Academic Senate Meeting Minutes 2016-2017

Date: October 28, 2016 **Time:** 12:00pm **Location**: 388-103 (Manono), D-183 ACR (West Hawaii)	**Members Present**: Roberta Brashear-Kaulfers, **Annie Brown**, Gordon Ching, Anne Chung, Sandra Claveria, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, Kenoa Dela Cruz, Reshela DuPuis, Harold Fujii, Mari Giel, Jessica Gonzalez, Kristine Kotecki, William Lawrenz, Larissa Leslie, Luzviminda Miguel, Darrell Miyashiro, **Carrie Mospens**, Violet Murakami, Caroline Naguwa, **Michelle Phillips**, Deseree Salvador, Beth Sanders, Jill Savage, Kate Sims, **Jana Smith**, David Tsugawa, Leanne Urasaki, Brenda Watanabe, **Claudia Wilcox-Boucher**
Call to Order: 12:02pm **By**: Claudia Wilcox-Boucher (Vice Chair) **Mins**: Michelle Phillips	**Guests**: Andrea Christensen, UH Director of Development at HawCC

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Vice Chair Wilcox-Boucher at 12:02p with 9 senators (including 2 Executive Committee members) present. Quorum was not established. Quorum established at 12:18p with 21 senators, and 5 executive members.		
2. Approval of September 23, 2016 Meeting Minutes **Attachment 1**	Vote on minutes was tabled until quorum was established – agenda item moved to after UH Foundation report update. **Motion to accept the September 23, 2016 minutes. (Brashear-Kaulfers/Salvador)** Motion carried unanimously by voice vote.	**Temporarily tabled (due to quorum)** **Motion Carried**	

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3. Report: UH Foundation Update	UH Foundation representative, Andrea Christensen, Director of Development at HawCC, discussed how the UH Foundation is organized, and reported that the Chancellor is supportive and working with External Affairs, OCET, and the UH Foundation to identify funding needs and priorities for HawCC. Her position primarily works with individual donors at the major donor level, and the majority of funds are for direct support of students through student scholarships. Endowed funds (minimum $25K and expendable funds) stay with the Foundation permanently and the interest is used to support the scholarships. Broad categories of interest for funding by the UH Foundation are: 1) Student success initiatives (wrap-around services, direct scholarship support); 2) Workforce development needs (internships, work programs); and 3) capital needs for both campuses (these are different for each campus). She is currently looking for more introductions to potential donors and ways to share the message of what the UH Foundation does. Any ideas from faculty are welcomed. Her office is in Hale Aloha, 383-119.		
4. Chair's Report **Attachments 2 & 3**	Questions regarding the Chair's report can be sent to Chair Giordanengo via email.		

5. Standing and ad hoc Committee Reports a. Curriculum Review Committee **Attachment 4**	See attachment. Curriculum proposals were voted on (see "New Business" below).		
b. Educational Policy Committee **Attachment 5**	Senator Gonzalez gave a summation of current activity from the committee. The committee is currently reviewing the Fast Track policy – see "New Business" below. The committee is also reviewing other policies that will be presented at the next Senate meeting.		
b. Faculty Policy Committee (FPC) **Attachments 6 & 7**	Senators Dansereau, Cremer, and Ching reported that concerns and questions from constituents at HawCC about the new Course Evaluation System (CES) were recently compiled (see Attachment #6). Attachment #7 is a memo that was sent out earlier to the Senate. Attachment #10 is from Senate Chair Giordanengo, and includes some of the compiled comments. As a committee, the FPC have been looking at what the other campuses are doing. This is a work in progress - some of the information has been discussed in the committee, but others need to be vetted. Further input can go through department representatives or through email to the FPC co-Chairs. CES implementation looks like Fall 2017. Schools are varied in their opinions - UH Manoa is opposed; UH West Oahu has set up their own committee and will take complete control over the questions administered, and they don't want results to automatically go to the Division Chair.		

	Some new characteristics of the CES proposal are: Students could access evaluations on mobile devices. All courses are evaluated (no one can opt out). Results will go automatically to DCs. Some aggregated data go to an unknown source. If only one course with one teacher, the information is not anonymous for that teacher. The FPC committee is still looking for input, but does not have a current resolution and are still working towards this and looking to reflect the spirit of our Kauhale in terms of this. *Question:* What is UHPA's position? Senator Dansereau read a statement from UHPA. In short, student evaluations are not subject to bargaining but the purview of Faculty Senate. *Question:* Could the different issues be put into a google sheet where we can vote individually on all issues (similar to EPC)? Possibly. Currently they are still working through to understand what is happening. Committee was commended for all its work on this.		
d. ad hoc Writing Intensive Committee	No report.		
e. ad hoc General Education Committee	No official report. Several proposals have been reviewed but not voted on due to issues with obtaining committee quorum.		
f. ad hoc Distance Learning Committee	No report.		

g. ad hoc Sustainability Committee **Attachment**	Senator Brashear-Kaulfers reported that the committee met on 10/27. The application for Sustainability ("S") designation for courses was sent out in email as a late attachment (please see attachment). The application form is from Windward CC. S-designation can be at the level of the teacher, CRN, or course. Please contact Senator Brashear-Kaulfers ASAP if you'd like to try to get an application in for Spring 2017. Courses can also be S-focused (60% or more) or S-related (one or two topics fit sustainability hallmarks). The over-all goal is to create more opportunities for students – ie. through options towards a sustainability certificate. *Question:* Does designation need to be voted on through Senate? No. It will only go through the Sustainability committee, similar to the Writing Intensive designation process. Some UH campuses also do it through interviews. *Question:* Will students have a requirement for this? No, but if they want to go for a certificate, which is in process at some campuses, including UHH, then it would count towards that. *Question:* Is sustainability geared towards allowing our students to have resilience and perspective on sustainability? Yes. A suggestion was made that an additional core concept could be added for a "holistic social framework."		
h. ad hoc Academic Senate Charter	Tabled due to Chair Giordanengo being away. Senator Dela Cruz is on committee and said that they need additional representatives.		

i. ad hoc Campus Expansion	Senator Ching reported that purpose of the committee is to gather information about what needs to be expanded and report to the Senate regarding suggestions, specifically on the Manono campus. Currently, the committee thinks that expanding upwards may be a good option, including a multi-deck parking structure in the gravel lot in the back of campus. Our campus could also charge for parking, similar to UHH. Some facilities have "loft-like" internal spaces between the roof and main building that could be used. A full report from the committee will be forthcoming in March.		
6. Old Business a. None	None.		
7. New Business a. Fast Track Policy: Minor Changes **Attachment 8**	Senator Gonzalez, representing the EPC, reported that the Fast Track survey sent out to faculty was to determine the difference in substantive or non-substantive changes, but feedback included many comments asking for clarity. Fast track allows for some changes to skip going through the CRC, which currently has a timeline of almost 2 years for changes to be made. The requested vote is to determine what changes are indeed non-substantive (minor) changes and should not go through CRC. See attachment for further information.		

	She noted that Questions #1-6 are for system alignment (#1-3 "minor re-wording" being for clarity/correctness, system alignment, or updating outdated content), also, Question #11 means cleaning up courses that haven't been offered, are not required and are not an elective. This is specifically for courses that aren't active in order to clean up the catalog (currently 78 courses fit this description). Minor rewording of course topics isn't up for this vote, but the committee will continue to look at this – the list is not exhaustive and can be added to, these are just committee recommendations based on the survey. All votes would be binding. *Question:* PLO changes are on the current Fast Track form – could that be added? PLOS don't require endorsement by the Senate. There is currently no policy for PLOs. This could be done by departments. **Motion to add "Minor re-wording of course topics for clarity/correctness, system alignment, or updating outdated content" to the list as new #4. (DuPuis/Dela Cruz)** *This changes the numbering on the attachment. Motion carried unanimously by voice vote. **Motion to group #1-4. (Brashear-Kaulfers/Fujii).** Motion carried unanimously by voice vote. **Motion to approve #1-4. (Brashear-Kaulfers/Fujii)** Motion carried unanimously by voice vote.	**Motion Carried** **Motion Carried** **Motion Carried**	

	Motion to group #5-7. (Smith/Brashear-Kaulfers) Motion carried unanimously by voice vote. **Motion to approve #5-7. (Smith/Brashear-Kaulfers)** Motion carried unanimously by voice vote. **Motion to group #8-10. (Brashear-Kaulfers/Claveria)** Motion carried unanimously by voice vote. **Motion to approve #8-10. (Brashear-Kaulfers/Claveria)** Motion carried unanimously by voice vote. **Motion to group #11-12. (Fujii/Brashear Kaulfers)** *Discussion:* Clarification requested for (new) #12 – if a course isn't required by a program, is it automatically an elective? Not in liberal Arts - anything over 100 becomes an elective. Concern was expressed about the way #11 is worded, because wording does not carry over the "not" – it should read, "Deletion of a course that is not required or <u>not</u> listed as an elective." The sticking point is if a course has not been taught in "x" number of years. Could wording be changed? Motion was rescinded. **Motion to approve #11. (Fujii/Brashear Kaulfers)** Motion carried unanimously by voice vote.	**Motion Carried** **Motion Carried** **Motion Carried** **Motion Carried** **Motion Rescinded** **Motion Carried**	

	Motion to change wording of #12 to "Deletion of a course that is neither required nor listed as an elective." (Savage/Murakami) Motion carried unanimously by voice vote. **Motion to approve #12 as amended. (Fujii/Smith)** *Discussion:* In the AA degree, any 100 level course that is not required becomes an elective. Should wording be changed to reflect this? *Clarification:* A vote of "No" means that you do not think the item should be allowed for Fast Track approval. Motion voted on by hand vote (12 approved, 12 not approved, 0 abstentions). #12 does not carry and will be returned to the committee.	**Motion Carried** **Motion Not Carried**	
b. Curriculum Proposals **(Attachment 4)**	**Motion to approve course modification for ACC 120 - to change co-requisite requirement by replacing BUSN 189 with BUSN 188 to read as "ENG 21 or ESL 21 (or prior completion) or placement in ENG 102; and <u>BUSN 188</u> (or prior completion)." Also to change recommended from BUSN 89 to "none."** Clarification: Co-requisite is changing to reflect a newly approved course. Motion carried unanimously by voice vote.	**Motion Carried**	

	Motion to approve course deletion of BUSN 166 - topics are covered in BUSN 121, 164, 178, and 292. Motion carried unanimously by voice vote. **Motion to approve course modification for ITS 108 - to delete prerequisites (ITS 104, or ICS 101), and to add topics in outline form.** Motion carried by voice vote. (30 approved, 1 opposed, 0 abstentions) **Motion to approve course modification for QM78B – to change description and to change co-requisite from BUSN 189 to BUSN 188.** Motion carried unanimously by voice vote. **Motion to batch the following two modifications together (Salvador/ Fujii):** **1. Change in program requirements for ACC (AAS) Program – to delete BUSN 89 and 189, and add BUSN 188, and to decrease credits required from 61 to 60.** **2. Change in program requirements for ACC (CA) Program – to delete BUSN 89 and 189, and add BUSN 188, and to decrease credits required from 31 to 30.** Motion carried unanimously by voice vote. **Motion to approve the batched modifications (Salvador/Fujii).** Motion was carried unanimously by voice vote.	**Motion Carried** **Motion Carried** **Motion Carried** **Motion Carried**	

	Motion to batch the following three modifications together (Salvador/ Fujii): **1. Changes in program requirements and satisfactory progress requirements for BTEC (AAS) Program – to delete BUSN 89, 166, 189, and a Gen Elective (3 credits), remove ACC 150, BUSN 121, 158, ITS 193 from Business Elective List, and to add BUSN 121, 158, 188/ACC 252, ITS 281, 282 to Business Elective List, and to increase credits from 62 to 63.** **2. Changes in program requirements and satisfactory progress requirements for BTEC (CA) Program – to delete BUSN 89, 166, and 189, and add BUSN 121, 188, and to increase credits from 29 to 30.** **3. Changes in program requirements and satisfactory progress requirements for BTEC (CO) Program – to delete BUSN 89, 166, and 189, and add BUSN 121, 188, and to increase credits from 14 to 15.** Motion was carried unanimously by voice vote. **Motion to approve the batched modifications (Salvador/Fujii).** Motion was carried unanimously by voice vote.	**Motion Carried** **Motion Carried**	

	Motion to batch the following two modifications together (Salvador/ Brashear-Kaulfers): **1. Changes in program entry requirements for EIMT (AAS) Program – to delete existing Math requirement (Math 51 or "C" or better in Math 22).** **2. Changes in program entry requirements for EIMT (CA) Program – to delete existing Math requirement (Math 51 or "C" or better in Math 22).** *Discussion:* Would this mean that students don't have a math requirement? Senator Fujii, representing the program, noted that these courses no longer exist and ETRO120 would replace. Motion was carried unanimously by voice vote. **Motion to approve the batched modifications (Salvador/Fujii).** Motion was carried unanimously by voice vote. **Motion to batch the following four modifications together (Salvador/Brashear-Kaulfers).** **1. Changes in program requirements and satisfactory progress requirements for MKT (AAS) Program – to delete BUSN 89, 166, 189 and add BUSN 188, and to decrease credits from 62 to 60.** **2. Changes in program requirements and satisfactory progress requirements for MKT (CA) Program – to delete BUSN 89 and 166 and to decrease credits from 29 to 27.** **3. Changes in program requirements for MKT (CO-BE) Program – to delete BUSN 189 and add BUSN 188.** **4. Changes in program requirements for MKT (CO-ENT) Program – to delete BUSN 189 and add BUSN 188.**	**Motion Carried** **Motion Carried** **Motion Carried**	

	Motion carried unanimously by voice vote. **Motion to approve the batched modifications (Salvador/Fujii).** Motion carried unanimously by voice vote.	**Motion Carried**	
8. For the Good of the Order a. UHPA update	UHPA is currently setting up Google groups for information, where hawaii.edu emails cannot be used. Contact your faculty UHPA representative for more information. If unclear who your representative is, there is menu bar on the pulldown menu on the UHPA website. The representatives for Liberal Arts are Senators Salvador and Nishimoto, but there is no third representative at this time.		
b. UH West O'ahu Faculty Senate Resolution on UH Course Evaluation System **Attachment 9**	Discussed under EPC report (see above).		
c. UH Mānoa Faculty Senate Resolution Opposing UH Course Evaluation System **Attachment 10**	Discussed under EPC report (see above).		
d. UHCCP #4.203 Institution Set of	Presented solely to disseminate information.		

Standards **Attachment 11** e. Other	Senator Cremer announced that Saturday, October 29, 2016, from 9:30AM – 11:00AM there is a CPR workshop being offered at Hilo Medical Center. Senator Dela Cruz announced, on behalf of Senator Funai, that STAR GPS should be used with advisees during registration. Please work with your advisees prior to their registration.		
9. Adjourn	**Motion to adjourn at 2:03pm. (Claveria/Dela Cruz)** **Next Meeting:** Friday, November 18, 2016 2:00-4:00p. Location: HawCC 388-103 (Manono), D-183 ACR (West Hawaii).		