OFFICIAL Minutes of the February 23, 2011 Meeting

Paul Lococo, Chair
Raymund Liongson, Vice Chair
Alex Ramos, Secretary

Senators Present: Eunice Brekke, Eilene Cain, Christian Ganne, Candace Hochstein, Helmut Kae, Momiala Kamahele, Roy Kamida, Michael Lane, Raymund Liongson, Paul Lococo, Tracie Losch, Kabi Neupane, Kay Ono, Alejandro Ramos, Ian Riseley, Tara Rojas, Jay Sakashita, Natalia Schmidt, James Stroble, Melanie Van Der Tuin, Greg Walker

Senators Absent: Erin Loo, David Millen, Melanie van Der Tuin

Guests: Mark Lane, Michael Pecsok, James St. Croix

Additional Document Links: The Agenda

Call to Order: The meeting was called to order at 3:11 PM with a quorum.

Approval of the Minutes: The December 15, 2010 minutes were unanimously approved. The January 19, 2011 meeting minutes were unanimously approved with corrections made to Faculty section.

Campus Report:

Vice Chancellors Mark Lane and Michael Pecsok were present to update and address questions on the current state of affairs regarding the budgeting process, and the Faculty Senate’s role. Mark Lane provided a broad overview of the budget process.

VC Mark Lane:
1. Progress has been made the past couple of years in tying the budget process to the strategic plan. Budget process needs to be tweaked further to tie it to the annual program review process.

2. Budget-wise, the community colleges face potentially a $6 million funding gap when Federal stimulus funding expires. Leeward CC’s share is potentially $1.8 million. Admin is hopeful the State will step in and fill the gap.

3. How is budget information shared? Some over the web (basic stuffs). Over the next few months, efforts to increase availability of information will be made to enhance transparency. We will be working with website developers to determine what methods or tools that could be used at each convocation to update faculty on the budget. We can do a better job in being transparent with the budgeting process.

4. Senator Ono asked if flowcharts were available to show us the budget planning process. VC Lane, yes. Charts were available but not current to reflect present administrative and committee structures (e.g. reduction of the number of executive committees to 2 from 5). Senator Ono asked if an update could be done within a month’s time and who would be responsible for the update. VC Lane said a month’s time is doable. Mark Lane will be doing the update.
5. Senator Kamahele asked about financial statements and if the past 2 years statements were available. Senator Kamahele also asked about reserves, if we have it and if so how much? Per VC Lane, officially, Leeward CC does not develop its own financial statement. UH system produces it and Leeward CC’s is a subset. Campus by campus financial statements are not available. A summary statement of expenses for the campus is possible. As far as reserves were concerned, ACCJC has standards that they recommend community colleges have. The recommended reserve level is 5% of revenues. Enrollment growth and additional activities that generate funds have enabled Leeward CC to maintain a 4% reserve level. Senator Kamahele comments that this would be good to present at convocation to which VC Lane agrees that it would be.

VC Michael Pecsok:

On introducing VC Mike Pecsok, Senate Chair Lococo informed Senators that VC Pecsok had served in the Leeward Faculty Senate in the 1980’s. During one of his terms on the Senate he also served as the Senate’s Budget Committee Chair.

Senator Kamida asks even though we don’t have a “reserve,” is there a “reserve” which administration uses for discretionary spending. VC Pecsok responds that there is no leftover money for discretionary spending. Otherwise, the balance is swept into the general funds. There are however special funds accounts (such as the $500,000 in summer session money held for rainy day funds or balancing the budget. These monies are sent to the divisions which are not swept. Tuition and fees are swept.

Division funds are allocated from 2 basic accounts: tuition and fees. These are used to fund supplies, student help. Allocations are made to the divisions according to the following: minimum amount to operate ($5,000 approximate), 20 hour week for student help, division size based on faculty teaching equivalencies, and on-going supply requirements of labs. Current allocation as follows:

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<tr>
<th>Division</th>
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<tr>
<td>AH</td>
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More money is going to the division from summer sessions versus tuitions and fees. Additional monies are allocated to the divisions based on specific item needs and for capital expenditures. The current planning process is from the bottom up. So there is no over-arching college scheme or goal that guides or directs the planning process. This is one the things that need to be addressed.

The Board of Regents is requiring an academic plan at the campus level. Leeward CC is lacking one. Any academic plan will need to go through the senate, and the Faculty Senate needs to take a leading role on this. Questions/issues to be addressed in the academic planning process to include:

1. How is Leeward CC going to create an academic plan?
2. What new programs do we want to bring on board?
3. Where are we going? Are we a Liberal Arts campus?
4. We don’t develop a whole lot of new programs at Leeward. We are weak, especially compared with
Kapiolani CC and Maui College in developing BOR credentialed programs.

5. There have been a proliferation of Certificate of Competency, Academic Certificates which do not require Board of Regents approval. Do these address or meet community needs? Important because that, along with workforce development and income-generating programs, is what the Legislature will fund.

Senator Ono asked why an Academic Plan has not been done before. Per VC Pecsok, because of the previous biennium budget process. UHWO has an academic plan and we can use it as a model.

Enrollment has grown about 35% OVER THE past few years, generating about $600,000 in funding to Leeward CC due to enrollment incentive funding.

Senator Kamida asked about the development of remedial programs and if this was a budgeted amount. VC Pecsok states that student success committee/remedial programs spending are not new money. Money was already there. These, along with the AAT and Hawaiian programs were funded with enrollment incentive money. The ideas for the spending came through Leeward’s planning process. While not always related to specific request from divisions, the spending decisions did come through the planning process. For example, all division were interested in the student success program. Problem is we have divisions not looking at the broader institutional level spending.

Senator Kamida asks about the status of Learning Commons. Per VC Pecsok, hopefully it will start during the summer.

Senator Riseley commented on the need for more Health Care Professional Programs. VC Pecsok remarks that most of the Health Care Professional Programs are in the Non-Credit side. Administration will be looking as to what programs can be moved to the credit side. Senator asked if there is a mechanism or process to move a program from non-credit to credit. VC Pecsok stated it is something that will be looked at seriously by administration and something that has to be acted on quickly.

Senator Brekke asked if the Student Success Committees were part of the Achieving The Dream program. VC Pecsok answers that they were part of the program and all UH community college campuses are part of this program geared to achieving higher graduation rates. Student Success Committee/Remedial Programs spending were not new money. Money was already there.

Senator Risely asked how we will be working with West Oahu which will become a 4 year college. VC Pecsok comments on the importance of working and communicating with West Oahu. We have been planning on enrollment growth, as West Oahu becomes established, may take students. VC Pecsok finished his presentation by asking the Senators to consider: if we want to grow, what do we need to do?

**UHPA Board Director Jake De Ste Croix**

Guest Leeward CC Director on the University of Hawaii Professional Association (UHPA) spoke to the Senate, along with Senator Cain, an UHPA representative. They wished to offer a perspective different from that of the administration, which is “management.” Most management won’t read the contract, even though it is the basis of the relationship. Both stressed to Senators that the Faculty Senate is a powerful institution that was created by the Board of Regents with input directly to the Board of Regents. Also, they stressed that if any Senator feels they are being targeted due to their statements or academic/union activities, they should approach UHPA to consider initiating a grievance. Senator Cain also stressed that it is important for faculty to look at personnel file and dossier, which are in the Dean’s office.

Senate Chair Lococo noted that since both the Faculty Senate and UHPA have substantially the same constituency, it would be good for the Senate to have formal and informal updates from the union, and to cooperate when the interests overlap.
Chair’s Report:

Student Success Committee issues

Senate Chair Lococo mentioned several recommendations from the Student Success Committee that will require Senate consultation and/or Approval.

1. Revise AA degree in line with other CC’s—Chair Lococo directed the committee to contact and work with our Ad Hoc AA Review committee;

2. Maintain rigid deadlines for applications and registration. Chair Lococo noted that the UHCC system is also working towards something similar and wondered if there would be a conflict.

3. Dev Ed students would be required to take those courses in their first semester(s). Chair Lococo asked Senators to consider the role of the Senate in this process.

4. “Require” instructors to participate in “Early Alert.” What would/should be role of senate? Chair Lococo expressed his personal skepticism that “requiring” faculty to participate in such an activity will be met with enthusiasm by the faculty at large. Something more collegial would probably obtain better results.

5. Proposal to take away “warning” and go directly to Probation (w/limit of 6 credits)—this is apparently “parallel that of SAP in financial aid eligibility.” SAP=Satisfactory Academic Progress. Apparently, Leeward CC is the only campus with the three-tier system.

6. Also—the Student Success Committee is requesting Language Arts faculty to develop flexible testing of Dev Ed students and exit exams for those courses. Not sure this would involve the Senate unless Administration were imposing requirements that the Language Arts Division opposed.

7. Chair Lococo will continue to be a formal member of the Student Success Committee at the macro level. Senator Losch is a new member of the committee and has agreed to serve also as official Faculty Senate representative.

On other matters, Chair Lococo reported on:

1. Board of Regents Charter Amendments. Senators encouraged to look at the latest items sent via email, including Uhcc VP John Morton’s response to a request from the CCCFSC to highlight items of interest to the Community Colleges. Most items are “housekeeping” or reverting to the system in effect prior to the events associated with the departure of former Uh president Evan Dobelle.

2. Distance Education and Funding. This is apparently primarily an issue at Uh-Manoa, where there are concerns in their senates that there is little or no accountability regarding DE courses. Uh-Manoa Senate unable to obtain budgeting figures or even how many support personnel detailed specifically for DE work. Another concern is defining "class time" and “credit hour” in reference to DE courses.

3. Articulation issue with Foundations Courses. The ACCFSC is asking each senate to approve by May the proposal on articulation of Foundations Courses passed out at the last Senate meeting. Our Foundations Board is presently examining the issue. On the issue of the Foundations memo, Senator Hochstein, Chair of the Foundation Board, asked who generated this memo and for what purpose. Chair Lococo stated that Uh-Manoa generated it, and it is seen as a first step on complete articulation of all courses throughout the system.

Chair Lococo also noted that Uh-Manoa History Department has already changed the titles of two major courses in the Foundations area—Hist 151 and Hist 152. This was done without consultation or even informing the CC’s on Oahu (Chair Lococo has not been able to ascertain whether or not this was done with CC’s on the other islands).
4. Federal “Workforce Development” money to UHCC’s. The Federal government has dedicated a certain amount of money for “workforce development” and the Hawaii CC system will be allocated at least $2.5 million. As of the beginning of February there had not been released regulations or required processes for how to apply for this money.

COMMITTEE REPORTS:

A. Executive Committee (Liongson/Ramos)
   No report

B. Standing Committees

   1. Academic / Institutional Support (AIS) (Riseley)

   Minutes from last meeting provided by Senator Risely. Meeting mostly comprised of questions asked of VC Mark Lane and Dean Della Kunamine (i.e lost teaching room). Concerns regarding computer backup were voiced. Dean Kunmune will look into cost of backing it up institutionally. Dean Kunimune stated that back up to be part of annual review process

   2. Budget & Planning Committee (Kamida)

   No report.

   3. Curriculum Committee (Lane)

   The Curriculum Committee approved the following course or program modification, new courses, our course deletion and asked the Faculty Senate to accept the committee’s recommendations.

   **Course Modifications**
   
   ACC 124 College Accounting I
   ICS 113 Database Fundamentals
   ICS 151 Structured Database Programming
   ICS 240 Operating Systems
   ICS 250 Introduction to Object Oriented Programming (C++)
   Modification

   **Motion 11-5:** To accept the course modifications above as recommended by the Curriculum Committee
   Motion is approved with 16 Ayes, 0 Opposed, 0 Abstention

   **New Courses**
   
   ART 115D Digital Design (3 credits)
   PACS 108 Pacific Worlds (3 credits)

   **Motion 11-6:** To accept the new courses above as recommended by the Curriculum Committee
   Motion is approved with 16 Ayes, 0 Opposed, 0 Abstention
Program Modifications

ASC Accounting Modification
ASC Business Modification
CC Office Coordinator Modification

Motion 11-7: To accept the program modifications above as recommended by the Curriculum Committee
Motion is approved with 16 Ayes, 0 Opposed, 0 Abstention

4. Elections (Liongson/Loo)

No report

5. Faculty (Ono)

Submitted handout. Committee met Feb 3. Looked over the list and looked at first 4 of handout. Would like the Senate to make a motion of #4 on the handout. We would like to have #4 throughout the UHCC system. However until SLO is addressed, all you have is a common title. If common SLO’s, how is that determined? For a 12 credit residency requirement, this is fine for the AA degree, but some concerns with CTE programs.

Senator Hochstein asked who would be the mediating body here when it comes to numbering, title, and number of credits. Senator Hochstein stated those in the mediating body have to be neutral (i.e not in admin).

Senator Ganne questioned how would we handle courses under different programs but are basically the same courses? Who would decide this?

Chair Lococo asked what happens when one campus or program wants to change the title of course, such as when UH-Manoa changed course title from World civilization to world history? In this case, Leeward history faculty were fine with the change. What if they weren’t? How would this be decided?

Senator Hochstein remarked faculty should not be concerned with common SLO’s in each course but with CONTENT.

Senator Ono asked if the senate wanted to endorse #4. It’s a good idea but we need more detail. Devil is in the details.

Senator Neupane stated that we need a systemwide enforcement with this or it couldn’t work.

Senator Ono also brought up the issue of “Academic Residency.” The committee wants to change it

Senator Ono then discussed Academic forgiveness and suspension: should this be system-wide process? No. dynamics maybe different campus to campus. Chair Lococo noted that at present each campus sets their own policy. Senator Ono also questioned what the suspension period was, and will report back after follow up meetings.

6. GenEd Foundations (Hochstein/Millen)

No formal report, but met once. Meeting centered around Foundations SLOs and how we are assessing them.
7. **Legislative (Liongson)**

   No report

8. **Program Review (Brekke)**

    Senator Brekke submitted informational Program Review Flowchart; A program called Tk20 to be purchased to assist with SLO’s and assessment. Based on ACCJC requiring college to show it uses assessment, and this software will help generate the data. Program to debut next semester.

9. **Student Committee (Kamahele)**

    Senate Chair Lococo reported for Senator Kamahele that the Chancellor has approved the revised SAG policy with one proviso. He has requested the Senate look to clarify the remedy section. This will be done in the Fall 2011 semester.

C. **Ad-Hoc Committees**

1. **Contingent Faculty/Lecturers (Stroble)**

    The Board of Regents Amendments section on personnel no longer mentions lecturers at the CC’s. Does this go to the president as an executive policy? Senator Stroble will look into this.

2. **AA GenEd Core Review (Hochstein/Lane)**

    Encourage committee members to talk to their divisions.

**Old Business**

Academic calendar issue: Chair Lococo noted that UH-Manoa Outreach college wanted to extend summer session; the only way to do that was to make each semester 14 weeks.

Review of student evaluations: Chair Lococo noted that while there is no rush or immediate pressure, the Senate should take the lead in revising student evals. In the mid 1980s Faculty Senate last took the lead in setting student evals. This should be a senate generated issue. Senators were asked to express their ideas and the issue would be formally discussed at the next meeting.

Late (late registration): Some requests from administration and/or student services on faculty to admit students in the third week of class. While this is still up to the faculty member to approve, the concern expressed by some is that probationary faculty will feel forced to accept late students in class. Chair Lococo stated his belief that this will soon be a moot problem; initiatives at the campus and CC system level are to make late registration even harder, as data indicates students who register late usually do not succeed in the class.

Class size and curriculum: who and how class size is determined; how changes are made, etc; these are minor issues at Leeward but UH-Manoa is going berserk over this. For example, at UHM if there more than 40 students, they get a grader. So, departments are separating the CRN’s to make it appear to be two different—with less enrollment—classes. The All Campus Council (ACCFSC) has asked each senate to vote on a resolution that class size is a curriculum issue, and according to BOR policy curriculum issues come under the review authority of faculty. UHCC VP Morton has stated his view that administration should be allowed limited flexibility to set class
sizes without faculty review. He believes 10% (which would translate to about 2-3 students per class) is reasonable. Senators were informed to think through the issue, even though Leeward CC has not had any controversy over it for over a decade. At our next meeting we will formally take up the issue.

Other items under “Old” and “New” Business deferred to the March 30, 2011 meeting.

MEETING ADJOURNED: 5:35 P.M