

Academic Senate Meeting Minutes 2016-2017

Date: September 23, 2016 Time: 12:00pm Location: 388-103 (Manono), D-183 ACR (West Hawaii)	Members Present: Roberta Brashear-Kaulfers, Annie Brown , Anne Chung, Sandra Claveria, Toni Cravens, Erick Cremer, Sharon Dansereau, Kate DeSoto, Tanya Dean, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Grace Funai, Mari Giel, Sam Giordanengo , Meidor Hu, Billie Jones, Lisa Kaluna, Kristine Kotecki, Jessica Lerma, Bernard "Chip" Michels, Darrell Miyashiro , Carrie Mospens, Caroline Naguwa, Kelley O'Leary, Michelle Phillips , Deseree Salvador, Jill Savage, Jana Smith , David Tsugawa, Leanne Urasaki, Brenda Watanabe, Claudia Wilcox-Boucher , Bobby Yamane
Call to Order: 2:02pm By: Sam Giordanengo Mins: Michelle Phillips	Guests: None.

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:02p with 25 senators (including 4 Executive Committee members) present.		
2. Approval of August 26, 2016 Meeting Minutes Attachment 1	One minor editorial amendment to the final draft of the minutes was requested, and will be emailed to Chair Giordanengo by Senator DuPuis. Motion to accept the August 26, 2016 minutes. (Fujii/Brashear-Kaulfers) Motion carried unanimously by voice vote.	Motion Carried	

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3. Report: STAR update	<p>The UH Foundation representative, Andrea Christensen, was not available, so Administrator's Report was replaced by a report from Senator Funai regarding STAR. Administrators report will resume next month.</p> <p>Registration begins November 7 for continuing students with some changes. Traditionally, students use their MyUH account to register for classes, but will now be using STAR GPS Registration. STAR is currently used to advise students, but "Graduation Pathways" will be in place to help students identify the course order and semester they should take classes in. All students will now use this system; the only exceptions to this being unclassified, running start, or early college students. Information containing student pathways was pulled from the catalog and pathways will continue to shift in STAR as students sign up for and take classes. Counseling is working proactively to prevent any issues from coming up.</p> <p>Of note is that paper advising sheets are going to be replaced and information will be in STAR. Training sessions have been scheduled and Senator Funai is working with DCs to attend Department meetings if requested for these. Some general sessions will also be held. Booklets were handed out to give Senators an idea of the new features and changes in STAR. If you don't have Advisor access yet, please contact your Division Chair, who will send a memo to the VCAA.</p> <p>Kapiolani has developed a video detailing the changes in STAR, which can be found at the following link: https://www.kapiolani.hawaii.edu/campus-life/student-services/counseling/star/</p>		

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	<p>We are working to produce a video similar to this for our own students.</p> <p>URL to access STAR GPS: www.star.hawaii.edu</p> <p><i>Question:</i> Will there be open sessions scheduled for students to register themselves? Yes. Likely the first week of November.</p> <p><i>Question:</i> Is there a balance for students who require extra help? STAR is not meant to eliminate the need for advising, and does not know student circumstances, financial aid, etc. Please still reach out to students and talk to them about classes and course load. There is a way to weight courses in STAR if needed, but it's initially based off of what's in catalog. Discuss with students what they can successfully manage and reach out to your advisees.</p> <p><i>Comment:</i> If you don't have STAR access, the program will let you know if you haven't filled out the form, and tell you what to do. The STAR user agreement form under F&S campus services is on the website.</p> <p><i>Question:</i> When is the new advisee list coming out? Advisee lists should be updated October 14th.</p> <p><i>Question:</i> If we're not the best person to advise students, can we still send students to a counselor? Yes, if questions come up please refer to counseling. If you're there when they do register, watch out for if things that are not in the middle column of STAR pathways (ones on the side are not fundable by financial aid).</p>		

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	<p><i>Question:</i> Will financial aid pay for pre-requisite classes?</p> <p>Yes, it will pay for Dev Ed classes, but not non-credit classes. Dev Ed classes should fall into the middle column in STAR pathways.</p>		
<p>4. Chair's Report Attachments 2, 3, 4, 5</p>	<p>Chair Giordanengo reported:</p> <ol style="list-style-type: none"> 1) Changes to AP 12.304: Procedures for Disclosing and Addressing Conflicts of Interest <ol style="list-style-type: none"> a. Please email any questions or concerns to the Chair about this document. It refers mostly to Manoa, but could affect those of us with grants or doing research. All names will be removed unless otherwise asked. 		
<p>5. Standing and ad hoc Committee Reports</p> <p>a. Curriculum Committee</p>	<p>A memo from September 7, 2016 to the CRC. According to the memo, pre-requisite or co-requisite inconsistencies, including changes to Math, English, or QM are being cleaned up in Banner. Departments are aware of these changes. Senator Salvador will request that the list of changes be put online and a link will be sent out by email. Senate was asked to think about if they want to create a process to deal with these?</p> <p>Comment by Senator Funai: The memo allows for change to occur quickly to be ready for STAR registration process. If it needs a vote in Senate, then it will be too late to register for STAR. The goal is to have these issues cleared up in time so that STAR doesn't prescribe courses that don't exist for Graduation Pathways.</p>		

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<p>b. Faculty Policy Committee (FPC) Attachments 6 & 7</p>	<p>Comment by Senator DuPuis, representing the GSSS division (non-instructional faculty):</p> <ol style="list-style-type: none"> 1) Members of GSSS committee voted through consensus that they were in support of this but that they wanted a list of changes put on CRC website or curricular affairs for transparency, and request that the memo not set precedent for Administration making changes in this way. <p>First, FPC proposes to discontinue the “Faculty Handbook” because the “Employee Handbook” and website developed by the Faculty Staff Development committee have similar information available.</p> <p>Senator Brashear-Kaulfers asked if there is a vote on this, and wants it stated for the record that she would have voted no. She stated that the website has gaps.</p> <p>Comments by other senators: Does senate want to create and maintain a faculty handbook? It could be good to find out about if there are Union regulations.</p> <p>Second, on the implementation of Course Evaluation System (CES) – all members have gone to department. They are putting it together in a document that will be brought to senate once everything is compiled. Concerns should be shared with your representative on the committee. Senator Tsugawa stated for the record that this is the same thing that previous Senate chair, Joel Peralto, sent out two years ago, and that evaluation of faculty belongs in faculty purview.</p>		

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c. Educational Policy Committee Attachment 8	<p>Fast Track policy changes will be coming. In the next two weeks, a survey will also be released. Please fill out the survey and check with your representatives about the Policy. Share thoughts with them prior to the next Senate meeting, so that when the Policy gets to the Senate floor, departments have worked concerns out and a vote can take place.</p> <p>Senators Fujioka and Kaio will be joining the committee.</p>		
d. ad hoc Writing Intensive Committee	No report.		
e. ad hoc General Education Committee	<p>Senator Hu reported that GE designation should be for area requirements only (GELO 7) if a course is to be listed in the current AA degree. A list of potential classes has been shared with representatives, and she asks that departments please focus on these classes first, as they were identified as “entry-level” courses. It was discussed that all students should be getting GELOs at the course or program level, but that a single course representing each GELO is not needed.</p> <p>Senator Dupuis shared that ACCJC has 6 categories and our 10 GELOs align to those. When classes are assessed, it is done at course level, which in turn aligns with PLOs. ACCJC is concerned about programs, but not courses, thus portions of courses can align with GELOs and it is still considered completed. She also notes, however, that we used to have 231 courses designated as General Education courses, and now we have 29. This may raise questions with ACCJC.</p>		

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<p>f. ad hoc Distance Learning Committee Attachment 9</p> <p>g. ad hoc Sustainability Committee</p>	<p>It was also noted that the catalog cycle was also pushed up last year and courses must be approved by December for 2017-2018 catalog.</p> <p>Senator Kanahale has joined the on to committee, for total of 6. Please see attachment 8 for the full report.</p> <p>Senator Brashear-Kaulfers notes that she had a conference call with Krista Hiser and Matt Lynch, who are the UH System Sustainability team, and they will be coming to our campus on Oct 7. She is currently waiting for a Sustainability Handbook from them and the time when they will be coming.</p> <p>More people are needed on the committee; please email Senator Brashear-Kaulfers if you would like to join.</p> <p><i>Question:</i> For 2017-18 is having an “S-designated” course a grad requirement? In short, no. It’s a System-oriented process, with the hope that a certificate is going to be developed at 4-year institutions that these courses could transfer up to.</p>		
<p>6. Old Business</p> <p>a. Proposal for ad hoc committee on Academic Senate Charter</p>	<p>Proposal by the Chair. The chair of the proposed committee will be an executive committee member – some suggestions are listed on attachment.</p>		

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Attachment 10 b. Proposal for ad hoc committee on Campus Expansion Attachment 11	Motion to approve the formation of the ad hoc committee on Academic Senate Charter. (Claveria/Fujii) Question: What time is the end date for this committee to report? February 24, 2017 Motion carried unanimously by voice vote. Proposal by the Chair.	Motion Carried	
	Motion to approve the formation of ad hoc committee on Campus Expansion. (Funai/Wilcox-Boucher) Question: Is there any talk about Palamanui expansion or is this primarily for Hilo? Palamanui is on the agenda; however, Palamanui already has a plan but Hilo does not. Palamanui has a strong bargaining position to grow because it belongs to the community, UH and the State. Question: When is the AdAstra meeting? October 6 Comment: The legislature doesn't give Manono campus extra monies because POM has taken such good care of the campus and more things are in working order due to this. This is a strength, but makes it difficult to obtain money for upkeep and repairs. Motion carried unanimously by voice vote.	Motion Carried	

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7. New Business a. Proposal for Foundations Board Research Group Attachment 12	<p>Proposal by the Chair. According to a memo to our Chancellor, UHH Chancellor Straney is going to support UHH going to Foundations. This committee is not to say “yes” or “no” to Foundations on our campus, but to be a fact-finding and information gathering committee, to summarize their findings, and to present them to the Senate.</p> <p><i>Question:</i> Does this decision have to go through Senate? Foundations is concerned with Programs (ie. CTE would not be under Foundations). The DCs have been meeting and getting information already for Liberal Arts, and a potential timeline was created during the Liberal Arts and Public Services general meeting last year. Is this a transfer program decision, and not a Senate issue? Maybe a committee doesn’t need to be made?</p> <p>Proposal was tabled.</p>	Proposal Tabled.	
b. Curriculum Proposals Attachment 13	<p>Motion to approve course modification for BUSN 292 - to change prerequisites to BUSN 123; 164; and ACC 155 as prerequisites.</p> <p>Clarification – BUSN 123 course stays the same. Current prerequisites BUSN 166 and BUSN 151 are being deleted because of program requirements.</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to approve new course, BUSN 188, to replace BUSN 89 and 189.</p> <p>Question: Is one class replacing two classes? Yes (Senator Chung). BUSN 188 is 3 credits so students can take one less</p>	<p>Motion Carried</p> <p>Motion Carried</p>	

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	<p>credit for this sequence.</p> <p>Motion carried by voice vote. (30 approved, 1 opposed)</p> <p>Motion to approve course modification for ITS 215 - to delete ITS 208 as a prerequisite, and to add ICS 101 and ITS 121 as prerequisites.</p> <p>Motion carried by voice vote. (30 approved, 1 opposed)</p> <p>Motion to approve course deletion of RAC 121.</p> <p>The course hasn't been taught for years. (Senator Fujii)</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to approve course modification of SSCI 111 to change the title of the course to "Food, Water, Energy, Technology: Then and Now,"</p> <p>Clarification: Title is being changed for Sustainability (S) designation, not for articulation. (Senator Brashear-Kaulfers)</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to approve course modification for MATH 110 - to change prerequisites to "C" or better in MATH 27 and "C" or better in MATH 103 or placement in MATH 110; and Eng 21 or ESL 21 or placement in Eng 102.</p> <p>Clarification: MATH 27 has become 103. This is the exact same course,</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried.</p> <p>Motion Carried</p>	

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	<p>but renumbering is for system alignment.</p> <p>Motion carried by voice vote. (30 approved, 1 opposed)</p> <p>Motion to approve course modification for MATH 205 - to change recommended preparation to "Recommended Preparation: Successful completion of Pre-Calculus in high school."</p> <p><i>Question:</i> Was everyone who teaches MATH 205 informed? The box was checked on the paperwork.</p> <p>Motion carried by voice vote. (30 approved, 1 opposed)</p> <p>A reminder was made to the Chair to ask for abstentions.</p>	Motion Carried	
8. For the Good of the Order	<p>UHPA Update:</p> <ol style="list-style-type: none"> 1) Governor and Governor's office have a reserve fund. 2) Bargaining power of faculty is being discussed. <p>Stay informed and discuss concerns with your UHPA representative. Make sure you're a member (paying dues does not making you a member, you must sign up). If you are not getting newsletters, then it's likely that you're not currently a member. The Senate Chair asks that an UHPA update occur every month at Senate.</p> <p>October 7 - Waiariki 3-5pm Tea time, Kaneikeao,</p> <p>October 8 - Alumni and Friends annual breakfast fundraiser will take place.</p>		
9. Adjourn	Motion to adjourn at 2:10pm. (Chair Giordanengo/Wilcox-Boucher)	Motion Carried	

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	Next Meeting: Friday, October 28, 2016 12:00-2:00p. Location HawCC 388-103 (Manono), D-183 ACR (West Hawaii).		

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