ACADEMIC SENATE MEETING  
Friday, December 3, 2010  
Ka'a'ike 105  
1:30 – 3:30 p.m.

Present: Elaine Yamashita, Linda Fujitani, Elisabeth Armstrong, Daniel Kruse, Bruce Butler, Catherine Thompson, Jung Park, S. Kalei Kaeo, Joie Taylor, Robyn Klein, Kiope Raymond, Ron St. John, Elisabeth Reader, BK Griesemer, Chuck Carletta, Jennifer Own, Dorothy Pyle, Colleen Shishido, Kate Acks, Donna Haytco-Paoa, Kathy Fletcher, Kyle Takushi, K. Ishihara, Rose Perreira, Thomas Hussey, Carlton Atay, Gayle Early, Mary Farmer, Carol Reimers, Kathleen Hagan, Steve, Farmer, Derek Snyder, Julie Powers, Emma White, Debasis Bhattacharya, Michael Takemoto, Diane Meyer, Sally Irwin, Ann Coopersmith

MINUTES

I. Call to Order @1:43PM.

II. Reading and approval of 11/12/10 minutes – mahalo to Gayle Early. Minutes accepted.

III. Continuing business

- Reminder – grades must be in by Tuesday, Dec. 21 at 12Noon. Campus closed from Dec. 17; anticipate late registrations in Jan.
- Rubrics for programs – still under discussion
- Send issues in distance learning (e.g. proctoring, interactive TV issues, etc.) to Eric Engh (engh@hawaii.edu)
- Representative to system CC academic policy task force is Michele Katsutani (for now). Policy that 12 credits must be taken at an institution to graduate from that campus. Will examine grade policies, etc.

IV. Standing committee reports/updates

- Curriculum: BK Griesemer- see attached curriculum proposals. Group 1, Group 2, Group 3, Group 4, Group 5. Motion to approve seconded; all in favor, none opposed. Deadline for curriculum proposals in spring is first Monday in April. Curriculum central update- there will be massive clean-up of 5 year reviews in spring in prep for uploading to CC in fall. Input data simplified to 31 questions. All campuses will slowly move to CC over few years. In Jan. will announce next curricular chair.
- Assessment: Jan Moore- Accuracy and clarity important in program reviews. Thank-you.
- Procedures & Policy: Kulamanu Ishihara/Tim Marmack- no report
- Planning & budget: Robyn Klein- multiple documents sent. Budget for several positions unsure yet (see position spreadsheet). ACC working on training program for faculty/staff in budget process. Budget committee met on Nov. 17 with David Tamanaha. Questions answered in report sent (attached). Department chairs comfortable with current process for department input. Less input this year as biennium budget was late.
- IT-C: Rosie Vierra/Joyce Yamada- no report

V. New business

- Request from UH System to consider revising academic calendar, common course numbering. Discussion (from ACCFSC): All system courses with the same alpha and same number will be 100% articulated, i.e., meet the same requirements on every campus. Current same number courses that do not meet the criterion will be renumbered and the forms and processes of each campus will facilitate the goal of ensuring that courses with the same alpha and number articulate by (date).
Discussion- Kiope, general questions- Who is responsible for implementation? How to articulate with 4 year campus? Dorothy Pyle- Who’s criterion?, are we going to be forced to follow some other campus? Eric E.- does this mean SLO’s are the same?
ICS did this 6 years ago and met on a weekend retreat to create common SLOs, etc., with good results. Still some freedom in how course is taught. Maggie Bruck, great for students, examp. Psych 240 on other campuses does not cover same age groups as Maui. Need face to face discussion to make this work (Elaine). Disciplines will need to agree. Per BK, small number of courses not aligned, how many will be affected?
• Security issues – please stay on alert
  • IT concerns, good power point to be emailed by David T. Beware of storing sensitive information.
• Best practices in mentoring new faculty – ideas:
  • 14 new faculty next fall, how to mentor? Could be one year, more frequent meetings first semester. Eric E.- mentored when came in 2000, was great. Camaraderie helpful; mentoring done when large group of new faculty. Need new faculty to realize need to be involved in leadership fairly quickly. Lunch meetings helpful.

VI. Ad hoc committee reports/updates
• Social committee: Misti Furomoto – event Dec. 2.- very fun
• Safety plan and procedures: Ryan Daniels- in screening process for chief security officer
• WASC accreditation update: Diane Meyer- institutional proposal done, strategic plan process being worked on, will be presented on Jan. 5.

VII. Senate chair report – see attached

VIII. Announcements
• Union update – Maggie Bruck- reviewed salary reduction and repayment plan. Not sure what will happen with EUTF health insurance.
  • Per Eric- New term in contract is teaching equivalency (instead of workload).
• Retirements: Dorothy Pyle, Alf Wolf, Don Sprinkle

IX. Adjourned at 3PM. Next meeting – Friday, January 7, 2011, 10 a.m. - noon

Senate chair report – 12/3/10

Achieving the Dream
National conference is in Indiana in February 2011. Workshop by Cathy Bio (Financial Aid) and Francine Ching (Student Life) was accepted for the national conference. Cathy, Francine, Ben Guerrero, and John McKee will represent UHMC.

Debbie Nakama shared about the “Successful Practices Network” and “Rigor/Relevance Framework”. Debbie has been working with the SPN and the International Center for Leadership in Education and a proposal for free access by UHMC to SPN has been accepted.

Statewide team continues planning for April conference.
Chancellor’s Exec. Comm.

11/12 meeting focused on the UH president’s visit and the UH Board of Regents meeting on campus and subsequent Community College subcommittee meeting (there was positive coverage in Maui News on subcommittee meeting).

11/29 meeting – enrollment for Spring 11 up about 8% from Spring 10. Next meeting, Lori Terawaguchi (OCET) will lead the committee through a planning process for vision/mission/core values.

All Campus Council Faculty Senate Chairs (ACCFSC)

Much discussion on the draft statement for UH Board of Regents (BOR) on international student engagement. Intent was to have a statement defining international students, and to encourage campuses to create plans, but not to dictate what those plans would be. Comments included mission statement was too long, shouldn’t focus on Japan, Korea, China, should be Pacific Rim, should be more global…Alice Luther of UHMC is part of the CC committee that created a response to the statement.

Security breach discussion: VP of Information Technology David Lassner joined the group and explained that there are more than 800 servers across the system. Lawsuit has been filed, UH working to strengthen security of data.

Gmail discussion: VP Lassner reported that no decision has been formally made to move campuses to gmail. However, he also said that the system is looking at more freeware and that there is no money to support upgrades to current UH webmail. Update 12/2/10 – gmail move will allow faculty to keep Hawaii.edu emails.

Community College Council Faculty Senate Chairs (CCCFSC)

- Michele Katsutani has agreed to represent UHMC on the CC system committee on grading policies.
Curriculum Memo

At the Academic Senate meeting on Friday, December 3, 2010, the Curriculum Committee is submitting the following Curriculum Proposals for discussion and approval. The committee approved the proposals unanimously.

GROUP 1: BAS ET

These courses are additions to the BAS ET program for the second year fall.

2010.08 ETRO 350: Power Systems, 3 cr – Addition – Author: Jung Park
2010.09 ETRO 450: Signal Processing, 3 cr – Addition – Author: Jung Park
2010.10 ETRO 497: Capstone Project I, 3 cr – Addition – Authors: Jung Park and Elisabeth Reader

GROUP 2: BUSCR III and ABIT

The first three proposals are for changes to Option III of the Business Careers program, which is the option that leads to the BAS ABIT program.

2010.11 BUSCR Option III AAS leading to BAS ABIT – Program Modification - Authors: Debasis Bhattacharya, Dan Kruse and Rick Miller
2010.12 ICS 110: Introduction to Computer Programming, 3 cr – Modification in pre-requisites – Authors: Debasis Bhattacharya and Dan Kruse
2010.13 ICS 200: Web Technology – Addition, 3 cr - Authors: Debasis Bhattacharya and Dan Kruse

The following seven proposals are for changes to BAS ABIT degree. Most of the changes are to update the Information Technology portion of the degree.

2010.14 BAS ABIT Program – Program Modification to included changes in following courses - Authors: Debasis Bhattacharya and Rafi Boritzer
2010.15 ICS 319: Operating Systems – Addition, 3 cr - Authors: Debasis Bhattacharya and Dan Kruse
2010.16 ICS 352: Networks & Security, 3 cr – Addition - Authors: Debasis Bhattacharya and Dan Kruse
2010.17 ICS 360: Database Design and Development, 3 cr – Modification in title, description, and pre-requisite - Authors: Debasis Bhattacharya and Dan Kruse
2010.18 ICS 385: Web Development and Administration, 3 cr – Modification in title, description, and pre-requisite - Authors: Debasis Bhattacharya and Dan Kruse
2010.19 ICS 418: Systems Analysis & Design, 3 cr – Addition - Authors: Debasis Bhattacharya and Dan Kruse
2010.2 BUS 495: ABIT Capstone, 6 cr – Modification to pre-requisite - Authors: Debasis Bhattacharya and Rafi Boritzer

GROUP 3: Accounting

These changes are based on Accounting PCC decisions.
2010.21 ACC 124: Principles of Accounting, 3 cr. – Modification to description – Author: Jan Moore
2010.22 ACC 125: Principles of Accounting II, 3 cr. – Modification to description - Author: Jan Moore
2010.23 ACC 132: Payroll and Hawaii General Excise Tax, 3 cr. - Modification to description - Author: Jan Moore
2010.24 ACC 134: Income Tax Preparation, 3 cr. - Modification to description - Author: Jan Moore
2010.25 ACC 150: Using QuickBooks in Accounting, 3 cr - Modification to description and title - Author: Jan Moore
2010.26 ACC Program - Modification to courses in program – Authors: David Grooms and Jan Moore

GROUP 4: AA and ASC in Visual Arts

The first adds options to the Human Expression section of the AA, the second expands the selection of courses in the ASC in Visual Arts

2010.27 AA Program: Human Expression – Program Modification (addition of five courses that will fulfill the HE requirement: DRAM 260, FT 125 and 217, HUM 100, BUS/COM 130) – Author: Jennifer Owen
2010.28 AA Program: ASC in Visual Arts – Modification (addition of courses that will apply to ASC) – Author: Jennifer Owen

GROUP 5: AMT

The modification of AMT 20 is based on PCC discussion and the program change is to accommodate the change in AMT 20 credits.

2010.29 AMT 20: Introduction to Auto Mechanics, 2 cr – Modification from 3 to 2 credits; modification of contact hours from 5 hrs lect/lab to 4 lect/lab – Author: Kyle Takushi
2010.30 AMT Program – Program Modification (change in CA and AAS credits because of change to AMT 20) – Author: Kyle Takushi

These proposals are posted on the Curriculum Committee website. To read them there, go to the UHMC 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 are under Current CARs.

If you wish further information please call or the email the person(s) who authored the proposal. Or call or email the Curriculum Chair at ext. 259 or bkg@hawaii.edu.

Submitted by: BK. Griesemer, Chair, Curriculum Committee for the committee
Planning and Budget Committee Meeting 11/17/2010  2:00pm
Attendees:  David Tamanaha, Cyrilla Pascual, Lisa Sepa, Debbi Winkler, Kiope Raymond, Nancy Johnson, and Robyn Klein

I.  Questions posed to David Tamanaha:

a. Some of the budget items appear to have not had any/few expenditures thus far.  A committee member asked, for example, why the marketing budget appears to have 99% of its budgeted amount remaining and would like to have access to some of those funds.
   • Answer:  David responded that he could not address this because the marketing budget is under Alvin Tagomori.  I believe that this is the same answer that the faculty member received when he/she raised the question previously.
   • David sent a memo out to “Vice Chancellor, Directors, Department Heads and Chairs” with the subject line of “General Fund, Tuition and Fee Budget Status Report as of 9/30/10 (attached) in which he stated that “programs should have at least 75% of your remaining expenditures up to September 30, 2010 for FY 2011 (1st Quarter).”  David asked that the recipients review it for problem areas.  He added that if the recipients needed details for certain programs to please let him know and then he would forward them.

b. A committee member is concerned that the lecturer dollars allocated to the departments/divisions are significantly less than the actual dollars spent.  The committee member worries that this could be construed as mismanagement on the part of the department/division manager rather than simply meeting the needs of the students.  The committee member adds that the tuition and fees earned is double the actual cost of the lecturers.  Is there some way to adjust the lecturer dollars to avoid this situation?
   • Answer:  David is aware of this situation and noted on the budget that the enrollment growth funds were not prorated to the departments/programs.  The current UHMC system only pushes the funds down to the VC level.  David stated that if this was something that the faculty would like to see happen, the question should be posed to David Grooms and John McKee.
   • David added that the lecturer budget is being looked at in total.  Tuition funds are not covering it so we need general funds added to it.  Diane segregates it by department (I think).
   • David suggested that the department chairs might to discuss the allocation to departments and programs.  David would be willing to prorate it from a list created by Diane Meyer.

c. What positions are being considered that the campus is not already aware of?  What funding sources are we looking at for those positions?
   • Answer:  David referred us to the biennium budget for this information.
d. Do you have a prioritization process in place for deciding which positions to support first during budget cutting times?
   • Answer: See II below.

e. Where can the Academic Senate assist you in this prioritization process?
   • Answer: See II below.

f. Could you format the "Name or Item" column as left justified rather than centered? It would be easier to read.
   • Answer: Done

g. What is included in the "Chancellor's (G 071 804 001) -141972 account? 
   • Answer: Chancellor’s and the Chancellor’s secretary’s salaries. Various unbudgeted items are also allocated to it (i.e. Emily Sullivan’s salary, student help previously funded by RTRF monies), copier lease, cellular charges, phone, etc. (previously funded with RTRF monies), travel-resource development (previously funded with RTRF monies), sustainable projects (switched from RTRF from TFSF), supplies, and other expenditures (from document provided to the committee from David T.).

h. What does UHF stand for?
   • Answer: University of Hawaii Foundation

i. What does DOAS stand for?
   • Answer: Directors of Administrative Services

j. What does "SYS ARRA - Expanding Financial Aid" mean.
   • Answer: These are little posts of stimulus money designated for specific purposes.

II. Discussion of Whether More/Different Faculty Input into the budget process is needed.

The Department/Division chairs present were satisfied with the current involvement of the faculty in the budget process. David Tamanaha was comfortable with the level of faculty input into the biennium budget each year in the past. This year was a different story because the budget information became available much later than usual.

The normal process is as follows:

a. Department/Division members inform the program coordinators of their budgetary needs.

b. The program coordinator informs the department/division chair of their programs’ budgetary needs.

c. The department chairs bring the budgetary needs the department chairs meeting held by John McKee.

d. John McKee takes the budgetary needs to the UHMC VCs’ meeting at which time decisions are made as to what to submit and how to prioritize the items.

e. John Mckee takes the budgetary needs to a meeting of the VCs. The VCs comb through the budget and look for what can be reduced with the least amount of impact to the campus core mission.

f. David Tamanaha presents the budget to Clyde.
UHPA UPDATE

UHPA BARGAINING UNIT 7

• Salary reduction was for FY 10 - 6.667% for 18 months and will snap back to 12/31/09 level at close of business on 6/30/2011
• FY 13 payment of 25% of salary reduction paid back to all faculty who’s pay was reduced by 6.667%
• FY 14 payment of additional 25% of the salary reduction plus 3% across-the-board salary increase
• FY 15 final payment 50% of the salary reduction plus 3% across-the-board salary increase
• Negotiations are supposed to start in January 2011 to POSSIBLY increase these levels.