

Academic Senate Meeting Minutes 2016-2017

<p>Date: March 24, 2017 Time: 12:00pm Location: 388-103 (Manono), D-183 ACR (West Hawaii)</p>	<p>Members Present: Gordon Ching, Richard Cowan, Toni Cravens, Erick Cremer, Tanya Dean, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Grace Funai, Sam Giordanengo, Jessica Gonzalez, Meidor Hu, Colby Koreyasu, Darrell Miyashiro, Carrie Mospens, Violet Murakami, Caroline Naguwa, Trina Nahm-Mijo, Michelle Phillips, Petri Pieron, Deseree Salvador, Kate Sims, Jana Smith, Mitchell Soares, David Tsugawa, Leanne Urasaki, Claudia Wilcox-Boucher, Bobby Yamane</p>
<p>Call to Order: 12:05pm By: Sam Giordanengo Mins: Michelle Phillips</p>	<p>Guests: None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05p with 10 senators (including 5 Executive Committee members) present.		
2. Approval of February 17, 2017 Meeting Minutes Attachment 1	<p>Motion to accept the February 17, 2017 minutes. (Fujii/Nakamura)</p> <p>Motion carried unanimously by voice vote.</p>	Motion Carried.	

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3. STAR GPS Update	<p>Senator Grace Funai reported that some things on STAR are still being updated, but you should be able to go and look at student records. Advisor/advisee lists will be released on April 10.</p> <p>GPS registration is a new link on STAR. You can go into the graduation pathway and move things around by dragging and dropping courses that you think your advisees should take. The pathway can also be saved and revisited with the student later.</p> <p>A training session is scheduled after spring break on Friday, April 7. One-on-one help is also available – if interested, please contact Senator Funai.</p> <p>www.star.hawaii.edu</p> <p>*Note: Update was moved to after the Faculty Policy Committee report to give Senator Funai time to prepare</p>		
4. Standing and ad hoc Committee Reports a. Curriculum Review Committee	None.		

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<p>b. Educational Policy Committee Attachments 2 - 5</p>	<p>Motion to approve draft revision of HAW5.606 – College Level Examination Program. (Gonzalez) <u>Discussion:</u> Original policy was restrictive for students. Committee met with others familiar with CLEP for revisions while working on the policy. These revisions allow for students to work within best practices that are happening now.</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to approve draft revision of HAW7.220 – English Proficiency Requirement for F1 Visa International Students. (Gonzalez) <u>Discussion:</u> Recommendations were brought from Steve Clements, Christine Quintana, and Carrie Mospens having to do with the types of admissions tests that are accepted by the College – we already accept TOEFL, but this revision allows us to also accept EIKEN which is more affordable and offered at many more institutions; giving students additional options.</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to delete HAW5.850 – Adding and Withdrawing from Classes. (Gonzalez) <u>Discussion:</u> Students currently can withdraw online but a signature was required by faculty to provide for evidence of the last date of attendance for financial aid. After the first week of instruction, they still need a signature. For withdrawal, the student can do online. Holds on records will still prevent registration, but a temporary release of the hold can be made so that a class can still be dropped. <i>This policy has been revised to</i></p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	

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c. Faculty Policy Committee d. ad hoc Writing Intensive Committee e. ad hoc General Education Committee Attachment 6	<p><i>reflect the current practice.</i></p>		
	<p>Motion carried unanimously by voice vote.</p>		
	<p>Senator Erick Cremer reported that the Course Evaluation System (CES) was delayed to Fall 2018. Note: No results will be automatically shared with administration, only what is provided by the faculty. The biggest change to the new CES is that results are not going directly to Department/Division chairs. Concessions were made due to the Academic Senate's resolution. FPC is working on the campus-specific questions now, which will be sent out to faculty when completed.</p>		
	<p>None.</p>		
	<p>The GEC met on March 15 to discuss the transition of our campus from General Education to Foundations, and the application to the UH System Foundations Board. In order to do this, the Board recommended that prior to our application, the campus form a standing committee that will review Foundations proposals. Therefore, the co-Chairs of the GEC are requesting to turn the ad hoc GEC committee into a standing committee. Language will be added to the Academic Charter for a vote at the next meeting.</p> <p>A comment was made that courses still need to go through GE so that students have options of courses to take.</p>		

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<p>f. ad hoc Distance Learning Committee</p> <p>g. ad hoc Sustainability Committee Attachment 7</p>	<p>None.</p> <p>Chair Claudia Wilcox-Boucher reported that the S-designation committee is moving forward. Currently, a Certificate of Achievement in Sustainability under Liberal Arts and Sciences, effective Fall 2017, is being developed. The list of current S-designated courses is in the attachment. For the certificate, the committee is proposing to develop a group of 24 required credits; with 4 core courses and 4 electives. It will include Science, Social Science, Hawaii Lifestyle, and Career and Exploration requirements. They would also like to include a civic engagement and service learning requirement.</p> <p>Feedback is requested; please send any to Senator Wilcox-Boucher. An email invitation will be sent out to invite other classes to apply for the process. The hope is the trades will also get involved. A Certificate of Achievement in Sustainability allows students to get financial aid for courses, and would eventually be able to transfer to UHH. It will also increase performance funding.</p> <p><i>Question:</i> Will these courses be S-designated on STAR? It would have to go through curriculum. S-designated courses in the attachment will be included in the catalog because they were already approved by Joni, but it might be until Fall 2018 for the catalog.</p> <p><i>Question:</i> Is there a standard group of core courses that are designated throughout the UH System? Currently, every school is taking its own route to develop the Certificate. However, it would be nice to have a few</p>		

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<p>h. ad hoc Campus Expansion Committee Attachment 8</p>	<p>courses offered at every campus that form a core unit for these students, but this isn't the case right now.</p> <p>A Sustainability Summit will be held in March 2018 on our campus with about 100 attendees expected.</p> <p>Senator Cowan reported that a survey was conducted in February through email that included 10 questions regarding two sites for campus expansion: Komohana and Manono campus. 34 responded. The results of the survey indicate that a new campus is desired; the full results are in the attachment. Discussion ensued regarding the cost of building a new campus vs. the infrastructure that is already available.</p> <p>There was a request by the chair to have a faculty member on the Campus Expansion Committee. Following further discussion, Senate can endorse sending the report to the Chancellor if desired.</p>		
<p>5. Old Business a. Discussion of Consent Agenda Attachment 9</p>	<p>Senator David Tsugawa was not present during the onset of this discussion, so a full discussion was tabled until the next meeting. A consent agenda will allow for batch consent of Senate business – this does not mean things can't get pulled out of the consent agenda for discussion, but it could save time in the future if implemented.</p> <p><i>Question:</i> What order of business would it be? After the minutes are approved.</p>		

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	<p><i>Question:</i> Would there be a limitation to what could go on to the consent agenda? Yes. (See page 2 of the attachment for what goes on or doesn't).</p> <p><i>Question:</i> Are any other Senates using this format? It's unknown. The Chair will look into it.</p> <p>If we do agree to a consent agenda, we should decide ahead of time what things would go on it. All information should be given out for the decision prior to the meeting. The caveat is that sometimes we're so busy that no one is reading them, so some things may get missed; but it does save time. The Chair is open to adding a consent agenda to the Academic Charter for a vote.</p> <p><i>Question:</i> David lists three items in the attachment: deletion of courses, pre-requirements, and co-requirements. If those items are already within a committee's purview, shouldn't that preclude them from being on a consent agenda? We currently have a mechanism for deletions and pre-requisites. And co-requirements are part of the Fast-Track policy – do these need to go on a consent agenda?</p> <p>Chair Giordanengo will send the question out to other Senates for how/if consent agendas are being used on other campuses. Next month, we would like to approve the charter, so this needs to go in if we want to add it. Will be sent out to faculty prior to the next meeting.</p>		

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<p>b. DRAFT Senate Charter Changes Attachment 10</p>	<p>*Edits to the Senate Charter were made in real-time during this meeting. The following notes reflect such changes.</p> <p>Article IV, Section 1, #3: removed “in the weekly campus newsletter” and replaced with “via standard communication” in first sentence, and changed second sentence to reflect the same. Also under #4, to March date for secret ballot, added “/April.”</p> <p>Article V, Section 4g (Duties of Vice Chair): added “or earlier” just before “as needed.”</p> <p>Article VII, Section 1a: ACCJC is looking for regular review of committee policies. In the purpose statement, added “Committees will review policies, procedures, and practices every 5 years, or earlier as needed.”</p> <p>Article VII, Section 2: A placeholder for language making the ad hoc General Education Committee a standing committee was added as letter “d.”</p> <p>Article VII, Section 4a: Deleted “unit” and added “department/division” to clarify, since GSSS is not considered a unit, but is non-instructional. This was also adjusted in Section 7.</p> <p>Article VII, Section 5b: deleted “one year” and added “up to two years.”</p> <p>Article VII, Section 8: Wording in the first sentence was changed to “The Executive Committee will approve the chairs of ad hoc committees. Membership will be in accordance with the instructions of the Executive Committee.”</p>		

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	Any additional revisions can be sent to the Chair via email. A complete revision of the charter will be sent out to all faculty again in the next two weeks.		
6. New Business	None.		
<p>7. For the Good of the Order</p> <p>a. UHPA Update</p> <p>b. Haw 7.208 Transfer Credit Evaluation Policy Attachment 11</p>	<p>There will be an UPHA meeting in Kaneikeao and UHH (UCB fishbowl) on April 5th. Please see your email for further information.</p> <p>Moved to old business. Was discussed and tabled previously but not approved.</p> <p>Motion to move up to old business (Fujii/Hu)</p> <p>Motion passed unanimously by voice vote.</p> <p>Motion to approve the changes and additions to Haw7.208 Transfer Credit Evaluation Policy (Fujii/Wilcox-Boucher)</p> <p><u>Discussion:</u> In accreditation meeting for Standard 2, it was decided that there is a need for more transparency and consistency in procedures for transfer, for students, faculty and</p>	<p>Motion carried.</p> <p>Motion carried.</p>	

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<p>c. Integrated Academic and Facilities Plan for the University of Hawai'i System Attachment 12</p> <p>d. Pau Hana</p> <p>Other:</p>	<p>DCs. Should this be tabled and then added before approval or amended later? <i>Question:</i> How does it work currently when students ask for transfer credit evaluation - is there a procedure or guide the reviewer looks at to make that assessment? The procedures would be helpful, but are not included in the policy. It is unclear if it belongs in the policy, but it is clear that this is needed. An amendment could be made by the EPC at a later time. A statement towards the intent of transparency and consistency could potentially be included. A procedure could be posted on the college website for faculty, students, and the public.</p> <p>Motion passed unanimously by voice vote.</p> <p>No discussion, but the Chair asked that Senators please read.</p> <p>Kanpai Sushi (http://www.kampaihilo.com): 5pm-7pm</p> <p>The attachment sent out by Chair Giordanengo this morning is in regards to the posting of CVs on the website. This includes non-instructional faculty but should only refer only to instructional faculty.</p>		

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8. Adjourn	<p>Motion to adjourn at 2:04pm. (Fujii/Smith)</p> <p>Next Meeting: Friday, April 28, 2017 12:00-2:00p. Location: HawCC 388-103 (Manono), D-183 ACR (West Hawaii).</p>		