

Academic Senate Meeting Minutes 2014-15

Date: Friday, 02/27/2015 Time: 12:00pm Location: 388-103 EH, West Hawaii B3, ACR	Members Present: Annie Brown, Malcolm Chun, Sandra Claveria, Toni Cravens, Denise D’Haenens-Luker, Renee Dela Cruz, Harold Fujii, Garrett Fujioka, Sam Giordanengo, Meidor Hu, Gabe James, Robyn Kalauli, Colby Koreyasu, Jessica Lerma, Jim Lightner, Carrie Mospens, Violet Murakami, Helen Nishimoto, Joel Peralto (chair) Michelle Phillips, Christine Quintana, Kaleo Quintana, Jeanne Ryan, Deseree Salvador, Jill Savage, Kate Sims, Janet Smith, David Tsugawa, Mai Wong, Bobby Yamane
Call to Order: 12:00 pm By: Joel Peralto Mins: Carrie B. Mospens	Guests: None

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by the Chair at 12:00 pm with 10 senators (including 3 Executive Committee members) present.		
2. Approval of January 30, 2015 Minutes	Motion to accept the January 30, 2015 minutes. (Fujii/Giordanengo) Motion carried unanimously by voice vote	Motion Carried	
3. Report from Administration	Attachment 3a/3b		
4. Chair’s Report	No report		
5. Standing and ad hoc Committee Reports			
a. Curriculum Committee	No Report		
b. Faculty Policy Committee	No Report		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>c. Educational Policy Committee Attachment 5c</p> <p>d. ad hoc Writing Intensive Committee</p> <p>e. ad hoc General Education Committee 5e (rev)</p> <p>f. ad hoc Distance Learning Committee</p> <p>g. ad hoc Curriculum Central Committee</p>	<p>No report</p> <p>No report</p> <p>See attachment 5e</p> <p>No report</p> <p>No Report</p>		
<p>6. Old Business</p> <p>a. Fast-Track Policy Proposal 6a</p>	<p>Awaiting the arrival of the EPC chair, a motion was made to temporarily set EPC matters aside.</p> <p>Motion to move items 6a,c,d,e,f to follow new business. (Fujii/Giordanengo) Motion carried unanimously by voice vote.</p> <p>In reference to the Fast-track form, the EPC discussed the logistics of how to qualify a course modification that constitutes a major change versus a minor change. The committee also sought consensus on how an “objective” should be defined. In reviewing recent form revisions, the EPC chair explained how items 1-6 are qualified,</p>	<p>Motion Carried</p>	

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<p>b. Administration Eval/Assess Proposal Draft (FPC) 6b</p> <p>c. HAW 7.505 Class Attendance, etc. Policy (EPC) 6c, 6d</p> <p>d. HAW 5.701 Application for Graduation Policy (EPC) 6</p>	<p>noting that the revisions have been qualified to ensure that the modifications constitute only minor changes. Further comments are still welcome. (Course topics issue pending.)</p> <p>Delayed</p> <p>Noted that the “No Show” policy is awaiting feedback from administration. Request made that feedback for “No Show” policy also be opened up to Faculty for comments. Specifically of concern is how faculty would obtain the “No Show” form.</p> <p>Motion to confirm apparent deletion of HAW 5.701 for the record. (Savage/James) Motion carried unanimously by voice vote.</p> <p>(The ensuing discussion took place with the pretense that HAW 5.701 was obsolete; however, after the Academic Senate meeting, it was brought to light that the policy is currently referred to on page 34 of the 2014-2015 Hawai'i Community College Catalog and HAW 5.701, Application for Graduation has NOT been deleted from the college's online Policies and Procedures Manual, as originally believed. As a result, the senate's vote was incongruous.)</p> <p>Discussion: Suggestion made to delete policy HAW 5.701 Application for Graduation Policy, for it is obsolete. Additionally, it appears that a lack of protocol has occurred and needs to be addressed in terms of</p>	<p>Motion Carried</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
f. Awarding of Degrees/Certificates (EPC) 6f	See 6d		
g. Memo from VCAA re: eCafe modifications (FPC) 6g	Delayed		
7. New Business a. Curriculum Proposals 7a	<p>Motion to accept course modifications to change course title for HOST 293V and prerequisite change to require signature from 193V instructor.(Fujii/Giordanengo) Motion carried unanimously by voice vote.</p> <p>Motion to accept program modifications to add Math 22 or 50 and ENG or ESL 21 prerequisites for ABRP AAS. (Fujii/Giordanengo) Motion carried unanimously by voice vote.</p> <p>Motion to accept program modifications to delete Math 50 and delete ENG 21/ESL 21 prerequisites for ABRP CA. (Fujii/Giordanengo) Motion carried unanimously by voice vote.</p> <p>Motion to combine course modification proposals for ABRP 30A, 40A, 50A. (Fujii/Giordanengo) Motion carried unanimously by voice vote.</p> <p>Motion to accept course modifications for ABRP 30A, 40A, 50A to add “C or better” in 20A, 30A, and 40A, respectively. (Fujii/Giordanengo) Motion carried unanimously by voice vote.</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>Motion to accept new course proposal for Art 156 Digital Paintings (Giordanengo/Fujii) Motion carried by voice vote. One abstention. (30 senators in attendance)</p> <p>Motion to accept course modification for ART 101 to add prerequisite of ENG21/ESL 21 or ENG 22 or ESL 22G/W or placement in ENG 100 or higher. (Giordanengo/Fujii) Motion carried unanimously by voice vote.</p> <p>Motion to accept course modification for ICS 101 to align course description with system-wide agreement. (Giordanengo/Fujii) Motion carried by voice vote. Two abstentions. (30 senators in attendance)</p> <p>Motion to allow topics in list form on Curriculum Central for courses not intended for GE designation. (Salvador/Fujii)</p> <p>Explained that some courses can benefit from using a list form versus outline form (for example CTE and ATE) when completing Curriculum Central. Outlines originally requested to encourage specificity; however, the CRC chair purports that outlines do not necessarily lead to specificity. Another senator cautioned that if a course goes up for GE designation, the topics will need to be in outline form. Clarification requested as to what "outline" refers to. It refers to number 19 on Course Outline of Record (COR).</p> <p>Motion to defer the previous motion until the following senate</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Withdrawn</p> <p>Motion</p>	

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<p>b. Review discussion and vote for acceptance of PHIL 100 as a GE designated course for Areas of Knowledge – Humanities 7b</p> <p>c. Nomination from Executive Committee for senate chair for 2015-2016</p>	<p>meeting so that members of the senate may 1) receive the motion in writing and 2) know whether such a motion will amend curriculum central and possibly amend any existing policy relating to CORs (Savage/Fujii)</p> <p>Further discussion ensued: Suggestion made for providing a template to avoid formatting problems and to foster a consistent approach to presenting course content. Noted that accreditors will value an outline over a list. Question posed: Will this process change the COR? Only number 7 on the COR. First motion withdrawn. Second motion withdrawn. CRC chair asked by Senate Chair Peralto to address the concerns raised to be presented at the next senate meeting with notice. [1) receive the motion in writing and 2) know whether such a motion will amend curriculum central and possibly amend any existing policy relating to CORs.]</p> <p>Motion to accept PHIL 100 as a GE designated course for Areas of Knowledge – Humanities with secondary designation of ethics. (Recommendation from GE committee) Motion carried unanimously by voice vote. Amended to include “with secondary designation of ethics”. One abstention. (30 senators present)</p> <p>Executive Committee endorses Joel Peralto for another term. Motion to accept Joel Peralto as chair of the academic senate for another term. (Fujii/Giordanengo)</p>	<p>Withdrawn</p> <p>CRC Chair Salvador</p> <p>Motion Carried</p> <p>Motion Withdrawn</p>	<p>March 13, 2015</p>

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	<p>Discussion ensued as to procedure for the election of Senate Chair. Noted that a call for nominations should be made to the Faculty. Nominations need to be accompanied with nominees' acceptances in writing. Claudia will make the call for nominations with a deadline. Motion withdrawn.</p>		
<p>8. For the Good of the Order</p> <p>Mahalo to the HawCC 'ohana and the accreditation team for a job well done</p> <p>UHPA update</p> <p>West Hawai'i update</p>	<p>Hooray!</p> <p>Report provided by Senator Tsugawa regarding UHPA membership and benefits; 2015-2017 contract update; Executive Director search; current HawCC campus representatives; UHH Retrospective Tour date; Tenure Conversion Application Historic decision; and the MOA regarding the Roles and protocols among Administration, UHPA, and Faculty Senates.</p> <p>Looking forward to starting the new semester on August 24, 2015 at Palamanui. (Project goes back to 1985.) Campus will be self-sufficient and has LEED Platinum designation. ["LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices." (www.usgbc.org/LEED)]</p> <p>A moment of silence for Leonard Nimoy. Live well and prosper.</p> <p>Suggestion for training in student crisis situations. Chair Peralto</p>		

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	<p>requested workshop information from Senator Brown. Senator Tsugawa to follow up with the Faculty and Staff Development Committee.</p> <p>Up for discussion at our next Senate meeting will be: 1) GE for CTE proposal, 2) revisions to the AA, and 3) ENG 107.</p>	<p>Senator Brown Senator Tsugawa</p>	<p>March 13, 2015 March 20, 2015</p>
9. Adjourn	<p>Motion to adjourn. (Quintana/Fujii) Motion carried unanimously by voice vote. Meeting adjourned at 2:08 pm by Chair Joel Peralto Next meeting Friday, March 20, 2015 12:00 – 2:00 pm, Bldg. 388, Room 103 and Polycom to West HI B3, ACR</p>	Motion Carried	