The meeting was called to order at 12:27 PM

**Mid-Term Report for Accreditation**
Chair Davis reported that the Mid-Term Report for Accreditation was submitted although there are still issues with Shared Governance and the Shared or Participatory Governance document. The Mid-Term Report was fair in explaining this. Chair Davis spoke for all senators in emphasizing the importance that we maintain our Accreditation.

**New Faculty Senate Office, Student Help, Reassigned time for Faculty Senate Vice-Chair**
The new office space for Faculty Senate is located in Iliahi 226. Chair Davis introduced the new Student Assistant who has been assigned to Faculty Senate, and will work up to twenty hours a week. Currently she is sorting and organizing the documents collected over the last several years to create an archive of Faculty Senate Minutes and past business. Vice Chair Dik reported that 3-credits reassigned time, historically allocated to the Faculty Senate Vice-Chair, has been restored. This will serve to allow the Vice Chair sufficient time to oversee the various Faculty Senate committees. With sufficient time to follow up on departments that are lax in reporting committee assignments, and some committees that did not do due diligence in following Faculty Senate directives — it is expected that more issues will be referred to committees with better results that more effectively involve the faculty at large. Vice Chair Dik will report on the substantive improvements to Chancellor Richards at the end of the Academic Year.

**Public Funds, the Sunshine Law and Faculty Senate Minutes**
According to Chair Davis, the Faculty Senate as an organization supported by public funds comes under the purview the Hawaii State Sunshine Laws. Since the Quill Website was password protected, we are now not in compliance with the Sunshine Law. The Faculty Senate agenda and Minutes should be available to the public. Efforts are in progress to rectify this situation this semester.

**Space Task Force**
The Chancellor’s Space Task Force has become controversial with restrictions on the contents of faculty offices and personal furniture. There is no final decision on the implementation of this report.

**Re-Organization Approved**
The Re-Organization was approved.

**Strategic Plan:**
The Participatory Governance section of the Strategic Plan has not been approved by the Faculty Senate. Faculty Senate developed a draft Shared Governance Agreement. Subsequently, Administration presented its own plan written by Salvatore Lanzilotti. Faculty Senate did not approve the Administrative Participatory Governance Plan, but will continue to work on an acceptable Plan this Academic Year to comply with Accreditation recommendations that the College have a Participatory Governance Plan. Chair Davis emphasized that the Participatory
Governance plan should be a campus priority — especially with respect to its importance to the Strategic Plan and Accreditation review. Vice Chair Dik pointed out that according to the BOR Policy, Faculty Senate negotiates only with the Chancellor, not individuals on the administrative staff individually.

COMMITTEE REPORTS

Curriculum Committee
Jill Wakabayashi sent an extensive Curriculum Committee report. Curriculum Committee is still accepting course proposals on the traditional forms for this semester due to the deficiencies of Curriculum Central online program. Faculty are experimenting with the Curriculum Central program and some course proposals have been submitted using the program. It is not, however, viable for Program Actions.

Committees on the Faculty Senate Laulima Site
Chair Davis reported that each Faculty Senate Committee will have its own site on Laulima. Chair Davis and Vice Chair Dik are enrolled members of each site. They will communicate assignments and responsibilities to the committees, monitor the progress and content of meetings, and be available for communication with committee members regarding committee assignments, timely meetings, report requirements, and updates with Faculty Senate.

Campus Governance: Planning, Policy and Assessment Council (PPAC) and the Vice-Chancellor’s Advisory Council (VCAC)

The Advisory Bodies Memo raised new questions about campus governance. Under the new guidelines, the Faculty Senate Chair, the Student Congress Representative, and the Staff Council representative will not be included in the VCAC (Vice-Chancellor’s Advisory Council) meetings. The Chair and senators questioned why the Administration would not seek the counsel and advice of the representative of the College’s academic and academic support units. It was reported that some members of the VCAC felt uncomfortable discussing certain issues with these representatives present. The consensus of the Senate was that the issue should not be one comfort or discomfort, but rather a spirit of openness and cooperation.

Dennis Vanairsdale pointed out that the State Sunshine Law should apply to these meetings as they do to Faculty Senate meetings that are required to be open to the public as part of a state-funded institution.

Motion [ by ¿? ]
Whereas: shared governance on our campus is a shared value and a high priority among all constituent groups; and
Whereas: The spirit of cooperation on campus can only be facilitated by open meetings and full participation by all constituent groups; and
Whereas: the Faculty Senate has primary authority over fundamental academic matters; and
Whereas: Active participation by Staff Council and Student Government in decision-making functions is absolutely essential to an inclusive process;
THEREFORE, LET IT BE RESOLVED THAT:
Representatives of the Faculty Senate, Staff Council, and Student Government should continue to be full members and regular participants in the Planning, Policy and Assessment Council and the Vice-Chancellor’s Advisory Council.

**Motion Seconded and Discussed**
**Passed Unanimously**

**Strategic Plan — Bob Franco**
Bob Franco reported that the Strategic Plan is available on the KCC Website home page, along with parts of the Mid-Term Accreditation Report. The Appendices are not included on the Website, however, a CD-ROM which includes the Appendices will be prepared and distributed to all senators. The Appendices include the Reorganization Plan, the Strategic Planning document, the Tracking dates for Achieving the Dream, and Student Learning Outcomes (SLOs) for each program.

The College-wide Strategies Document is embedded in the Strategic Plan and represents a synthesis of work done over 18 months. Program Tactical Plans are currently scheduled for the years 2004, 2007, and 2010. Each of the academic support units and Emphases are included. [Emphases that remain are KITE, Service Learning, and International Education.] In the new plan, Academic Units and Support Units will be collaborating from the beginning of the planning process to better mesh the support services of CELTT and the Library with Academic initiatives.

The Office for Institutional Effectiveness (OIE) is drowning in data. Jeff Arbuckle from KCC-OIE did a Program Review that was controlled by data at the CC System Level, but the data was not considered reliable by some because it came from off-campus. The new Strategic Plan has 27 quantitative measures, and the KCC-OIE office has identified five areas where KCC controls the data, and where that data will be used for program review and planning. [i.e. What percent of students took the placement test? What percentage of students then took the course? What percentage of students succeeded in the course?] Bob Franco believes that this data will likely be deemed credible by the campus and more useful for program review and planning.

The OIE office is trying to align Programs with the Strategic Plan, and the Strategic Plan with the Tactical Plan. The Strategic and Tactical Plans will then drive the budget. Proposals will be funded in accordance with reference to the Strategic and Tactical Plans.

The Tactical Planning Cycle 2009-2012 takes KCC to 2012, the year of the next Accreditation Self-Study. The Office is also trying to achieve alignment between the College Plan and Program Plan. All of the academic programs are in the 3rd year of Program Review. The 3rd year Program Review will be aligned with the Tactical Plan. This kind of planning should be a mechanism for better communication.

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**Individual Speech Time Limit 5-Minutes**
Vice Chair Dik reminded the body of the decision taken by the Executive Council to limit individual speech time to 5 minutes to streamline meetings.
**Curriculum Committee Workload — Motion on Reassigned Time**

**Motion #1 [Cynthia Kimura]**
Chair Davis read the motion by Cynthia Kimura that recommended 6 credits reassigned time for the position of Curriculum Committee Chair to compensate for a workload that is at least comparable to that of Faculty Senate Vice Chair.

**Motion seconded**
**Discussion** followed in which it was brought out that the Curriculum Committee had recently reorganized itself to include four or five subcommittees, also for the purpose of distributing the workload. A re-evaluation of the workload of the Curriculum Committee Chair and the Subcommittee Chairs vis-à-vis reassigned time should be considered taking into consideration the new role of the subcommittee chairs.

**Motion #2**
Table Cynthia Kimura’s Motion until the next meeting, while, in the meantime taking the recommendation for reassigned time back to the Curriculum Committee to clarify the current distribution of the workload of the Chair and Subcommittee Chairs, and to make informed recommendations for reassigned time to the Curriculum Committee Chair, and possibly Subcommittee Chairs at the next Faculty Senate meeting.

**Seconded**
**Motion Passed Unanimously**
The revised motion with Curriculum Committee input will be brought to the floor at the next Faculty Senate meeting.

**Academies at KCC — Report by Kauka DeSilva**

**Kauka DaSilva** attended the Faculty Senate meeting to clarify the issue of Academies that appeared in the Strategic Plan. Kauka explained that the “Academies” in the Title III grant were not institutional academic entities, but rather cohort groups to promote student retention in the first year. The confusion resulted from the selection of the name, and similar entities that exist in secondary schools. In the Title III grant the concept of the “Academy” was defined as a “cohort group similar to the ACE Clusters, where students who have common interests or specializations are grouped together in their core required courses to provide a sense of community, which has been shown to have a positive impact on student retention. The first year “cohort group” would be guided by instructors and counselors to explore careers in their chosen field, as well as to become familiar with other courses offerings and opportunities at the College; i.e. a Liberal Arts major would be introduced to the Culinary Arts program, or the Culinary Arts student would become familiar with the STEM program. The concept had nothing to do with focused, subject-based learning, but rather an extraordinary effort to improve retention among first year students. Students who continue to the second semester have a much greater chance of completing the certificate or degree program. Seventy percent of students who re-enroll will go on to complete the degree or certificate.

The Academy “cohort group” initiative is meant to address the current dropout rates since KCC loses 38-40% of the first-year students each year. More needs to be done to prepare students for success in courses at the next level. Efforts are also underway by Kahikoluamea to engage instructors who teach both developmental- and college-level English and Math courses, so that
students who have success at the developmental level, will feel confident to continue with the same instructor to the 100-level.

The current pilot program involves a small group of 30 students.

A better label might be First Year Cohort Groups.

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**Faculty Senate Committees Report — Vice Chair Dik**
Vice Chair Dik reported that over 60 people involved in the committees and sub-committees of the Faculty Senate met at the beginning of the semester to organize, establish agendas, and select chairs. All the committees are organized, and in the future such organizational committee meetings will be held in Spring, prior to the commencement of the Fall Semester.

**Budget Committee**
Only the Budget committee has not met or been assigned a task. Vice Chair Dik is requiring minutes from each meeting of the Subcommittees, which will be posted to the Laulima Faculty Senate Site.

**Curriculum Committee — Jill Wakabayashi**
Jill Wakabayashi sent the minutes of the first meeting that will serve as the first report from Curriculum Committee.

**Admissions, Academic Standards and Graduation Committee — Karl Naito**
The following issues are being studied by the Committee:
- Math 100/English 100 requirement for Certificates of Achievement requested to Faculty Senate last year by Vice Chancellor Pagotto. The issue was referred to the Committee last year, but no decision was forthcoming. The current committee will study the matter and advise the Faculty Senate after information gathering and reaching a decision.
- A survey of Office Hours for Distance Education classes.
- UHCC residency requirements.
- Grade Point Averages, and Transfer of Grades between KCC and UH-Manoa.
- Appropriateness of the terminology of Grade Point Ratio (GPR) and Grade Point Average (GPA) what they mean and if there is a difference.
- An apparent policy conflict on counting credits toward graduation.
- Distance Education courses and how they meet certain standards.
- eCafé for online instructor evaluation.

**Faculty Senate Ad Hoc Committee on Distance Education — Susan Joworowski**
Chair Davis explained the history and rationale for the establishment of a Faculty Senate Ad Hoc Committee on Distance Education as a faculty-based committee to review Distance Education classes, given that the current Distance Education Committee was established by Administration without consultation with faculty or Faculty Senate.
Susan Joworowski reported that the Faculty Senate Ad Hoc Committee on Distance Education (DE) will publish its own Website to update all information, issues, and progress of the Committee. As chair of the committee, Susan requested clarification of the parameters of the committee, since there appeared to be considerable overlap between the DE committee and other committees. Both the Academic Standards Committee and the Ad Hoc Distance Education Committee are studying the issue of office hours for online courses. The two committees are agreeing to collaborate on the issue of office hours, and the current survey of faculty that is being prepared. Karl Naito stated that Academic Standards is ready to collaborate on any issue of mutual interest to avoid redundancy.

Vice Chair Dik stated that overlap or duplication was natural and the Faculty Senate can entertain motions from various committees on the same issue, especially considering the growth and importance of Distance Education.

Chair Davis defined the work of the Committee as “Everything that has to do with anybody teaching online.”

Susan Joworowski reported:
- The issue of Office Hours is important because the current UHPA Contract states that the instructor must be physically in the office during the stated office hours, with no mention of E-Mail, Chat Rooms, Skype, Phone Interview or alternative means of communication between professor and student. For the most part students are more likely to communicate by e-mail than to appear at the office door. This would be especially true of online classes that were selected by students who preferred remote learning.
- The Committee is exploring the need for Laulima support for online students through CELTT to support student learning and persistence in online classes. While workshops are available through CELTT for faculty, there are currently no hands-on workshops for students. The Library workshops provide general introductions, but are not meeting the need for hands-on learning.

**Faculty Student Relations — Shawn Ford**
Shawn Ford explained that according to the Constitution, one of the responsibilities of the Faculty Student Relations Committee was to conduct the Excellence in Teaching Award. Currently, because of vague wording and actual practice, the responsibility for awarding the Excellence in Teaching Award had been shifted to an Administration function, with Faculty/Student Relations Committee acting as an adviser, and the former winner of the Excellence in Teaching award acting as Chair. Shawn Ford consulted with the Chancellor, and previous recipients of the award who had been tasked to chair the committee. Ford concluded — with all involved in agreement — that it would be appropriate for the Faculty Senate Committee to take back its original mandate, and that the wording of the Constitution should be revised and clarified. Ford suggested that the previous year’s winner be termed “adviser” rather than “chair” which would necessitate a revision to the Constitution. This topic provoked a spirited discussion on revision of the Faculty Senate Constitution, and other areas of the Constitution that might need revision.
**Motion**  
(Dennis Vanairsdale)  
Motion to put revision of the section of the Constitution on the Administration of the Excellence in Teaching Committee on “A List of Items to Change” in revising the Constitution, and that in the meantime, Faculty Senate develop a list of items to be revised, and Shawn Ford send a suggested re-wording of the item regarding the Constitutional Amendment to Administration of the Excellence in Teaching Committee in the Spring Semester.  
**Motion Seconded**  
**Motion Passed Unanimously**

**Evaluation Committee — Hervé Collin**  
Hervé Collin reported for the Evaluation Committee. He explained that due to the failure of the Scantron machine, there was no way for students to evaluate instructors in the current semester using the traditional pencil-and-paper/Scantron instructional evaluation system that is in place. Hervé became involved in implementing the eCafé online alternative evaluation program developed at UH-Manoa as a replacement for the Scantron system. Hervé also worked with the KCC eCafé pilot. It is possible for the eCafé evaluation program to be implemented immediately at KCC to replace the faulty Scantron system, however, there are certain deficiencies and problematic areas.  
- eCafé online instructional evaluation program can only process 16-week courses.  
- eCafé online instructional evaluation program **cannot** be used for modular courses  
- The eCafé online instructional evaluation program Likert Scale of 5 is differs from the KCC Likert Scale of 4 – which would show up as discrepancies between previous classes evaluated on the Scantron.

Manoa is willing to work cooperatively with the community colleges to provide revisions and/or to add questions, but they cannot implement most changes for this semester.

Chair Davis pointed out that Faculty Senate is in charge of Instructional Evaluation, and there are faculty, especially new hires, that need teaching evaluations in order to be rehired next semester.

After considerable discussion, the Senate agreed to the Evaluation Committee Resolution to adopt the eCafé online evaluation program for the current semester as an emergency measure.

**Motion**  
Resolved that KCC adopt eCafé Online Evaluation for Instructor Evaluation for Fall 2009 Semester as a temporary emergency measure. In the meantime, other options will be explored, and decisions must be made about evaluation of the non-sixteen-week modular courses.

Dennis Vanairsdale proposed a revised Motion that give faculty the option to use eCafé this semester by choice, that is to choose to “opt in” instead of the current scheme in which the instructor would have to make the decision to “opt out” of inclusion in the evaluation.

The original Motion was **Seconded** and **Voted Upon**.
The Motion resolving that KCC adopt eCafé for Fall 2009 as an emergency measure for one semester with “opt out” **Motion Passed: 9 in Favor/1 Opposed.**

Sally Pestana explained that some Modular Courses are already over, and will not be evaluated by eCafé. Instructors for the modular courses should continue to use the pencil-and-paper evaluation, and hand them in, as before, to the Institutional Research Office until IRO finds another solution.

**Administrator Selection Committees Vice Chair Dik**
Vice Chair Dik is coordinating the Selection Committees. He reported on the make-up of the four selection committees, and the process set up to elect the Vice Chancellor for Academic Affairs, Dean for Health, Dean for Business, and Dean for Food Service.

Participation in the Section Committees is open to all faculty. An invitation and online form was advertised through Department Chairs and Senators and sent to all faculty. Notification letters will be sent to participants October 10th.

According to the agreement with the Chancellor on Committee Constituents, each of the four committees will consist of: 11 faculty (10 faculty + 1 representative from Kahikoluamea), 1 student, 1 outside member, 1 Staff Council member, 1 counselor, and 1 administrator.

The meeting was adjourned at 2:50pm
Respectfully submitted,
Carol Beresiwsky, Secretary