ACADEMIC SENATE MEETING
Friday. Feb. 10, 2012
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 @ 1:35PM
Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:
- Inspired Teaching Committee (ITC) – Session after senate today! See details on p. 2.
- WASC – steering committee met 2/7/12, Laura Lees writing draft of next report that is due.
- Elections committee: Ann Emmsley elected to Senate Chair position for 2012-2013. 65 people voted.
- Update on documents sent to Chancellor:
  a. Transcript evaluation resolution: still with VP Morton and VP Johnsrud. Elaine to follow up.
  b. CHARTER REVISION SIGNED! Signed off by all parties – VCAA, Chancellor and VP Morton.
- Emeritus update – should be on 2/23/12 Board of Regents agenda.
- Administrator evaluations survey to Senate begins 2/20. First one is Chancellor. Results will be confidential and shared with Chancellor later in the semester.
- Distance learning ad hoc committee – Eric Engh is in Honolulu today for CC system meeting and will set a meeting for the group after he comes back.

II. Minutes from 1/6/12 –approved without corrections Mahalo to Gayle Early.

III. Discussion items:

IV. Standing Committee reports:

- Elections: Crystal Alberto – Floor open for nominations for Academic Senate Executive Committee:
  Ballots will be sent Monday AM and elections will close next Friday at 5PM
  Business/Hospitality/Tourism/Culinary (Ben Marquez, +)
  Non-teaching faculty (Kulamanu Ishihara, Juli Patao)
Social Science (Nani Azman, )
Humanities (Catherine Thompson)
Lau’ulu

  - Oceanography curriculum proposals by Frannie, with 1 English course, seconded, all in favor.
  - Nursing 220 A & B, seconded, all in favor
  - Ag104, 113, 162, 251 proposals, discussion about prereqs for 251, seconded, all in favor.
  - AA in Hawaiian studies- Ho‘oulu Lahui- AA degree supports many initiatives (increase Hawaiian students in strategic plan) helps make university lead in serving indigenous populations. This degree is not completely aligned with UHMC AA degree. Kahele: Needs assessment conducted, well received. In development system AA (CCCM AA) preferred; gen ed requirements will apply to high institutions here. Anticipate 60 studies initially, gradual increase to 100, including Molokai. Faculty, facilities, measures of program efficiency and effectiveness presented. Student input- potential stepping stone for bachelor’s degree; desire in community. Chief academic officers will accept for all campuses simultaneously, system-wide
    - Proposal seconded, all in favor

April 2 is curriculum deadline for spring 2012, chain of signature approval explained, lengthy process. Curriculum advice available every Friday 9-11AM, all proposals must be electronic via curriculum central.

- Budget/Long Range Planning: Sally Irwin, Refugio Gonzalez – see report on p. 3. Questions to add?

- Policies and Procedures: Tim Marmack, Kulamanu Ishihara. Charter accepted!
  - Update on discussion: Should instructors be able to drop students up till 4th week of class?
    - Working on 3 policies

- Discussion/vote on automatic noting of credentials/degrees. Financial Aid feedback – procedures are in place, no problem with it.
  - When AS is primary goal, CC or CA on the way does not interfere with financial aid
  - Motion by Kate, second by Lee, to open up for discussion: Michelle questions if this is direction?
    - Not sure. This will be noted through Star academic journey.
  - All in favor, none opposed, Senate supports and Elaine will notify

- Matriculation fee- per John Morton, actually a cost savings for students, don’t need to pay for transcripts in the future. Kate questions whether they have really thought about long term cost (yes, per Elaine). Dan asks if graduates can pay the fee once and be in system (Elaine will inquire). Lifelong learner is not covered for multiple applications, can it apply? Some discussion about lifelong learner status, need TB tests as well.

V. Announcements
   W-2s, if did not receive, check with personnel. Glitch in system, also postage issue.
   ITC today

VI. Next meetings – March 9, 2012, 1:30 p.m. Ka’a’ike 105
   April 13 – 1:30 p.m.
   May 4 – 1:30 p.m.
Inspired Teaching Committee  
Joey Yamada and Rosie Vierra

The ITC session, this Friday, February 10, 2012, in Kalama 104 shortly after Academic senate (2:45 pm?), will feature Emma White and Morgan Andaluz who will present teaching reading strategies and Derek Snyder will present "10 Strategies to Assist ESL Learners in the Non-ESL Classroom." Join ITC for some relevant information, food, and good company.

Ellen Peterson will be featured at the March ITC session, speaking on library resources as well as Jan Moore and Eric Engh presenting assessment strategies.

Also, watch for a message from Lynn Yankowski for information on an exciting presentation by Shelagh Robinson on February 24, 2012, focusing on mirror reading with offshoots into neuroplasticity.

Assessment Report  
Jan Moore

UHMC is developing a culture of assessment and accountability at every level of education: courses, programs, degrees, and institution. The CTE programs revised a rubric for evaluating program learning assessment in January. The AA degree faculty meeting in January advanced ideas toward improving assessment in their program review.

In the past month John McKee met with each program coordinator to discuss his evaluation of program review in the following essential elements:

1. Environment for Achievement: Retention, Persistence and Graduation Rates
2. Outcome and Goal Achievement
3. Engaged Community
4. Policy Considerations
5. Recognize and Support Best Practices
6. Planning Considerations
7. Budgetary Consideration and Impact
8. Engaged Student, Faculty, and Staff

Most program reviews were rated in the “Awareness” or “Development” categories because these areas of discussion were not included in the program review template; therefore, not in the reports. The template will be revised next year to include these topics. Faculty and program coordinators can now plan to include a short discussion of these elements in program review. The Institutional Assessment and Effectiveness Committee meets regularly to develop the rubric for institutional assessment and make recommendations for improvement.

The CASLO team is piloting an assessment project this spring with plans to roll out full assessment of one of the academic student learning outcomes beginning in Fall 2012.

The WASC Accreditation Committee is developing institutional learning outcomes that are specific to the college mission and aligning them to assessment.

Budget/Long range planning committee report  
Sally Irwin & Refugio Gonzalez

Meeting with David Tamanaha, Sally Irwin and Refugio Gonzalez:
David walked us through the expense History for UHMC from 1994 – present. This report showed expenditures for each fiscal year broken down by

- General Funds
- Educational Stabilization Funds
- Special Funds
- Revolving Funds
- Fed work study
- Extramural awards
- RTRF
- CIP

Questions pertaining to this report

1. Indirect costs UHMC receives from grants has been cut by the UH system. Clyde is attempting to regain.
2. How much does it cost (approximately) per student to run a Cable, HITs or Skybridge class vs. a traditional class? Do we have the same cut offs for any delivery method? Does this make sense? What about courses being taught only online?
3. Budget and how money is being spent through Foundations? Request report.
4. How much money is left over in each of these areas? This report only shows what was spent, not what they started with. THIS HAS BEEN ANSWERED SINCE THIS MEETING.

David discussed the UHMC budget planning worksheet for 2011-12 showing what the budget was for different areas of the college, what had been spent as of December 2011 and what remained.

Any money left over is rolled back into the budget as a whole the next year but not for the same department. It all goes back into the fund from which it came.

General questions to be considered, discussed with full Budget committee

1. What needs are not being met in the different departments?
2. Any ideas where we can save money or be more cost effective?
3. Biennium Budget discussion for 2013 starts in about March. What do we want in there?
4. We will ask for a budget report from UH Foundation to see what other resources are available.

On January 31st We met with the rest of the Budget Committee to give them an overview of what we had learned so far and what questions we had concerning specific aspects of the budget. We also asked the committee members what their concerns were and the concerns of their departments. We agreed to convene a monthly Budget Committee meeting on the 4th Tuesday of each month from 3:45 – 4:30 in KAA 107.

Curriculum Committee Report
Maggie Bruck, Kahele Dukelow

At the Academic Senate meeting on February 10, 2012 the Curriculum Committee is submitting the following Curriculum Proposals for discussion and review. More information can be found at the Curriculum Committee web site: maui.hawaii.edu/cc
2011.63 Frannie Coopersmith Biology 265 Ecology and Evolutionary Biology. New Course. Prerequisite for upper-division courses for BA in Marine Science offered from UH Hilo through the University Center.


2011.65 Frannie Coopersmith Oceanography 250 Statistical Applications in Marine Science. New Course. Course is required for most of the courses included in the collaborative BA and BS degrees in Marine Science to be offered from UH Hilo through the University Center.

2011.67 Derek Snyder English 225 Writing for Science and Technology. New Course. Course is being created as a collaborative effort with UH-Hilo in order to provide students in the science fields with a better background scientific and technical writing.

2012.75 Kathleen Hagan Nursing 220a Health and Illness I. New Course. Course content was not changed but modified from NURS 220 Health and Illness 1 as a 10 credit course to two 5 credit courses (NURS 220 a and NURS 220b) to assist students who take the course in the required summer semester secure financial aid funds.

2012.76 Kathleen Hagan Nursing 220b Health and Illness I. New Course. Course content was not changed but modified from NURS 220 Health and Illness 1 as a 10 credit course to two 5 credit courses (NURS 220 a and NURS 220b) to assist students who take the course in the required summer semester secure financial aid funds.

2012.77 Kahele Dukelow Associate in Arts – Hawaiian Studies. New Program. The A.A. in Hawaiian Studies is part of a system initiative to establish two year degrees at every community college. This is part of the Papa o Ke Ao initiative from the President’s Office to develop a world class indigenous serving institution. The UHMC A.A. in Hawaiian Studies was developed using the CCCM #6004 guidelines for A.A. degrees ensuring that the general education requirements for both UH Manoa and UH Hilo are met, even if they do not earn a degree before they matriculate. In addition, the degree is flexible enough to allow students to transfer into various degree tracks, not just Hawaiian Studies or language. All community colleges have agreed to require the same core courses for this degree to support transfer.

2012.81 Ann Emmsley Agriculture 104 Food Safety and Post Harvest Handling. New Course. Part of Sustainable Tropical Crop Production AAS to meet the needs of the New Farmer Institute goals of developing agriculture entrepreneurs. An understanding of food safety best practices is essential for new farmers.

2012.82 Ann Emmsley Agriculture 113 Organic Certification. New Course. Course is needed to cover specific legal requirements for Organic Certification.

2012.83 Ann Emmsley Agriculture 162 Introduction to Beekeeping. New Course. Has been offered twice as an experimental 190V course. Bee pests recently introduced to Hawaii has made commercial & hobby beekeeping important to the agricultural industry.

2012.84 Ann Emmsley Agriculture 251 Sustainable Crop Production. Modification. Modified to include two new courses as prerequisites – AG 103 Sustainable Agriculture Systems and AG 104 Food Safety and Post Harvest Handling.
**Senate Chair Report**

**All Campus Council Faculty Senate Chairs (ACCFSC)**
- Common course numbering issue work is continuing. Subcommittee met, has draft procedure for discussion at next ACCFSC meeting.
- Discussion continues on administrator salaries. More information is being sought.

**Community College Council Faculty Senate Chairs (CCCFSC)**
- Issue of drop policy was shared with CC chairs. Not an issue on other campuses. VP Morton’s advice was to consult with financial aid to make sure any proposed policy aligns with financial aid.

**Chancellor’s Executive Committee**
- Student head count down about 3% from last semester. Student semester hours down a little more, resulting in about $249,000 shortfall for 11-12, which will be covered by our reserves.
- Repair and maintenance “shovel ready” projects discussed. Looking hopeful that Legislature and Governor will release construction funding.
- Biennium budget brainstorming beginning. Chancellor asking for CIP (Capital Improvement Projects) requests. Departments should discuss. Chancellor also came to Dept. Chair/Program Coordinator meeting to entertain ideas.
- VCAA McKee shared Strategic Planning Council – first meeting today, same time as Senate.
- John also shared program review rubric that Jan reported in Assessment report.
- UHMC channel not move to digital 355 yet. VC Bernier working with Akaku.
- Moloka‘i land transfer is in OGC (Office of General Counsel).
- Team from UHMC has met with Judge Rafetto of Drug Court at least twice.

**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, three 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