Faculty Senate Meeting Minutes  
August 27, 2012  
Manono 104

Senators Present: Peggy Barone, Ed Borza, Brian Cassity, Martin Chong, Harry Davis, Ibrahim Dik, Dave Evans, James Gray, Krista Hiser, Karl Naito, Michaelyn Nakoa, Shannon Sakamoto, Alan Tsuchiyama  
Senators Excused: Susan Dik, Saori Sato  
Senators Unexcused:
Guests: Carl Jennings, Lisa Kanae, Sheila Kitamura, Veronica Ogata, Estelle Ogawa, Sally Pestana, Tanya Renner, Leon Richards, Charles Sasaki, Dawn Zoni

Meeting called to order 12:15 PM

1. Welcome and Introductions – all attendees introduced themselves.
2. Guest, Chancellor Leon Richards addressed the Faculty Senate regarding the following three items:
   1. Stated the importance of the Hawaii Graduation Initiative, presented by President Greenwood in line with President Obama’s initiatives:
      a. There will be a summit with faculty and students on Oct 11-12 to share what is being done regarding the initiatives.
      b. Chancellor Richards stated that there are “gaps” in what we are doing; we are not getting enough students through pipeline particularly in areas of Math and English and the placement tests. Some students are not following through with placement tests and not taking Math and English in the first year here at KCC.
      c. Chancellor Richards is asking that Kahikoluamea conduct a self-study to consider making appropriate policy or recommendations on this issue.
   2. The Vice President’s office performed an “overlay” now known as the “Overlay project”. There are 75 majors at UH Manoa, by which there are courses that we do offer and some that we don’t offer.
a. Chancellor Richards is “Charging A&S to look at Majors” that our students transfer into. A&S should review if we should add those classes. The goal is to make KCC a 2 year program not a “one year” program. Currently, many students only take 1 year here and then transfer to UH. Evidenced by the fact that the Vice Chancellor of Student Affairs, Mona Lee, awarded 102, AA degrees, through back awarding of degrees, meaning students finished their AA credits at UH Manoa and were back credited their degrees from KCC.

3. Unbudgeted temporary positions. The legislature says that fringe for temporary positions, must be paid by the college. There are currently 38 unbudgeted temporary positions. These must be addressed by November 1. They must be either moved to budgeted positions or eliminated. Eighteen are currently filled and 20 are vacant. Chancellor Richards plans to “abolish” vacant position and find budgeted position for the current filled 18 positions.

4. Bob Franco and accreditation – Visit in Sept. number of forums for faculty, staff and students. Read document and announcements will be made on timeline, process and visiting team.

Questions:
- Mark Lawhorn: How many open unfilled budgeted positions?
  - Chancellor: 17 unfilled (5 Civil Service, 5 APT, the rest faculty) About 8-9 vacancies are in the nursing department. There will be about 5 retirements by the end of September 2012.
- Ibrahim Dik: Regarding English and Math, what does the chancellor want Faculty Senate to do?
  - Chancellor: Kahikoluamea do a self-study and then make recommendations i.e. how we can improve, course? Should we mandate compass and taking Math and English in the fist year?
- Harry Davis: When speaking of Math, is he referring to math 24-25 or 100?
  - Chancellor: For Math up to 100 or 103. There are problems with placement level. They are encouraged to take the math in the first year, but they don’t follow through. Even with initiatives that make summer session the same price, students
do not take Math. Projects under consideration, Carnegie foundation, study pathways to college level math, how to get them through, and emporium model also an option. There is a question whether Math 100 should stay in M&S or Kahikoluamea? This may be determined by the Kahikoluamea Self-study.

- Suzette Jackson will do a presentation on overlay study. Charles is heading this. Also the A&S department needs to update STAR to reflect new catalog and programs.
- Currently the Catalog is up to date, and used for grad checks, but would Charles would like to STAR to serve that role. STAR “mirrors” the catalog and that role. This assignment has been given to both Vice Chancellors.

- Brian Cassity: Is there an update on the Koa building?
  - Charles Sasaki – Classes are back in the building. There is also some compensation for involved art faculty. Charles can get more details for next meeting.
  - Chancellor – We are currently in the process of renovating buildings, in order.

- Brian Cassity: Is there a clarification of the procedures for emergencies?
  - Chancellor: Redoing those now. Will come back to FS with new procedures. The chancellor would like to provide Monthly updates at all Faculty Senate meetings.

3. Guest Charles Sasaki regarding Catalog deadlines:
   a. There were more that 1000 Curriculum changes
   b. He pointed out that he “cuts and pastes” into word; there is no export from Curriculum Central.

Goal #1 – He would like the catalog ready for students for Fall 13 registration, which is in April 2013. See approval flow sheet.

Goal #2 – He would like programs to have a chance to review, give feedback in time for him to edit before distribution at in April 2013.

Questions:

Ibrahim Dik: How does the April, fall registration support the earlier deadline?

Point of discussion regarding past delays in curriculum approval:
Harry Davis: Question about the Vice Chancellor and Chancellor’s approval.
Charles Sasaki: When does Faculty Senate meet?
Tanya Renner: Point made that curriculum reviewed in a spring semester is intended to be implemented the “next” fall, not the upcoming fall.
Ibrahim Dik: Requested that Charles submit an Action request to the Faculty Senate.

4. Approval of May 4, 2012 Minutes – Motion to postpone till next meeting.
The election results need to be added.
   a. Motion made by Ibrahim Dik, Seconded by Harry Davis. Passed unanimously.
   b. There was also clarification that there should be 2 sets of minutes for May 4, 2012.

5. Senate Membership update
   a. Updated membership – Brian Cassity will update
   b. Point of discussion: Ibrahim Dik suggested that we review how committees are compiled especially for ADHOC committees.

6. Faculty Senate and Committees Calendars to be posted on Laulima – Committee schedule given to chair for uploading

7. Faculty Senate Committees election of chairs – some have already elected chairs. Vice Chair, Brian Cassity will convene committees that need to elect a chair.

8. Review of Faculty Senate Committee Reporting protocol – all Faculty Senate Sub-committees must report to Faculty Senate.

9. Committee Reports
   a. *Curriculum (Veronica Ogata and Lisa Kanae)
      i. First meeting last Friday, meeting dates finalized made sub committees and chairs, FS roles and responsibilities, 5 days working days instead of 10 working days.
   b. *Ad Hoc Committee on SLOs (Sally Pestana and Tanya Renner)
      i. See action requests
   c. UH Foundations

10. Action Requests
   a. Sheila Kitamura regarding Teaching Equivalencies in Health Sciences
i. There was a larger discussion on Teaching Equivalencies including the concerns from both Health Sciences and the Business, Legal and Technology Departments.

ii. In order to ensure her faculty, Sheila is going to send memo to Chancellor Richards to get pre-approval for overload.

b. Estelle Ogawa on 3 Teaching Equivalencies for internship courses in BLT

   i. Asking for Feedback: Louse P. and J. Morton, policy on teaching equivalencies, going implement in January. L.P. suggested using headcount – instructor still does same amount of work, not dependent on students enrolled. What is it?

   ii. Action Requests – 8-15 students be taught for 3 credits. Contract issue?

   iii. Motion made by Ibrahim Dik, Seconded Ed Borza that no change be made to Teaching Equivalencies without consultation with Department Chair.

   iv. After intense discussion the motion was withdrawn – FS request that the Action Request be re-submitted.

c. Carl Jennings requesting an ad hoc committee for Sustainability

   i. This action request not addressed at this meeting

d. Sally Pestana and Tanya Renner on Course Level Assessment Updating

   i. Sally and Tanya requesting to update CLAP, See highlights in CLAP. Faculty are not being renewed or considered based on assessment data.

   ii. Official request to review and update document.

   iii. Motion made by Harry Davis, seconded by Krista Hiser to forward to SLO committee for review and update, Vote: Yes - 6 No-5 Abstain-0

     1. Discussion – more appropriate for Evaluations committee? Prof. Rights? Go to Chancellor directly to say not to do this? Go through process of committees, one point, or expedite now ask chancellor? Clarification made on policy versus practice.

   iv. Motion made by Krista Hiser, seconded by Harry Davis to send also to the Professional Rights and Evaluation sub-committees. Vote: Yes – 9 NO- 0 Abstain- 4.
v. Faculty Senate asked that the SLO report from 6/12/12 – be submitted directly to Faculty Senate.
vi. Question on Report: Is it written in the name of the SLO committee?
vii. Point of clarification - BOR policy that Faculty in charge of all assessment and curriculum, if need support come to FS.

11. Adjournment – 2:10 PM
12. Next meeting October 1, 12:15-1:30 in Lama 111A

Minutes Submitted by Michaelyn Nakoa (FS Secretary) rev.