Present: Dennis Vanairsdale, Brian Cassity, Kristine Korey-Smith, Harry Davis, Ibrahim Dik, Mark Lawhorn, Ed Borza, Aaron Chau, Shirley Tsukano, Michaelynn Nakoa, Karl Naito

Absent: Gemma Williams, Dave Evans, Peggy Barone, Saori Sato,

The meeting was called to order at 2:05

I. Approval of Minutes: Approved

II. Committee Reports: None

III. Action Items
   a. Assessment
      i. Dennis, Ibrahim, Kristine and Leon met briefly (10 minutes) to discuss assessment model and coordinators. Following is summary of discussion:
         **Proposed Assessment Model – Version 2**
         2 Campus Assessment Coordinators – 6 credits each (one for CTE and one for Liberal Arts)
         A&S Department Assessment Coordinators:
         - LLL Assessment Coordinator – 6
         - Arts Assessment Coordinator – 6
         - Humanities Assessment Coordinator – 6
         - Social Sciences Assessment Coordinator - 6
         - Math Assessment Coordinator – 6
         - Science Assessment Coordinator – 6
         Note: CTE program coordinators assume responsibilities for program and course assessment. Chancellor, VCAA, and Deans need to determine teaching equivalencies needed for additional assessment work.

A&S Department Assessment Coordinator Responsibilities
   - Work with Campus Liberal Arts Assessment Coordinator to support assessment activities in the department
   - Aggregate assessment data
   - Facilitate dialogues with department faculty around assessment results
   - Close the Loop on assessment findings with faculty- in other words, work with faculty to make improvements
   - Be a conduit of assessment information from Assessment Coordinator and OFIE to department
   - Serve on committee to rewrite general education SLOs
   - Serve on Cornerstone Assessment Committee
• Make sure all courses in the department are assessed every five years using student learning artifacts collected over several semesters
• Document assessment findings in assessment reports
• Work with department chair and A&S dean to incorporate assessment results into tactical planning efforts.

Responsibilities of Current Assessment Coordinator (9 credits of TE):

• Review and provide feedback on program, course, initiative and support unit assessment plans and reports.
• Facilitate implementation and monitor campus program and course level assessment plan and make recommendations for adjustments or modifications when necessary
• Maintain campus program and course level assessment scorecard
• Conduct assessment trainings for faculty and staff including the development of SLOs, methods for assessment, summarizing and analyzing data and making improvements.
• Assist faculty and staff with assessment tasks including developing tools, summarizing and analyzing data
• Work with discipline lead faculty and program coordinators to guide program and course level assessment work
• Advise faculty senate and administration on assessment issues
• Assist accreditation liaison officer with assessment reporting
• Develop and maintain laulima site to house assessment information and materials
• Chair FS SLO committee
• Create and modify assessment reporting forms
• Lead Cornerstone Assessment Initiative
  o Facilitate development of cornerstone projects
  o Facilitate assessment of cornerstone project
  o Write cornerstone project assessment report
  o Work with curriculum specialist to code cornerstone courses in Banner.

ii. Leon sent back a memo requesting FS make a recommendation that discipline assessment coordinators have a range of TE time, and recommending Tanya Renner and Sally Pestana step in as the campus assessment coordinators

iii. Motion: Change discipline assessment coordinator to discipline assessment coordination – Passed (unanimous)
iv. **Motion:** FS recommends 6 credits for coordination rather than a range credits (i.e. 3-6) – Passed (1 abstention)

v. **Motion:** Nominate Tanya Renner and Sally Pestana for campus assessment coordination – Passed (unanimous)

vi. **Motion:** Assessment coordinators will attend all FS meetings to report on the status of SLO Assessment including updates on the College’s overall compliance and progress and specific information about status of departments and programs. – Passed (unanimous)

b. **Student Conduct Code**
   i. January 4, 2012 is an open forum on difficult and disruptive students
   ii. Student conduct code is from Manoa which the community colleges adopted, but some senators are concerned with the inaccuracies and contradictions in the document.
   iii. **Motion:** Senators are to write comments on document which will be sent to the FS Faculty Student Relations Committee who will be asked to attend the forum on 1/4/12 and work on the revising of the document. – Passed (1 abstention)

c. **Foundations Board**
   i. **Motion:** make foundations board an ad hoc committee of FS with representation from each department – Passed
   ii. Foundations board does not need a charter
   iii. Foundations board can assign symbolic reasoning member to attend the system wide group looking at symbolic reasoning requirement

d. **Tobacco Task Force**
   i. **Motion:** Reaffirm original motion to support a total smoking ban on the KCC campus – Passed (10-1)

IV. **Updates**
   a. **Curriculum Central**
      i. Under the supervision of Joann Itano at the UH system office
      ii. Curriculum Central concerns were echoed by the other colleges at the system wide FS chair meeting. Joann Itano will collect and compile data from each college using curriculum central and based on data John Morton will decide what action needs to be taken.
      iii. FS still needs to send a resolution to Leon about curriculum central so he can take it to the Chancellors meeting.

V. **Announcements**
   a. Karl Naito said that the e-portfolio system will be available to the campus in January

Meeting adjourned at 3:20
Meeting notes submitted by Kristine Korey-Smith