Academic Senate Meeting
Friday, Nov. 4, 2011
Ka‘a’ike 105
1:30 – 3:30 p.m.


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.

Be green – make your own copy of the agenda and materials if you need.

I. Call to order at 1340

Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:
- Inspired Teaching Committee (ITC) – TODAY after Senate – Hale 217! See details on p. 3.
- WASC accreditation – look for report next month.
- Assessment – see p. 2.

II. Minutes from 10/14/11 – accepted without changes.

III. Discussion items:
- Matriculation fee issue, CC application for two years: Michele Katsutani

Matriculation fee under discussion by sub-committee on academic policies; consensus from Maui requested: Per Kate “great idea”. Per Maggie B, how will it be tracked? Per Eric, simple is good, pay the fee once. Some will pay and not need to use it. $15-$25 possible. Already pay $15 graduation fee, and $2 for certificate. Home institution keeps $. Per Donna, this would help scholarship students that need multiple transcripts. Tim, Is there a statute of limitations? Unknown, Michelle will ask.

If the student transfers in the system do not need to pay again. Potential revenue generating fee, but could it result in loss of revenue??, need financial analysis. Many colleges have registration fee, we do not (except out of state).

CC application for 2 years- Michelle will get perspective of those involved in process. Some issues about health clearance. Could possibly increase number of students enrolling.

- Update on documents sent to Chancellor: Charter, transcript evaluation (see p. 4)
P&P committee has made revisions in response to chancellor comments.

Transcript evaluator- John Morton said if all campus council supports there would be movement; would be somewhat long process. Elaine spoke with chancellor yesterday. Resolution changed to transcript evaluation (instead of evaluator); Elaine would like to send out to all campus council.
Thumbs up consensus. May be differences in evaluation by campus, need some acceptance at system-wide level.

IV. Standing Committee reports:
- **Curriculum:** Maggie Bruck, Kahele Dukelow – See p. 3.
  Hospitality and tourism requesting changes to integrate program. Motion seconded by Kiope R., all in favor, none opposed.
- **Policies and Procedures committee:** Kulamanu Ishihara, Tim Marmack
  Note proposed changes to policy on repeating courses.
  Def. of certificates and degrees for CC’s circulating.
  E5-228, credit hours, P&P will examine to be certain meet WASC standards.
  Issues about student loans and ability to pay back

- **AtD summary:** commend Ben Guerrero and Cathy Bio, Math Emporium, Francine Ching; recommend cont. work on gatekeeper courses, cont work on closing gap for Native Hawaiian and all students, consider sustainability and funding now that AtD will be gone

- **Instructor drop first day if student now show OK, no policy addressing later in semester.** ? can instructor withdraw them if would receive an F otherwise; discussed in P&P but no consensus on how to implement; discussion on-going. Instructor cannot drop if financial hold, even if not attending. Need to address students holding on to credits just to receive financial aid and not attending

V. Announcements
- Schedule of classes available for spring
- 2 new clubs on campus- UHMC Canoe Club and Native American Student Association, please support
- Photo exhibit in library, Dan
- House finance committee visited Molokai yesterday, set up by Mele Carroll
- 2013 biennium budget due, discussions beginning about prioritizing funding

VI. Next meeting – December 9, 2011, 1:30 p.m. VC John McKee will be guest.
At the Academic Senate meeting on November 4, 2011 the Curriculum Committee is submitting the following Curriculum Proposals for discussion and approval. The committee approved the proposals unanimously.

HOST Program has revised program to align curriculum with the Accreditation Commission for Programs in Hospitality (ACPHA) recommendations.

2011.20 HOST AAS add Culn 121 or 122, Culn 160; change internship hours
2011.21 HOST CA add Culn 121 or 122, Culn 160; change internship hours
2011.22 HOST CC add Sp 151 or Com 130, remove BUSN 150, Host 192v
2011.23 HOST 20 deletion, course does not meet Accreditation for program
2011.24 HOST 100 name change to Hospitality Internship I, # of credits
2011.25 HOST 101 change prereq to add BUSN 150 or ICS 101
2011.26 HOST 150 name change to Rooms Division Operations I
2011.27 HOST 152 name change to Rooms Division Operations II
2011.28 HOST 200 name change from HOST 293v, number of credits
2011.29 HOST 270 course description change and prereqs
2011.30 HOST 394V provide international work practicum
2011.31 HOST PROGRAM MAP reflects numerous changes to align curriculum with Accreditation standards

Curriculum Deadline for 5 year review courses: 11-11-11 November 11, 2011.

Submitted by: Maggie Bruck and Kahele Dukelow, Co-Chairs, Curriculum Committee for the committee.

Assessment Report
November 4, 2011

The annual institutional program reviews focus was on the assessment of their program learning outcomes. This year the program coordinators submitted their reports online to the system’s website. Thirteen of the sixteen programs required to submit an annual report have their reports submitted. The reports will be read and evaluated using a rubric for evaluating program learning assessment.

Many program coordinators attended workshops this fall to prepare for the reporting of their findings on student learning and the submission of their online reports.

The CASLO team has met in the past month to plan the redesign of the assessment process for the college-wide academic student learning outcomes. Proposal is for two of the CASLOs to be assessed each year, beginning in Fall 2012. The results of student learning the CASLOs will be reported in the annual program reviews. Discussion is ongoing.

Policy and Procedure
Departments discussing proposed revision of course repeat policy and proposed definitions of degrees and certificates. Committee is revising charter, and looking at ES.228.
Inspired Teaching Committee

ITC meeting, Hale 217, this Friday, November 4, 2010, after Academic Senate (estimated at 3:00 pm)

Join us for Food, Fun, & Facts!

Molli Fleming: Oaxaca Adventures
Presentation on Curriculum development and service for Fundación En Vía's Mircrocredit program for the women of Teotitlán del Valle, Oaxaca. Champurrado (chocolate beverage), other Oaxaca snacks, and fruits and desserts will be offered.

Going Paperless: A Panel Discussion
This panel discussion will feature four different perspectives on the paperless classroom. The goal of the presentation is to foster a discussion about the paperless classroom and to inspire UHMC faculty to consider incorporating more paperless elements into the classroom.

Eric Engh (English)
Eric will share his paperless, hyper-linked feedback approach to grading student papers.

Liana Horovitz (History)
Liana will discuss how she uses Laulima to foster group work for both face-to-face and online classes.

Cynthia Cary (Sociology)
Cynthia will share how she uses images, video, and audio clips to deliver course content in her online courses.

Derek Snyder (English)
Derek will discuss the advantages (and challenges) of the paperless classroom and share some specific paperless approaches for better classroom management.

Senate Chair Report – 11/4/11

All Campus Council Faculty Senate Chairs (ACCFSC)
Current issues:
- Howard Todo, UH system VP/CFO, shared presentation made to Board of Regents on supplemental budget request. Available on UH finance website. Asking for enrollment growth funding, proposing again that performance based measures (graduation & transfer rates, overweights for Native Hawaiian, STEM, and low-income students) be rewarded when met by the system. Legislature has not formally acknowledged this with funding, but within the system, when funds are allocated, campus performances according to the measures are looked at. (UHMC has met all of its targets).
- Jim Gaines, VP for Research for UH system, shared what his job is. Office is funded entirely by RTRF, no G funds. He manages the RTRF budget for the system, manages ORS (Office of Research Services), and two other units, prepares testimony for the Legislature relating to research, deals with government relations in Washington, D.C. Consults with campuses on campus initiatives. Current issue is that the Legislature “swept” $5.1 million from UH RTRF about three years ago. Total of $5.6 million was taken. The State Auditor is looking into whether it was legal for the Legislature to do this.

Follow up on UH Foundation Fund and RTRF funds for UHMC:
Chancellor has shared UH Foundation Fund policies and RTRF policies with Senate chair.
For fiscal year 2012, anticipated RTRF allocation to UHMC is $568,253. The policy on RTRF is:
  a. UH system keeps 25% of the administrative costs of grants received (Jim Gaines’ office)
  b. Remaining 75% goes to the campus. On campus, 35% of this goes to the respective vice-chancellor, who may in turn allocate to faculty principal investigators, and 65% is used to support college-wide costs such as:
    - Additional Business office staff
- Chancellor’s office support
- Grant writer positions or services
- Project close-out costs
- Infrastructure costs
- Utilities,
- Other costs related to, or associated with, research and training activities.

Community College Council Faculty Senate Chairs (CCCFSC)
VP Morton presented budget information to all campuses in October. Goal is to have flat funding, and looks like that will be achieved.
Questions about biennium budget proposal timing – campuses processes on biennium budget priorities should begin this fall in preparation for next summer.
Asked about UHM having vacant positions – Morton has been working to get UHM to give positions to the CCs.
Workforce development grant was received – three year grants, focus on health, agriculture. Working on access statewide for all CC programs.
Morton’s office has been working with UHM on a list of reverse transfer students (students who went to UHM from CCs, didn’t have their AA yet, subsequently took all the courses for AA). Plan is to not charge those students for the AA degree in this first round. If matriculation fee is approved, then future students would have it covered by their fee.
Morton would like campuses to discuss the matriculation fee issue (discussion item today).
Tuition increase that was approved last month structured to cover collective bargaining increases.
UHMC shared that transcript evaluator resolution was returned unsigned by Chancellor, and is being revised to reflect transcript evaluation as a system issue and urging system to take action that is efficient and fair to all campuses. Morton said if ACCFSC endorsed such a resolution, it would result in action on system level.
Response to E5.228 – credit hour policy – no other CC campuses have really discussed this. UHMC P&P committee looking at it.

Chancellor’s Executive Committee
- Chancellor looking for ideas on how to explain to Sony why they should support UHMC. Possibly offering Sony tablets.
- Budget in draft mode. There are challenges, even though Morton has provided relief. Savings from retrofits, Johnson Controls contract will start in two years.
- Kulana’ao management has changed. (See VC Alvin Tagomori’s email). Tell Alvin if you have a program that will require housing needs for participants during the summer.
- VC John McKee presented ppt on planning and assessment. John will talk to ASEC Nov. 18 on those issues and his idea for a Strategic Planning Council, and will present to Senate at December meeting.

Follow-up on charter, resolutions:
Revised charter given to Chancellor on 9/15/11. Response received 10/13/11. P&P committee revising charter in response to Chancellor’s comments.
Resolution on transcript evaluator given to Chancellor 9/15/11. Response received 10/13/11. Returned unsigned with explanation. Chancellor explained to ASEC his concerns, and resolution is being revised in response. Continuing discussions with P&P committee, CCCFSC, Chancellor, VC John McKee.