



ACADEMIC SENATE MEETING

Friday, Jan. 6, 2012

Ka'a'ike 105

10 – 11:30 a.m.

Present: Nani Azman, Gayle Early, Samantha Schwartz, Kyle Takushi, Julie Powers, Crystal Alberto, Joie Taylor, Derek Snyder, Joyce Yamada, Rosie Vierra, Kyle Kawakami, Ben Marquez, Jan Moore, Tim Marmack, Conrad Hornick, Marnie Masuda, Michele Katsutani, Catherine Thompson, Michael Tolenta, Dale Nahoolewa, Kate Acks, Donna Harbin, Marty-Jean Bender, Linda Fujitani, Lorelle Peros, Laura Lees, Ryan Daniels, Deanna MK Reece, Ann Coopersmith, Sean Calder, Daniel Kruse, Sally Irwin, Molli Fleming, Cyrilla Pascual, Juli Umetsu, Doris Casey, Maggie Ward, Rose Perreira, Jennifer Owen, Dr. Xi, Robert Wehrman, Jung Park, Solange Alzamora, Juli Patao.

MINUTES

Consent Agenda. Why: To use our time for discussion on issues, use our time together wisely. Please read attachments, be ready to discuss or ask questions.

I. Call to order at 10:10AM

Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:

- Inspired Teaching Committee (ITC) – Next session after Feb. Senate mtg. See details on p. 2.
- Assessment – Liberal Arts and CTE assessment met Wed. 1/4.
- Budget
- WASC – steering committee met 12/7/11, update is that WASC is changing the process, UHMC and now UHH are in WASC Sr. pilot, and even with changes, UHMC looks like it's on track.
- Update on documents sent to Chancellor:
 - a. Transcript evaluation resolution shared with All Campus Council and Community College Council. There was support, also concern that if it goes to other senates without more information, it may die. VP Morton and VP Johnsrud will work together on wording and suggestions to make it move through the system and share at next ACCFSC and CCCFSC meetings.
 - b. Revised charter including responses to Chancellor with Chancellor and VCAA, awaiting final review and signatures. Chancellor suggested other WASC criteria that are relevant. Comments were shared with ASEC and Policy and Procedures, the changes are approved, FINAL will hopefully be signed SOON.
- Emeritus update – waiting for 1/19/12 BOR agenda to come out – it should be on that agenda.
- Administrator evaluation procedures were shared with Chancellor. This semester, evaluations of Chancellor, VC Student Affairs and VC Administrative Affairs will be conducted.

II. Minutes from 12/9/11 – Mahalo to Gayle Early., accepted without changes.

III. Discussion items:

- From All Campus Council Faculty Senate Chairs (ACCFSC):
 - a. Should there be term limits for administrators who have fallback faculty appointments? If so, what should the limit be and who would this apply to?
Per Linda Johnsrud, there is a 7 year limit for returning to the faculty position. Then the faculty position becomes available.

We have David Grooms in this kind of position. (Jeanie Pezolli and Diane Meyer are in faculty positions). This might be a union contract issue. Should there be a limit on interim positions? Per Jan Moore, perhaps 5 years is better than 3, Julie Powers concurs. Maybe a 3 year check in, with some kind of approval from senate to continue. Need data on how many in admin positions come back to faculty position. Issue is job security for retirement, etc.

- b. Issue of administrator salaries is under investigation. More info coming at January meeting. Original proposal was that administrators with fallback faculty appointments should have salaries capped at 4X average salary of all UH faculty. More info needed. Need to look at admin salaries, deans. May be more of a Manoa-centric issue. Would be unjust to cap salaries just for admin people with fallback faculty positions (per Jennifer Owen).
- c. Distance learning questions – see p. 2. Mark Cook has developed a rubric for peer-evaluation of online instructors in line with WASC, has 16 components. These are criteria for the design of a course (Eric Engh), would like common campus-wide peer evaluation criteria for online courses. WASC states that an online class should have a minimum on one proctored exam. If this is done during finals week it presents a problem for TLC. No one is making policies for distance learning, this needs to be remedied (Deanna K.), issues include copyright violations. What policies are needed around distance learning?? Will ask P&P to look at this and determine if a new, separate committee is needed (send to Kulamanu, Deanna, Julie Powers, Tim, instructional design folks). There are security issues around taking exams in Laulima; proctors need to be trained, need fingerprint or other ID (per Catherine). Need committee of interested people to include HITS and Outreach. (Laura Lees) Eric Engh will convene the committee, send to Maui senate announcements. TLC may need support to be able to proctor these exams.

- Budget discussion:

- a. What do you know about how the college budget? What do you want to know?

2005 MCC Budget Process presented, diagram. Multiple drivers/parameters and budget work groups. Strategic planning teams a component. Need to add VC of IT to diagram. Computer center is instructional support, Media Center is academic support. Feedback loop from Executive Comm. Then to Chancellor. Multiple budget processes (annual, biennium, supplemental, and 8 year plan). Per Maggie Bruck, Alvin is Student Services, need more of a voice for counselors (Michele Katsutani). The academic senate may be another avenue for having voices heard. Per KATE Acks, the executive committee does not have as much faculty representation as in the past, when all dept. chairs attended. Need more faculty at the exec. comm. table, or more coherent voice. (Sally, Refugio, and Dan will be involved)

Once budget is proposed at UHMC goes to UHCC pot, to UH system pot, to legislature, to governor. Biennium budget for 2013 is starting process now (goes to legislature next year) Legislature has been favorable to CCs recently; governor has a lot of control. Process is complicated.

Terms to know- soft funding= grants, usually seed money; G funded=general fund, appropriate by legislature; CIP=capital improvement projects=buildings, not maintenance;

UHM has 400+ positions unfilled, at risk of being swept by legis.

Multiple revenue streams: Tuition as major source of revenue is recent development.

Distribution- library has funds for materials, resources in addition to disciplines. We need to support \$ for instructional materials.

Discussion about lab fees in departments by Jennifer Owen, Culinary and Nursing have these fees. They are system wide and approved by BOR, talk with John McKee.

RTRF – Research grants, 20% to admin, to allocate to principal investigators.

ATST telescope grant, 2 mil\$ per year for mitigation, unk. If that is part of RTRF, but portion should be coming to campus. PI is Chancellor. Need transparency on how funds are used.

Lau'ulu has plans to use the mitigation for NH children to learn about science.

Direct budget questions to Sally Irwin.

IV. Standing Committee reports:

- Elections: Crystal Alberto - Elections Committee will be taking nominations for the Senate Chair. Voting will be done electronically via your UH email and will begin Tuesday Jan 17th and will end Monday Jan 23 5:00pm.
 - Elaine will not be running
 - Ann Emmsley is nominated for senate chair.
- Curriculum: Maggie Bruck, Kahele Dukelow – Curriculum deadline for spring semester (for spring 2013) is: Monday, April 2
- Policies and Procedures: Tim Marmack, Kulamanu Ishihara – details on charter.
 - Clyde suggested to add some criteria to the existing charter, that shows link to WASC CFR (email from Brian Moto). Makes sense.
 - Discussion: Should instructors be able to drop students up till 4th week of class?
 - Email will be sent to discuss this issue in departments. Current policy: students can be dropped if no show on first day of class, any drop after that must be initiated by student.

V. Announcements

Mahalo from Francine Ching for help with “ask me” tables; welcome lunch for students on Monday!
RAD meeting at 1:30 today

VI. Next meetings – February 10, 2012, **1:30 p.m.** Ka'a'ike 105

March 9 – 1:30 p.m.

April 13 – 1:30 p.m.

May 4 – 1:30 p.m.

Inspired Teaching Committee

Next ITC meeting will be on February 10, 2012 following the Academic Senate meeting featuring Emily White and Morgan Andaluz (RAD- Reading Across the Disciplines) presenting strategies to increase reading comprehension in various disciplines. Also highlighted is Jan Moore presenting assessment updates. Join us for these relevant student learning topics, food, and gathering of congenial colleagues.

Senate Chair Report

1/6/12

All Campus Council Faculty Senate Chairs (ACCFSC)

- Discussion items for Senate are in agenda.
- Common course numbering issue work is continuing.

Faculty Distance Learning Advisory Committee (DLAC) met in November. Eric Engh is UHMC representative.

Questions and requests include:

- 1) What is the formal process at your campus for a student complaint in a DL course? It could be the same as for face to face courses.
- 2) What rubrics or criteria does your campus have for online courses? Do you have an observation instrument for evaluation?
- 3) Review new statement for Faculty DLAC (yet to be drafted by Truc Nguyen).
- 4) Review the student tutorial in Laulima and give feedback to UH ITS office.
- 5) Read UH Executive Policy for Distance Learning (<http://www.hawaii.edu/apis/ep/e5/e5204.pdf>)

Community College Council Faculty Senate Chairs (CCCFSC)

VP Morton committed to talking with VP Johnsrud about the best way to move transcript evaluation on system level forward.

Chancellor's Executive Committee

- Lau'ulu shared the biennium budget proposal for Native Hawaiian Student Services that is going through BOR and UH President to the legislature. Info to be shared at Convocation on Thursday, 1/5. Lau'ulu going to retreat on O'ahu Friday 1/6.
- Enrollment and student semester hours (SSH) are down from last spring. Affects revenue.

Achieving the Dream

Grant is ending, system exploring ways to continue participation. Continuing the work on math gatekeeper courses, possibly expanding to other gatekeeper courses, perhaps focus on other groups, such as Asian Pacific Islander.

- National conference in Dallas in February. 40+ from UH system will be attending, four from UHMC.
- Hawai'i conference is April 20-21, at Honolulu CC. Possible themes include Male Initiatives, ATD Beyond 5 Years, disciplines and/or dept. meetings/workshops to discuss pedagogy/best practices