



ACADEMIC SENATE MEETING

Friday, January 7, 2011

Ka'a'ike 105

10 a.m. - noon

**MINUTES**

**Present:** Julie Potter-Dunlop, Mary Farmer, Steve Farmer, Kahele Dukelow, Kehau Newhouse, Gayle Early, Elaine Yamashita, Catherine Thompson, Tim Marmack, Wayne Aguiran, Julie Powers, Rose Perreira, Anne Scharnhorst, Maggie Ward, Kiope Raymond, Crystal Albert, Marty-Jean Bender, Eric Engh, Liana Horovitz, Michael Ryan, Kate Acks, Donna Harbin, Anne Ku, Ann Emmsley, Lisa Deneen, Samantha Schwartz, Jung Park, Kalei Kaeo, Corneal Hornick, Lee Stein, Jan Moore, Cyrilla Pascual, Lorelle Peros, Carol Petith-Zbiciak, BK Griesemer, Jennifer Owen, Doris Casey, Melissa Yoshioka, Carol White, Laura Lees, Bert Kikuchi, M. Takemoto, Emma White, Ryan Daniels, Deanna Reece, Mike Albert, Solange Alzamora, Kathleen Mumford, Elisabeth Armstrong, Daniel Kruse, Ekela Kaniaupio-Crozier, Taki Mote-Reynolds, Dean Louie, Juli Umetsu, Chelsie Higgins, Tom Lelli, Jake Belmonte, Diane Meyer, Kathleen Hagan, Joyce Yamada, Rosie Vierra, Fely Sales, Debbie Nakama, Maggie Bruck.

I. Call to Order at 10:08 AM

II. Reading and approval of 12/3/10 minutes – approved.

III. Continuing business

- Committee on UHCC policies – Michele Katsutani is UHMC rep, committee will be convening this semester
- Faculty committee on distributed learning – Eric Engh is UHMC rep,, committee should be convening this semester.
- Security issues – see senate chair report (CCCFSC section)  
In process of hiring chief security officer. Need campus crisis management team (CCMT), outlines roles/responsibilities of team and students.
- Mentoring new faculty- continue to talk about ideas presented last meeting this semester
- Move to consent agenda- system structure and leverage actions example, to be able to spend more time on discussions. Sample consent agenda shown; topics that need to be discussed will be pulled from list. Faculty must read reports in advance. Some items information only. Committee chairs must have reports in 2 days before the meeting. Kate Acks- motion to try this, all in favor!
- Proposed move to Gmail by UH system- pros discussed in email attachment (more space, less \$\$). Yale suspended adoption for now. Biggest concern is privacy. Per Mike Albert, Google will do data mining. Agrees not to sell data to third parties per info provided. Denise Cohen- concerned about ads, no ad service in agreement per Marty Jean. Some concerns but many favor. **Q: What does Google get from our using their service??**

IV. Standing committee reports/updates

- Curriculum: BK Griesemer- Spring deadline April 4. Backlog of courses need to be reviewed, pending curriculum central. CC not ready to go; test system migrated to new server and not yet working. Final migration may occur this month, then can begin. Curriculum chair for fall- Maggie Bruck; co-chair for curriculum central- Kahele Dukelow (to help with migration and more). Meetings on Tuesday in fall. Reps will represent department in which they are assigned.  
BK and Mike Albert will re-start TV program to showcase faculty, students; to be called College Monthly, formerly called MCC Today.
- Assessment: Jan Moore- have not met yet; plan to recruit members to represent departments. Program review will be important for budget.
- Procedures & Policy: Kulamanu Ishihara/Tim Marmack. Charter still being worked on. Article 1 ready for faculty to review, committee will send out by articles (2 will be split in half; total of 5 articles). Respond to ASEC member with comments on charter changes.
- Planning & budget: Robyn Klein- meeting planned for later in Jan. Eleven ads to be started soon, mostly for faculty.
- IT-C: Rosie Vierra/Joyce Yamada- Computer security per David T., to follow next AS meeting on Feb. 11. Scenarios info circulated.



## MAUI COLLEGE

Nominations/Elections: Crystal Alberto- will send out survey Monkey on Jan. 18 for AS chair, Elaine nominated per Kate Acks and seconded per Maggie Bruck.

### V. New business

- Deadline for applications every semester - see senate chair report (AtD)- no deadline for application now. Consider 2 or 4 weeks before start of semester. Health center and counseling support having deadline. Most colleges have. CTE programs see benefit to late application. Per Robyn K, perhaps there could be an override rule or exceptions. Per Julie Powers, perhaps we could have the application last a year. Lee Stein, need exception category to allow for CEU courses as well as life-long learners. Suggested to have Michele take to statewide UHCC meeting, Elaine will bring up life-long learner issue at all campus senate chair meeting.
- As of January 2011, will now be operating under new Student Conduct Code. Accessible from web page? Elaine will check. Grievance procedure changed a little in the new Code. Beginning section is not changed, but how committee handles a grievance is. Student grievances (about behavior) rarely go to hearing on this campus. Committee exists within senate.

### VI. Ad hoc committee reports/updates

- Social committee: Misti Furomoto- no report
- Safety plan and procedures: Ryan Daniels- Working on Health Center and Automotive concerns. Send concerns to Ryan. Call 911 for emergencies. Per Julie Powers, remind night students to request escort to walk to their cars. Katherine notes that some students are bringing children to class; no campus wide policy, up to faculty. Per Robyn and Elaine, this is complicated, difficult to make hard and fast rule.
- WASC accreditation update: Diane Meyer- report mostly done but not due for few years. Most grades in on time!
- **Faculty support having convocation on Thursdays.**

### VII. Senate chair report – see attached

### VIII. Announcements

- UHPA, per Maggie B. Jan. 24 deadline for health care choices (EUTF), recent agreement with governor that state will cover up to 60% of new cost instead of 50%.
- Birthday party for Capricorns next Friday at Kanaha Beach park.

### IX. Meeting adjourned at 1135. Next meeting – Friday, February 11, 2011, 1:30 – 3:30 p.m.

**Meeting dates for Spring 2011: Feb. 11, March 11, April 8, May 6. Meetings at 1:30-3:30, Ka'a'ike 105**



### Achieving the Dream

Discussing deadline for applications for new students each semester. Need data on how students who apply and register late do in comparison to other students.

Continuing to monitor math redesign. This semester, math and English faculty will be able to come to AtD meetings.

Ben Guerrero and Francine Ching working on a March 2011 presentation to Senate on first-year experience.

### Chancellor's Exec. Comm.

12/10 meeting – Lori Terawaguchi led the committee through an activity around mission/vision/values, will also be shared at convocation .

### All Campus Council Faculty Senate Chairs (ACCFSC)

Email discussion re: possible move to gmail. Honolulu CC rep was strongly against it in the past, now is in favor of it. Issue has been on the table off and on since Spring 10. Gmail has a free higher education package, faculty will be able to keep hawaii.edu addresses. Concerns revolve mainly around security, as Google has servers around the world. ACCFSC will discuss at 1/21 meeting, UHMC Senate discussion will be shared with ACCFSC.

### Community College Council Faculty Senate Chairs (CCCFSC)

Safety plans: Found out that UHMC was the first campus to have a personal counselor position, thanks to Senate encouragement and action. Now we are one of four campuses – Honolulu has one, Kaua'i has a part time one, and Kapi'olani is about to create a position.

Threat assessment plans are at different stages at the different campuses. System working on holes in processes – e.g. training for administrators/supervisors, crisis management, response, post-incidence response. (UHMC in process of hiring Chief of Security)

Honolulu and Maui have policies in place re: placement testing. Honolulu's goes one step further by requiring English/Math be taken in first year. VP Morton and CCCFSC looking at the policies and whether or not there should be a CC wide consistent policy. In the "capturing thoughts" stage. If you have any thoughts, please relay to Elaine.



Sample Consent agenda:

**Why: To use our time for discussion on issues, use our time together wisely.**

I. Call to order

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

- Minutes from 12/3/10
- IT-C
- Social Committee
- Safety plan & procedures
- Assessment
- Planning and budget
- WASC accreditation update
- Senate chair report
- Information items:
  - a. Michele Katsutani UMHC representative to UHCC system academic policy review committee
  - b. Eric Engh UHMC representative to systemwide faculty committee on distributed learning
  - c. Security issue update (see Senate chair report)

II. Standing Committee reports:

- Curriculum: BK Griesemer
- Procedures and Policy – Kulamanu Ishihara/Tim Marmack
- Nominations/elections: Crystal Alberto

III. Discussion items:

- Consent agenda for Senate
- Proposed move to gmail
- Deadline for applications every semester – see senate chair report (AtD)
- As of January 2011, campus now operating under new Student Conduct Code and procedures

IV. Announcements

V. Next meeting/adjourn – Friday, February 11, 2011, 1:30 – 3:30 p.m.

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**What it means:**

- ***Committee chairs will need to have reports in to the chair Wed. of week of Senate meeting***
- ***Senate members are responsible for reading reports and coming to meeting informed***