ACADEMIC SENATE MEETING
Friday, February 11, 2011
Ka‘a‘ike 105
1:30 – 3:30 p.m.

Present: Kulamanu Ishihara, Carri Ann Shirota, Kate Acks, Donna Harbin, Samantha Schwartz, Tim Marmack, Julie Powers, Melissa Kirkendall, Catherine Thompson, Jung Park, Chuck Carletta, Derek Snyder, Crystal Alberto, Dorothy Tolliver, Tracie Takatani, Kathy Fletcher, Elisabeth Armstrong, Gayle Early, Kyle Takushi, Lorelle Peros, Jan Moore, Cyrrilla Pascual, BK Griesemer, Lipung Liu, Ann Coopersmith, Lee Stein, Colleen Shishido, Jennifer Owen, Daniel Kruse, Linda Fujitani, Thomas Hussey, Laura Lees, Emma White, Dean Louie, Tom Lelli, Diane Meyer, Sally Irwin, Nancy Johnson.

MINUTES
This month we are moving to a Consent Agenda. Why: To use our time for discussion on issues, use our time together wisely.

I. Call to order at 1:37PM

Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:
- Minutes from 1/7/11
- IT-C – no report
- Social Committee – no report
- Safety plan & procedures – contact Ryan Daniels (ryanbkd@hawaii.edu, x224) if you have questions or an incident to report. Working on adding committee to Senate Charter.
- Planning and budget – no report (chair has to help multiple screening committees)
- WASC accreditation update – no report
- Deadline for applications every semester – Enforcing application deadlines (Maggie Bruck researched and found that every campus has “suggested deadlines” and UHMC’s is one of the latest) is still being discussed. If application deadlines are early enough and enforced (may need to work financial aid deadlines in also), there may not be a need for eliminating late registration. Will continue the discussion in other meetings and come back to Senate with action item.
- Information items:
  a. Michele Katsutani UMHC representative to UHCC system academic policy review committee. Attended first meeting, first task is to agree on residency requirement – UHMC already has the policy in place. Only one campus left to agree to the policy.
  b. Eric Engh UHMC representative to system faculty committee on distributed learning

II. Guests:
- Jose Bernier, new Chief Information Officer.
  New position with re-org. Jose will meet with departments to develop plan. Help desk and webmaster are priorities. The will look at technology- high def video conferencing, etc.
- Alvin Tagomori, Vice-Chancellor of Student Affairs – Kulana’ao (student housing) update.
  Per Alvin: Kulanaao student housing being run as an apartment facility, not really as student housing. Have competitive housing, nearly filled with students and general public. Almost every apartment rented and also have wait lists; signing 6 or 12 month leases. If Fall semester students apply early they may be able to get in; many leases end at end of July. Would like to give students priority but will first take care of those on wait list. Short-term summer housing does not look good. UHMC exploring feasibility of purchasing structure; environmental assessment is ongoing. Mile Nakata from UH Hilo has consulted on plan for possible housing transfer. Value of property 13.9 million per UH, owner assesses at mid 20’s. No student programs currently underway; no night security. 6-8 employees live at the facility. UHMC has no control at present.

III. Standing Committee reports:
- Curriculum: BK Griesemer – See pp. 3-4
  No new proposals today. Fall proposals have all been signed. 5 year amnesty plan- dept. chairs know; new form (draft)is fillable. Courses listed by alpha; if 5 or more courses are out of date, all need to be done this semester.
Academic Senate
2010-11

Need to catch up. If course is not being taught it needs to be deleted. See attached amnesty/review plan. Amnesty plan cannot be used for modifications. Form reviewed during this meeting; 15 questions instead of 35. Math (Kate Acks) pre-requisites have changed due to change in courses. Kate will list. Example, math 25 and 27 will be deleted.

- Procedures and Policy – Kulamanu Ishihara/Tim Marmack – see pp. 5-6
  Senate charter Article I complete and sent to Clyde, Clyde recommended a few words to be changed. Discussions continue, will have final vote in May and needs 2/3 vote; ultimately needs to be approved by Regents. Article 1 reviewed. Per Dan- keep in mind easier to change bylaws than charter. Per BK- suggest charter and bylaws. Bylaws can be changed just by AS, not by chancellor or regents. Will consider Article I done with these changes and move to Article II
  Per BK, eliminate extra words, such as fundamental

- Assessment: Jan Moore – see pp. 7
  Met with P&P and John McKee yesterday. New term- college wide academic student learning outcomes (CA-SLOs). Possible committee of AS to assess programs and degrees, but also need institutional assessment. Only need 1 committee, per John McKee. Program review process outlined; integrates budget, policy and program changes at the end of the line. Committee will have cross campus representations.
  Program review- BK presented assessment of AA degree PLOs via indirect assessment, will be sent out.

- Nominations/elections: Crystal Alberto – see p. 7
  ASEC members up for election:
  CTE will be named after faculty meeting next week

IV. Discussion items:

- Endorse/not endorse statement on common courses - see p. 7, 8. Elaine suggests faculty in CCs and Manoa meet in face to face meetings to discuss, in lieu of polycom. There may be problems matching discipline names between campuses, which would affect alpha of courses. For example speech and communication departments at Manoa do not agree. Per Dan, recommend endorsing concept with recognition that there are many issues to be addressed. Kate Acks moves we support the proposal with understanding that any discrepancies be handled face to face as necessary (if requested by any party); travel money should be made available for this. Motion tabled for today, will address next meeting. Seconded by Diane Meyer. Catherine believes money available

- Proposed move to gmail – see attached update. Comments on process. See p. 8, pdf attachment to email Students will be migrated beginning in fall. Faculty input will be sought via AS. Per Jose- many institutions moving to gmail or Windows live due to money, many benefits. Systems usually reliable. Companies benefit from branding. Downside may be ads after leaving the institution, but can keep email address. Move to endorse gmail by Dan Kruse, seconded by Diane Meyer, vote- all aye.

- Proposed system committee to look at revising academic calendar – yes or no. See p. 8 Consensus- yes, to starting committee

IV. Announcements

  Molokai ranch has agreed to price of land on Molokai
  Possible campus screening of “Get a Job”.

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

Meeting dates for Spring 2011 – 1:30 – 3:30 p.m., Ka’a’ike 105 – March 11, April 8, May 6.
TO: Faculty Members, VCAA, Assistant Dean

FROM: BK. Griesemer, Curriculum Committee Chair for the committee

DATE: February 8, 2011

SUBJECT: 5 year Review/Amnesty Plan

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At its meeting on Tuesday, January 25, the Curriculum Committee formulated a 5-year course review/amnesty catch-up plan. The committee decided that the college could not wait until Curriculum Central is fully implemented to proceed with cleaning up the 5-year review/amnesty backlog. When Curriculum Central is implemented and is functional, then the switch will be made to using Curriculum Central for 5-year review/amnesty input as well as new and modified courses and programs.

1. For this Spring semester 2011, all courses on the 5-year review list that have a target date/year of 2010 or prior are up for review. In Fall 2011, all courses with the target date/year 2011 will be added to the review requirement. In Fall 2012, those with target date/year 2012 will be added to review requirement and so on.

2. The catch-up will be by alpha. Any alpha that has five or fewer courses with a target date/year of 2010 or prior, for example 1990, needs to have all of the courses up-dated by May 2, 2011. Any alpha with six or more courses needs to have a minimum of five courses updated by the May 2, 2011 deadline. If this deadline is not met, then all the courses in the alpha up to a minimum of 10 courses needs to be updated by September 12, 2011. After September 12, 2011, the courses with a 2011 target date are added to the list. All these need to be up-dated by December 1, 2011. If the May 2nd deadline is met, then the courses need to be updated at a pace of a minimum of 5 per semester until totally caught up to the current year.

When the catch-up is completed, courses will be reviewed and updated during the academic year of the target date/year listed for the course. For example, if the target date/year is 2014, it will need to be reviewed and updated in AY 2014-15.

3. The committee is developing a shortened 5-year review/amnesty form. It combines the course outline with a few of the CAR questions. The form will be form-fillable, which allows for “copy and paste.” The form will be available on the Curriculum Committee website under Blank Forms March 1, 2011 or sooner. When Curriculum Central is functional, a similar short form will be available on it.

4. A course which needs a modification to any of the following will need to go through the complete curriculum modification process: alpha, number, course title, credits, course description, cross-list, contact hours/type, pre-requisites, co-requisites, recommended preparation, and/or grading. The function/designation (including category in the AA, if appropriate) cannot be changed either; however, for older courses it will need to be completed for the first time on the 5-year review/amnesty form.

If a course is not being taught and there are no plans to teach it, then the best course of action is to delete the course. The deletion form is available at the Curriculum Committee website under Blank Forms and the process is described in the section reached by clicking on Course Deletion.

If a course is part of planned change such as a modification to a program, then a statement to that effect with a timeline for the modification needs to be filed with the committee through the department representative. If there is no faculty member in charge of the alpha and one is being hired, the department chair may file a
statement to that effect with a timeline for course up-date with the committee through the department representative.

5. The 5-year review/amnesty process is as follows. After the department chair and the department curriculum representative have reviewed the form, the faculty member will submit a copy of the updated form to the Curriculum Committee chair in both electronic and paper copy. After it is submitted to the Curriculum Committee chair, the chair and the Banner/Curriculum APT will review the course for completeness of update and then inform the committee of the update. The Curriculum Committee Chair stamps the paper copy with the “amnesty stamp” and dates and initials the copy. Then, the course outline is updated on the Curriculum Committee website under Course Outlines and the paper copy filed. The target date/year for the course is moved forward 5 years on the master list.

6. The committee reserves the right to have a full committee review of any course in the 5-year review/amnesty process. The committee will very likely ask for a review of a course with a target date/year prior to 2010, as those courses were not part of the 2004 SLO amnesty review program. If the committee wishes to have a committee review, the department representative will notify the faculty member.

7. The committee chair and representatives will be available to help faculty members with questions about the catch-up plan. Work sessions will be planned and announced so faculty members can get help with the process. The committee chair and representatives will also be available for individual help sessions.
PREAMBLE

The Academic Senate is the policy recommending body of the University of Hawaii Maui College's (UHMC) academic community. It has the responsibility of advising the Administration on all proposed changes in the policies of the College. In recommending policy for consideration by the Board of Regents, the Senate has the exclusive responsibility to speak on behalf of the faculty and Administrative Professional Technical personnel (APT) of the academic community.

ARTICLE I.

PURPOSE AND FUNCTION OF THE ACADEMIC SENATE

Section 1. Policy Recommendation

The Senate has a special responsibility to speak for the academic community on such policy matters as:

- initiation, review and evaluation of proposed or authorized instructional, research, academic, and community service programs;
- ongoing budget planning and implementation;
- student/senate member relations;
- evaluation of Senate members and campus academic administrators;
- improvement and establishment of a canon of professional ethics and an effective means of professional maintenance of those ethics;
- maintenance and support of academic freedom;
- other academic matters as deemed appropriate by the members related to the Senate's role or as may be referred to the Senate by the Chancellor (e.g., new degree); and
- campus conduct and standards to include such areas as safety, security, and others.

The Academic Senate has primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. On these matters, the power of review and concurrence or final decision is lodged with the Board of Regents or delegated to administrative officers; adverse decisions and the reasons shall be communicated in writing to the Academic Senate.

The Academic Senate will advise the administration on other policy matters that affect the College. There is an expectation that all Senate recommendations and resolutions will be responded to no later than three calendar weeks.

Section 2. Communication Channel on Procedural and Operational Issues

The Academic Senate Chair, along with its Executive Committee, will serve as a channel of communication between the Senate members and the administration on procedural and operational issues of college-wide concern that may be raised by either Senate members or the administration.

Section 3. Investigation of Disputes
The Senate may, upon request of a Senate member, conduct hearings on matters of conflict between Senate members and the administration, and between Senate members and officers of the Senate or Department Chairpersons. Such hearings, by the Hearing and Mediation Committee, will have the objective of bringing the sides together and/or providing a recommended resolution of the conflict. If a satisfactory resolution is not reached, Senate members may explore grievance procedures with their respective bargaining agent.
VCAA John McKee is in the process of forming an “Institutional Assessment and Improvement Committee” to assess the effectiveness and integrity of the program review process and offer feedback for continuous improvement. WASC requires that “a well-qualified committee evaluates the program’s learning outcomes, assessment plan, evidence, benchmarking results, and assessment impact. They give evaluative feedback and suggestions for improvement. The department uses the feedback to improve student learning….The campus systematically integrates program reviews into planning and budgeting process.”

The committee will consist of representatives from each academic department, counseling, academic support, and a baccalaureate degree representative.

The Policy and Procedures Committee, in its process of revising the Academic Senate Charter, is proposing to establish an Assessment Committee as a standing committee of the Academic Senate. Until such time that the revised Charter is approved making the committee a formal standing committee, VCAA McKee is establishing the committee under his office and guidance.

Submitted by,
Jan Moore
Assessment Coordinator

Nomination/elections report – Crystal Alberto

1. Mary Farmer has joined the elections committee
2. Elaine Yamashita has been re-elected for the 2011-2012 Academic Senate Chair
3. Nominations for Academic Senate Executive Committee will be held at Friday’s meeting. Positions up for election are:
   STEM
   Allied Health
   English
   CTE
   APT
Voting will be electronic ballot.
Senate Chair report 2/11/11

**Achieving the Dream (AtD)**

Hawai‘i Strategy Institute will be held March 4-5 at Windward CC. The AtD committee decided on the participants from UHMC, including committee members, past participants, those involved in AtD initiatives, workshop presenters, and the Academic Senate Executive Committee. About 30 people from UHMC will be attending. Those from ASEC will report back to their departments/groups.

- Math redesign data continues to be gathered and math faculty are constantly evaluating and making adjustments. Overall, success rate of students is better.
- Ben Guerrero and Francine Ching will give a presentation to ASEC on 2/18 and then at March Senate meeting on proposed “first year experience”.

**Chancellor’s Executive Committee**

Mahalo to Gayle Early who attended the last meeting for chair. As a result of what she learned at that meeting, Alvin is at today’s meeting to give an update on Kulana‘ao.

**Department Chair meetings**

- Registrar Steve Kameda gave an update on waitlist. Will be implemented in Fall 2011. Department chairs will give details to faculty.
- Details of prerequisite enforcement are being worked on. Issue is how and who notifies students. Kameda is researching how other campuses do it and will come back to department chairs.

**Community College Faculty Senate Chairs (CCFSC)**

Chair brought to the discussion the result of UHMC Senate discussion on application deadlines and lifelong learners. VP Morton appreciated that we discussed the balancing the needs of the lifelong learner and those of late application new students who typically do not do well in courses. Morton said there is no system policy that says the application is good only for a year. Discussion will continue.

- Morton talked about current legislature – it had just opened at the time of the meeting. Enrollment growth still in proposed budget, also performance funding. Picture of new positions (position change requests – PCR) looks dim with projected budget shortfall, although there is also a projected revenue rise of 6% over last year.

**All Campus Council of Faculty Senate Chairs (ACCFSC)**

1. Budget workshop at UHM Jan. 7-8. Chair observed for day and a half via streaming video. Presenters were faculty who analyze college/university budgets across the nation, and they used information available publicly to analyze UH’s budget. Gave great overview of financial terms. Major points that stuck with the chair were the difference between budget (future) and financial statements (what was actually spent). Conclusion was that UH’s budget is healthy, faculty should not have to agree to pay cuts. Presentation and materials (the ppt was useful and chair can email to you) are available on UHPA website.

2. Common course numbering statement to be endorsed/not endorsed by May 2011 is discussion item (stated below). The statement came from Manoa Faculty Senate, and UHMC Curriculum Committee has pointed out that the Foundations/Basics courses referred are for the most part articulated. Turns out that this did look like a manageable place to begin the conversation, which already became somewhat heated between UHM faculty at the meeting.
“General Education core courses which are equivalent and/or share the same course number/alpha will be 100% articulated. They will share a common course alpha, number, title, course description, similar student learning outcomes and the same GE designation.

GE core course are identified as courses that fulfill Foundations/Basic and Diversifications/Area requirements. With the approval of the GE core MOA (http://www.hawaii.edu/offices/app/aa/articulation/JI_MOA.pdf) in May 2010, all campuses have agreed to accept the diversification/area designation of the sending campus. Thus, the focus will be on courses meeting the Foundations/Basic requirements. (100-299 course numbers)

Where discrepancies are identified in Foundations/Basic courses, disciplinary meeting will be convened by the Office of the Executive Vice President for Academic Affairs/Provost to discuss the discrepancies and agree on the common alpha, number, title, course description, SLOs and GE designations.

Current courses that do not meet the criterion will be renumbered. Campuses will facilitate the curriculum process to make necessary course changes to meet the goal of 100% articulation.”

3. Gmail: VP David Lassner sent an update (attached to the email). “Migration of faculty and staff email will depend on the outcome of consultation with the 10 individual campus faculty senates. Individual faculty, staff and administrators are not prevented from migrating, just as they can now forward their UH email to internal or external email providers of their choice. Discussion item for Senate today.

4. Academic calendar revising – should a system committee be formed to explore academic calendar revision? Chair interviewed John Pye and Bruce Butler on the 2001 pilot at (then) MCC, and forwarded their comments to ACCFSC. Need a vote today