

**Faculty Policy Committee (FPC) Academic Senate Report 10/26/2018
Academic year 2018-2019**

Current membership:

Karen Crowell, chair	Erick Cremer (NURS)	Rick Cowan (GSSS)	Shawn Sumiki (HOST)
Gordon Ching (BEaT)	Sam Giordanengo (HUM)	Sandra Claveria (SSCI)	
Luria Namba (NSCI)	Renee Dela Cruz (ATE)	Deseree Salvador (ENG)	

During the 2017-18 academic year the Faculty Policy Committee developed a Google survey to determine which Campus questions would be adopted for the HawCC CES survey to replace eCafe in fall 2018. There were 51 participants and on November 16th 2017 the senate approved the following options:

1. **How would you rate the overall quality of this course?**
With a Likert scale of Excellent, Good, Average, Poor, Very Poor.
2. An open ended **Other Comments** option

When asked who should receive the CES evaluation results of faculty and staff It was decided that:

- o **Each division/department may decide to share the results with the division chair/department chair**

- Subsequently the FPC worked with the HawCC Division Chairs to ask their department members to decide if/how CES results will be shared in each department, with the department chairs.

There were three possible options recommended by the UH System:

1. All results will be shared with the faculty chair
 2. Only non-tenured faculty results will be shared with the faculty chair
 3. No results will be shared with the faculty chair (default)
- The deadline set by Don Straney for this process to be complete was July 1st 2018 which the FPC met.
 - Below is a table of the sharing rules determined by each department:

Division/Department	Chair	Results
Applied Technical Education	Harold Fujii	No results will be shared with the faculty (department/division) chair.
Business Education & Technology, Hospitality and Culinary	Anne Chung	Only non-tenured faculty results will be shared with the faculty chair.
English	Caroline Naguwa	Only non-tenured faculty results will be shared with the faculty chair.
Humanities	Violet Murakami(2017-18) Meidor Hu (2018-19)	Only non-tenured faculty results will be shared with the faculty chair.
Math and Natural Science	Pamela Scheffler	All results will be shared with the faculty chair.
Nursing and Allied Health	Laura Hill	The results will not be required to be shared with the faculty chair. Faculty will be given the option to share or not.
Social Science and Public Services	Trina Nahm-Mijo	All results will be shared with the faculty chair.

Recap of HawCC CES structure

Campus questions (already approved by HawCC Academic Senate see above)
College/School/Division Questions
Course/Department/Program Questions
Faculty Questions

On Friday September 14th 2018 at 2:00pm there was a CES implementation Polycom meeting with Hae Okimoto Interim Associate Vice President of Student Affairs and Director of Academic Technologies and Maggie Kaleleiki (UH System eCafe and CES Programmer)

- **Important Timeline**

- October 1- October 25, 2018:
 - Staff Period set up when Division/Department/Course questions are inputted.
 - Each department will need to designate a “staff” person who can send questions to Maggie Kaleleiki this fall 2018 amek@hawaii.edu
 - For spring 2019 that person will need to contact Maggie Kaleleiki to be added as a CES “staff” person for their department/division
 - This is also a time when instructors may create their question bank in CES
 - Division chairs will have access during the Staff and Instructor period to select the sharing rules determined by each Department/Division (fall period is Oct. 1st through Nov. 15th 2018)
- October 29, 2018 to November 15, 2018- Instructors select their CES questions for each course from their question bank
- November 19, 2018 to December 6, 2018 - Students take CES evaluation
- December 20, 2018 - Results released
- January 1, 2019 - Results published

Updated CES-Course Evaluation System Notes

- **The HawCC website has a CES webpage with helpful information and links under Faculty and Staff**
- All credit courses will have a course evaluation with no more than 21 questions in total (recommendation from Hae)
- **The CES questions will be offered in the following order: first Faculty questions, then College/School/Division, then Course/Dept./Program, and last Campus questions.**
- All questions will have the same sharing rules as those agreed by each department for the Campus questions for fall 2018
- **Sharing rules may be changed for spring 2019 and there is an option to select one sharing rule for the campus e.g. Only non-tenured faculty and Lecturers results will be shared (option used in eCafe)**
- Hae recommended that Faculty review all campus, division, department and course questions before writing their faculty questions to avoid repetition (see timeline above)
- **Each faculty member and each lecturer will be sent a link for them to use to share their results**
- eCafe questions have been archived this semester and within CES and on the HawCC CES webpage there is a link access them (to help in the development of new questions)
- **Maggie has been inputting HawCC Division, Department and Course questions this fall semester. In spring Neva Supe-Roque our HawCC CES Coordinator will train designated “staff” to input questions for our campus during the Staff time period**
- CES will not ask students to provide their gender, class standing and ethnicity
- **CES surveys can be submitted incomplete by the student as there are no “required” questions**
- Maggie provided an excel spreadsheet that was shared with the Division chairs with all of the options for Likert scales for CES questions
- **Hae and Maggie are coming to HawCC on October 29th for two CES Q&A sessions from 2pm-3pm and 3pm to 4pm in Kaneikeao on the Manono campus and at Palamanui in Koali 101 from 3:15pm to 4pm (due to room availability)**

Respectfully submitted by Karen Crowell, chair