introduction to Drawing
      ART 156: Digital Painting
      ART 157: Film Analysis & Storytelling
      ART 212: Digital Animation
      ART 280: Introduction to Eastern Art
      ART 284: Animation Studio
      ART 285: Interface Design Studio
      ART 290: Arts of Africa, N. America, Pacific
      CE 270: Applied Mechanics I
      CHNS 101: Elementary Mandarin I
      ENG 21: Developmental Reading
      ENG 22: Beginning Composition
      HAW 202: Intermediate Hawaiian II
      HIST 222, Religion & Conflict in Modern Era (cross-listed with REL 222)
      HIST 231: Modern European Civilization I
      HIST 232: Modern European Civilization II
      HOST 150: Housekeeping Operations
      HOST 152: Front Office Operations
      HOST 154: Food and Beverage Operations
      HOST 256: Hospitality Accounting
      HOST 261: Meeting and Convention Management
      HOST 265: Tourism DestDevelo&Planning
      LING 102: Intro to the Study of the Language
      MATH 231: Calculus III
      MATH 232: Calculus IV
      MICR 140: General Microbiology Lab
      MICR 161: Immunology & Protein Chemistry
      PHYS 170: General Physics I
      PHYS 170L
      REL 150: Introduction to World's Major Religions
      REL 151: Religion and Meaning of Existence
REL 210: Understanding Christianity
REL 222: Religion & Conflict in Modern Era (cross-listed with HIST 222)
SOC 257: Sociology of Aging

b. Modifications: New courses for FS vote: All approved
NURS 210: Health Promotion Across the Lifespan
NURS 211: Professionalism in Nursing I
NURS 212: Pathophysiology
NURS 220: Health and Illness I
NURS 320: Health and Illness II
NURS 360: Health and Illness III
NURS 362: Professionalism in Nursing II

c. Modifications: Inactive course for FS vote: All approved
ANTH 235: Introduction to Pacific Island Peoples
ART 224: Painting from Life
JOUR 205L: Newswriting Lab
JOUR 276: Magazine & Journal Publishing
JPNS 100: Elementary Japanese, Special
JPNS 132: Japanese Conversation & Culture II/Business and Tourism Industry
LSK 90: Basic Intensive Prep/Deaf Stu
LSK 91: Intern Intensive Prep/Deaf Stu
LSK 92: High Inter Intensive/Deaf Stu
LSK 94: Advanced Intensive Pre/Deaf Stu
SSCI 200: Social Science Research Methods

d. Deleted courses for FS vote: All approved
ANTH 150: Human Adaptations
CE 113: Introduction to Computer and Design
HIST 252: History of Africa
HLTH 207: Aquatherapy
HON 150: Honors Seminar
HWST 210: Ancient Ritualistic Athletics of Hawaii
JPNS 50: Basic Japanese for Visitor Industry
MKT 185: E-Commerce Marketing

e. Nursing PARs and ARMs for FS Vote- All Approved
NURS AS PAR
NURS AS ARM
NURS AS COM
NURS Trans PAR
NURS Trans ARM
NURS Trans COM

f. Paralegal PARs and ARMs for FS vote – All Approved
PARALEGAL AS PAR
PARALEGAL AS ARM
PARALEGAL AS COMPARISON

g. Other:
i. Dennis will follow up on memo from FS to encourage faculty to complete five year reviews
ii. Dennis will follow up on memo sent to administration about timely response to curriculum from chairs, deans, VCs, and Chancellor.

B. Evaluation Committee
   a. Dennis will follow up on the contract evaluation guidelines that were sent to Leon previously.
   b. Administrator Evaluation Proposal – detailed description on Laulima
      i. Summary of Proposal: Evaluation committee will create a survey tool of which the results will be summarized by the administrator in a reflection which will be reviewed by the Leadership Review Committee (LRC) and presented at an annual share out and included in an eportfolio which is reviewed by LRC every five years. Committee is still fleshing out the details and wants approval to move forward with the development of the survey tool, parameters for share out, guidelines for e-portfolio, and guidelines for the LRC.
      ii. UHCC System currently uses 360 evaluation to assess administrators and will continue to use since this is system policy
      iii. All campus council is discussing administrator assessment issue
      iv. Motion to proceed with development, but FS requests that the Evaluation Committee meet frequently with FS so they can seek input from the departments that they represent. – Passed

III. Action Items

A. Assessment Coordinator appointment
   a. Assessment coordinator proposed three models: original proposal included Cornerstone Coordinator, but FS requested Cornerstone Coordinator be removed.
      1. Proposed Model: from FS SLO Assessment Committee
         • Campus Assessment Coordinator – 12 credits
         • Maintain discipline assessment coordinators (about 18 (as of 9/1/11) A&S faculty not including health sciences and CTE program coordinators; most A&S discipline assessment lead faculty get 3 credits)

      2. Proposed Model: from Assessment Coordinator
         • 2 Campus Assessment Coordinators – 6 credits each
         • Maintain Discipline Assessment Coordinators

      3. Proposed Model: from Assessment Coordinator
         • Campus Assessment Coordinator – 9 credits
         • A&S Department Coordinators:
            • LLL Assessment Coordinator - 6
            • Arts Assessment Coordinator - 6
            • Humanities Assessment Coordinator - 6
            • Social Sciences Assessment Coordinator - 6
b. Dennis, Ibrahim, and Kristine will meet with Leon to determine which model is feasible and will report back to FS.

c. **Motion for FS representatives to seek input from departments and units for appropriate faculty interested and willing to take on role of campus assessment coordinator. Passed**

d. FS will finalize (make recommendation on model and faculty) at December meeting.

B. Foundations Board

a. Foundations Board needs to recruit members to align with its guidelines which Shawn Ford will send to Dennis. The board needs representation form FG, FS, and FW areas.

b. Request is for FS to work with Shawn Ford to recruit faculty from the required curricular areas to serve on board.

C. Tobacco Products Policy Task Force

a. Task force created to make a recommendation about non smoking/ smoking policy on campus since current policy is difficult to enforce. Would like KCC to be a smoke free campus, but working on details

b. Dennis attended first meeting and will attend at least one more. Ed Borza agreed to attend meetings in place of Dennis, but for now Dennis will remain as FS representative on task force. Dennis will send FS more information on policy being developed by the group

c. Tobacco Awareness Event happening on 11/17/11. There will be activities and forums on smoking

Meeting adjourned at 1:55

Meeting notes submitted by Kristine Korey-Smith