



ACADEMIC SENATE MEETING

Friday, October 8, 2010

Ka'a'ike 105

Present: Donna Haytko-Paoa, Joyce Yamada, Chuck Carletta, Kahele Dukelow, Cyrilla Pascual, Lee Stein, Mark Slattery, Gayle Early, Donna Harbin, Conrad Hornick, Kate Acks, Michele Damenech, Rebecca Mirsky, Ron St. John, Jennifer Owen, Emma White, Michele, Katstutani, Solange Alzamora, Bob Wehrman, Constance Williams, Linda Fujitani, Dean Louie, Michael Takemoto, Elisabeth Armstrong, Jung Park, Nancy Johnson, Carol Reimers, Julie Daliva, Kathleen Mumford, Carlton Atay, Daniel Kruse, Eric Engh, Diane Meyer, Stephen Dameda, Teresa Wukelic, Kathleen Hagan, Karmi Minor-Flores, Kiope Raymond, Catherine Thompson

MINUTES

- I. Call to Order @1:42 PM
- II. Reading and approval of 9/10/10 minutes – mahalo to Gayle Early, minutes revised and approved
- III. Unfinished business
 - Prerequisite implementation – Steve Kameda, Michele Katsutani: Registrar receives prereq report from Banner. Report shows pre-req courses failed for course student currently enrolled in. Some campuses want instructors to review; other campuses just drop the student. Will implement beginning end of spring 2011 semester. Kate A. would like copy of report earlier in spring to observe students on list. Steve will send. May be able to get report in Dec., without grades, to show which students are in pre-req courses.
 - Waitlist – on hold, per Steve Kameda's email

Steve Kameda, waitlist hold advised by Banner Advisory committee, may have been tech problems as well. Postponed until fall 2011. Steve described the waitlist and capacity over-ride conflict. Report from Steve Kameda attached to these minutes. Electronic capacity over-ride: when active, must apply to all classes across all campuses, cannot be turned on selectively. When used, capacity over-ride eliminates max enrollment as instructor is able to approve registration for full class. Would be conflict with electronic waitlist. When student on waitlist and space becomes available, first student emailed and has 24 hours to register. CO student could be put into that seat instead of student notified that a seat is available. One solution would be to increase max enrollment number for some sections, but this would be copied from term to term. Faculty will be able to see waitlist. Purging of waitlist will be done before classes start.

Dan- question about incompletes and retention in Banner, I's are converted, IC will become C but not reflected in retention report. Kate- some instructors may not



understand IC, IB, IA grading. Term roll done when grades are inputted. Suggestion not to use incomplete if student passing, or put in grade change later.
Census reports done in 5th week; grades registered when rolled at end of semester.

- Budget update – see senate president report, under ACCFSC
- AS Natural Science approved by BOR, BAS Ocean Studies and Sustainability on hold for now. Campus has been asked to bring forward a plan for new degrees/programs. John McKee and faculty committee are working on this.

IV. New business (defer)

- Rubrics for programs
- Initial thoughts on rubrics for transfer programs

V. Standing committee reports/updates

- Curriculum: (BK Griesemer) Kahele- proposals from Human Services and Dental. Outline of curriculum changes attached.
Lee Stein, ATP BAS in Applied Human Services; builds skills, counseling, applies theory to real life. West Oahu has online BAS in social services, this program would be hybrid with more hands-on than W. Oahu. Focus: addiction, mental health, aging; 19 courses at W. Oahu could apply to these areas. Lee will focus on developing the hands on courses since theory is available.
Questions- BOR recommended re-look at baccalaureate degrees again; need to have a campus plan for the implementation of the new BAS degrees. Lee concurs.
Has classroom space been included in planning? Yes. Weekend and nighttime classes will be included as well.
Outreach sites, could they be included ultimately? Hopefully.
Move to accept proposal, Kiope seconded, unanimous vote to accept.

Dental course changes involve reallocation of contact hours but no change in credits.
Move to accept, seconded, unanimous acceptance.

Accounting course number change, changes across the system, all 155 becoming 255. (155 has pre-req of 201). Approved, seconded by Chuck, unanimous acceptance

Extended deadline for curriculum proposal (without promise of consideration) -Oct. 18.

- Assessment: Jan Moore (no report)
- Procedures & Policy: Kulamanu Ishihara/Tim Marmack
Working on charter, next meeting Oct. 22
- Planning & budget: Robyn Klein (no report)
- IT-C: Rosie Vierra/Joyce Yamada (no report)
- Nominations/elections: Crystal Alberto (no report)

VI. Ad hoc committee reports/updates

- Service learning/Civic engagement: Frannie Coopersmith (no report)



- Social committee: Misti Furomoto (no report)
- Safety plan and procedures: Lee Stein
Health center has seen more cases of domestic violence. Committee involved.
- WASC accreditation update: Diane Meyer (no update today)

VII. Senate chair report – see attached

VIII. Announcements

- Survey- Constance Williams will be assessing accessibility for bikers and walkers in the community, deferred until next AS meeting
- Maui College and Career Fair, Karmi- details coming per flier- Nov. 16, AM & PM sessions at Kamehameha school.
- Maui United Way, can submit forms to Ron St. John at mailbox 151
- Party being planned for Vinnie, email marmack@hawaii.edu
- VP Morton visiting campus Oct 15, 2 p.m. Ka'a'ike 105

IX. Next meeting/adjourn

Meeting adjourned at 2:40PM
Friday, November 12, **1:30 p.m.**

Senate chair report – 10/8/10

Achieving the Dream

The current discussion has been on gateway/gatekeeper courses, defined as:

- Any course that represents .05% of overall campus enrollment where fewer than 70 percent of the students pass with a C grade or higher.

The focus has been on math courses, hence the math redesign and the implementation of the Math 18/82 series beginning this semester. Much coordination and work over the summer resulted in a math lab with many more computer stations. Faculty and tutors are constantly available to students in the lab.

The campus plan is to continue to focus and track the students in this new format. There are other courses that fit the definition, but for now the campus team decided to keep the focus on math and learn from this redesign. A tremendous amount of resources from UHMC and the UHCC systems office have contributed to this endeavor, and more interventions/strategies are planned in order to improve success in remedial/developmental education to improve institutional success. Some principles may apply to other gateway courses.

Also discussed upcoming national AtD conference – Cathy Bio of Financial Aid is recognized as having done outstanding work in getting student feedback, and has submitted a workshop proposal co-authored with Francine Ching that encourages more partnerships to improve student success (Financial



Aid/First Year). 3-5 participants from UHMC will be recommended to attend the conference – the campus team is looking for a faculty representative that will look at gateway strategies at the conference and share with the campus.

Chancellor's Exec. Comm.

Currently working on beginning the strategic plan process – Lori Terawaguchi, director of OCET, is lending her expertise and thought to proposing a process for this.

All Campus Council Faculty Senate Chairs (ACCFSC) – 9/17/10

- VP Academic Planning & Policy Linda Johnsrud will be sending a request for a representative to a faculty group that will be linked to the system Distributed Learning Advisory Committee. At the end of our last Maui Senate meeting, Eric Engh expressed willingness and interest in serving on this committee.
- President Greenwood joined the group and discussed:
 - o Budget priority process – suggestions included having FSCs included in any emails regarding what the State Budget & Finance (B&F) guidelines are when they come out, using senate executive committees to communicate/gather input during the summer, having a joint faculty discussion on budget process/interpretation.
 - o In reference to the current contract and the bounce-back provision and return of salary deducted, that “the offer would not have been made unless there was a plan in place.”
 - o Higher education summit on 9/10 was well attended by community members, which was a primary goal. At the summit it was announced that the system will be receiving \$36 million in federal stimulus grants to enhance Hawai'i's educational broadband capabilities and libraries and expand UH's distance learning network.
 - o Board of Regents (BOR) is reviewing its policies as some are outdated and or conflicting. Faculty input will be sought on any policies that impact directly on faculty.
- VPAPP Johnsrud asked that Senates consider revising the academic calendar. The question right now is “Is it worth exploring?” If the answer is yes, then early next year a committee will further explore this. Currently we have a 16 week semester with one week of finals. Two drafts were distributed – one with 15 week semester, one with 14 week. We were reminded that UH is funded by the state for two semesters. I expressed that our campus had this intense discussion and proposal some years back. UH College of Education also did so. Will cover @ Nov. mtg.

Community College Council Faculty Senate Chairs (CCCFSC)

- VP Morton is looking at common policies across the CCs, and will eventually form a faculty group to look at the policies.
- Mentoring of new faculty was raised – he asked for any policies we have that are in writing. I shared how we've had mentors in the past, and how the mentor relationship worked was up to the faculty involved. We also had a faculty (Kathy Fletcher) coordinate a yearlong series of workshops when we had a big crop of new faculty. Kathy was given assigned time to do so, and feedback from the faculty was very positive. We need to pay attention to this again on our campus.



- Issue of adding new programs/majors was raised. Morton said it was a system-wide issue – cropping up in grad programs, as well as bachelor’s degree programs. He said there has been confusion re: Council of Chief Academic Officers
 - o Request for authorization to plan goes to CCAO. Usually a brief document. CCAO review, and then:
 - o Some confusion. They offer comments – not necessarily “approving” – may be advisory. Campuses then take ATP and creates program proposal which goes to BOR.
 - o No written process exists regarding system review – Johnsrud’s office looking at it.

Trend may be towards short-term degree programs to meet needs and subsequent process that is quicker and more flexible.

- CTE program rubrics – I shared what has come forward so far. Morton said the CCs have been approached to look at certifying CTE instructors. He is also talking to UHH and UHWO about ways for CTE instructors to earn bachelor’s degrees. Issue has come up because “highly qualified” in DOE under “No Child Left Behind” means BA. However, in discontinued UHM Bed for CTE, it was mostly ed foundation courses and only a couple of courses in the discipline. Ongoing discussion.

Outline of Curriculum Proposals

At the Academic Senate meeting on Friday, October 8, 2010, the Curriculum Committee is submitting the following Curriculum Proposals for discussion and approval. The committee approved the proposals unanimously.

2010.03 BAS in Applied Human Services –ATP – Permission to Plan – Author: Lee Stein

Lee will give up-date on BAS AHS planning.

2010.04 DENT 151: Intro to Chairside Dental Assisting – Modification to contact hours from 3 hours lecture, 3 hours lab, 2 hours lecture/lab to 1 hour lecture, 9 hours lab, 2 hours lecture/lab based on recommendation from American Dental Association Commission of Dental Accreditation – Author: Joyce Yamada

2010.05 DENT 152: Chairside Dental Assisting – Modification to contact hours from 1 hour lecture, 6 hours lab, 2 hours lecture/lab to 12 hours lab due to the recommendation by the American Dental Association Commission of Dental Accreditation – Author: Joyce Yamada

2010.06 DENT 177: Dental Radiology II – Modification to contact hours from 2 hours lecture/lab to 3 hours lab due to the recommendation by the American Dental Association Commission of Dental Accreditation – Author: Joyce Yamada

2010.07 ACC 255: Using Spreadsheets in Accounting – Modification to number from ACC 155 to 255, description, and pre-requisites – Authors: Jan Moore and David Grooms



These proposals are posted on the Curriculum Committee website. To read them there, go to the MCC homepage, then to Faculty and Staff on the left, then to Curriculum Committee on the right. That leads to the home page of the committee. The proposals will be under Current CARs.

If you wish further information please call or the email the author. Or call or email the Curriculum Chair at ext. 259 or bkg@hawaii.edu.

Submitted by: BK. Griesemer, Chair, Curriculum Committee for the committee

Report from Stephen Kameda re: Electronic Waitlisting for the UH System

1: Should we have the Capacity Override available during Waitlisting

A system-wide decision is required because the override functionality is shared by all 10 institutions in the UH system.

Option 1: Have capacity overrides available anytime we have registration active. If yes, then the waitlist timeline is independent of the availability of the capacity override.

Option 2: Not have capacity overrides available when we are actively using the waitlisting functionality. Override codes are shared across institutions and if the code is not available, it is not available for all institutions. Also, there is no functionality to apply override codes to only some classes (cannot have capacity override only available on non-waitlisted classes).

What is a capacity override?

A capacity override is electronically assigning an approval to have a student register for a class after the maximum enrollment number has been reached and the class is closed. A capacity override code is any override code that includes the functionality to bypass the capacity check at registration. The current codes that include the override capacity are B-CLOSED, CAPACITY, PERMIT, and FACULTY. If the code is available, it is available to all users with access (in MyUH and administrative Banner forms) across the system.

Administrative staff may enter a capacity override only for classes at their institution on the form SFASRPO.

The Primary Instructor for a class may enter capacity overrides to students via MyUH for their own classes only.

How does capacity overrides work with waitlisting?

Once a student is given a capacity override for a class in Banner, the registration process does not check whether a class has reached its maximum enrollment number or not. When a student has a capacity override, the student bypasses any capacity check and gets into the first seat it finds in the class.

When students are on a waitlist for a class and a seat in the class opens up (a student drops or additional seats are added), the first student on the waitlist is sent a notification that the seat is available for them. The class enrollment count shows an open seat but no other student may register for the class as long as there is a waitlist EXCEPT for a student with an override.



The student with the override gets the next #seat after the last registered student whether it is over or under the maximum enrollment for the class.

- If the maximum enrollment number for the section has been reached, the student with the override gets into whatever is the next #seat after the last registered student which will be over the maximum enrollment limit.
- When the actual number of students registered is less than the maximum enrollment number (open seat available for the notified waitlisted student to register), the student with the override will get put into the open seat since it is the next #seat.

The first student on the waitlist is notified for the available seat and has 24 hours (or whatever number of hours specified for the deadline) hours to register. During this 24 hour period, any new student attempting to register for the open seat receives an "Open-reserved for waitlist" error. With a capacity override, the registration capacity check is bypassed and any student with the override will be put into the next #seat which is the one being held for the waitlisted student.

When the waitlisted student attempts to register within their deadline period, the open seat is no longer available and the student cannot register for the class.

Other institutions have reported the scenario described above and we have confirmed this functionality in testing. For this reason, we recommend to NOT have the capacity override available during waitlisting.

Other ways to accommodate additional students without using the capacity override

- Increase the maximum enrollment number in individual sections as needed/agreed upon with the faculty to accommodate more students into high demand classes. There may be reluctance to do this since the increased maximum would be copied to future terms if the campus copies over its schedule of classes from term to term. Also, this maximum enrollment number may be used in reporting and program reviews (e.g. determining fill-rate) and may provide misleading information if manually manipulated.
- In-person capacity overrides. The registration override of capacity will still be available for registration staff on SFAREGS to override the maximum enrollment at the time of registration if necessary. This override process does not use the override codes. The registration system will issue a warning if the class has a waitlist and staff may check to see if there are any active notifications pending before granting the override.

Both these options put a workload burden on staff during an already hectic period.

If we want to have the override capacity available understanding the consequences, we recommend that faculty with waitlists be strongly cautioned in granting capacity overrides for classes with waitlists to avoid problems as described above and to be prepared to address the situations that may occur. Faculty can see if there are students on their waitlist and can also see if any registration notifications are pending so if caution is exercised, problems may be minimized.

Timeline for your Consideration (capacity override NOT available during waitlisting) Any questions, concerns, feedback on this suggested timeline?

If we do NOT allow capacity overrides during waitlisting we could end waitlisting the week before the term begins and enable the capacity overrides at that time. This would coincide with the faculty duty date, when more faculty would be available for students to contact them for overrides.

Scenario for Fall 2011



Waitlisting available to students from early registration in April to Friday, August 12
Adding to waitlist not available but any openings will generate a notification through Saturday,
August 13
All waitlisting notifications will expire midnight Sunday, August 14 assuming a 24 hour deadline
Capacity Override made available – Monday, August 15, faculty duty date.
Classes begin Monday, August 22

Waitlist could still be visible for information only, i.e. no automatic notifications will be sent. Faculty can then contact the students on the waitlist and give them overrides if they choose to do so. Faculty would have the week before the first day of instruction to work with any students still left on the waitlist.

However, if there are still students on the waitlist, and seats open up, no new students would be able to register for the open seat without an override. Only when the waitlist is purged and no students are on the waitlist will open seats be available for open registration.

Alternate timeline: If capacity override is to be available during waitlisting, what timeline would your campus suggest?

2: When to end waitlisting for a term registration.

We would like to end waitlisting some time before the term begins regardless of whether capacity overrides are used or not. There can be some variation but having each institution with an independent waitlist timeline would be difficult to manage and confusing to students at multiple campuses.

The reason for ending it prior to the first day of instruction is to avoid problems reported with having waitlist during any refund period, even when the refund is 100%. Also, the drop code used before classes begin is different from the one used after classes begin. The code is an indication of whether a student was registered in the class at anytime once the term began for continuing status at some institutions.

Note: UH Manoa may decide to end their waitlisting at the time of payment deadline. UH Manoa does not allow continuing students to register during the period between the payment deadline and the week before the term, waitlisting would essentially not be available since registration is not available.

Are there any concerns on ending waitlisting prior to the start of the term?

3: Purging of the Waitlist

We plan to purge the waitlist before classes begin to avoid any assessment and auditing complications involving waitlisted students dropping their waitlisted during the DC period. Purging the waitlist means all student information on the waitlist will be erased.

Are there any concerns on purging the waitlist prior to the start of the term? When should the purge be done to allow registration for open seats?