



ACADEMIC SENATE MEETING

Friday, April 13, 2012

Ka'a'ike 105

1:30 – 2:45 p.m.

Present: Daylinn Nahoolewa, Shidong Kan, Carlton Atay, Joyce Yamada, Rosie Vierra, Ben Marquez, Kiope Raymond, Nancy Johnson, Kathleen Hagan, Marti Wukelic, Donna Haytko-Paoa, Derek Snyder, Laura Lees Nagle, Bob Wehrman, Marnie Masuda, Catherine Thompson, Kealani Cook, Maggie Bruck, Michele Katsutani, Liana Horovitz, Kahele Dukelow, Amir Amiraslani, Morgan Andaluz, Bert Kikuchi, Ron St. John, Sean Calder, Refugio Gonzalez, Jung Park, Lee Stein, Colleen Shishido, Kulamanu Ishihara, Diane Meyer, Linda Fujitani, Gayle Early, Debie Amby, Juli Patao, Daniel Kruse, Mikahala Helm, Ann Emmsley, Emma White, Donna Harbin, Samantha Bowe (Schwartz), Lisa Deneen, Nani Azman, Eric Engh, Liping Liu, Julie Powers, Kate Acks, Jan Moore, Kalei Kaeo, Ryan Daniels, Carol Petith-Zbiciak, Ann Coopersmith, Sally Irwin, Jennifer Owen, Mollie Fleming, Bruce Butler, Cynrilla Pascual.

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 @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's session cancelled due to VP Morton's presentation today after Senate. See more on page 2.
- Assessment – no report
- WASC – no report
- Policy and Procedures committee: continuing to work on disappearing student, drop period for instructors policies. Also working on response to Chancellor on repeat policy.
- Update on documents sent to Chancellor:
 - a. Transcript evaluation resolution: still with VP Morton and VP Johnsrud. Morton is continuing to work on it. Now other campuses are also hearing the concern from military veterans about the inconsistency in transcript evaluations.
 - b. Repeat policy – comments sent by Chancellor, P&P working on response. ASEC working on procedure for policy revisions/proposals to include admin earlier for more collaborative resolution.
- Administrator evaluations survey to Senate began 2/20. Chancellor – 106 people responded: VC Student Affairs Alvin Tagomori - 69 responses; VC Administrative Affairs David Tamanaha -67 responses. Mahalo to all who participated – results will be shared with the respective administrators.

II. Minutes from 3/9/12 – Mahalo to Gayle Early, accepted without changes.

III. Standing Committee reports:

- Distance learning ad hoc committee- will meet again soon, Deanna K.
- Curriculum: Maggie Bruck, Kahele Dukelow – See report and action items on pages 2-3. Bob Wehrman, Kiope Raymond, Lee Stein, and Jan Moore presented their respective proposals. Second to proposals, Kate Acks, all in favor, none opposed.
- System policy on credit hour (discussion and vote), system policy on general education in CTE programs (introduction) – Michele Katsutani , UHMC rep on CC system policy group. Pages 4-7.

IV. Discussion items:

- Proposed grants office- Susan Wyche and Cheryl Reeser here to talk about office of grants and research. Purpose to help faculty/staff put grants together. Cheryl can help with budgets, ORS.edu also able to help, “my grant” is electronic routing of grant proposals. Grant ideas at faculty level are encouraged, instead of all top-down. Deadlines? Contact them as soon as know, need min. 5 days to 2 weeks to get through.
- Flow of grant money- 37% indirect funds, 63% actually goes to implementation. Pie chart presented by Elaine. Chancellor is PI for many grants, controls the 63% and additional funds.
- Budget and long-range planning committee – Sally Irwin and Refugio Gonzalez – report on p. 2
- Lumina Foundation information – Lisa Sepa (see Lisa’s email)

V. Announcements

- Student chorus performance led by Dr. Celia Canty, 2:45 – 3 p.m., followed by VP Morton’s presentation to campus.

VI. Next meeting – May 4, 2012, **1:30 p.m.** Ka’a’ike 105

Adjourned at 1450PM.

**Inspired Teaching Committee
Joyce Yamada and Rosie Vierra**

Due to VP Morton's visit, The April ITC session has been canceled.

The Inspired Teaching Committee would like to thank you for your support and interest. We look forward to another great year of faculty and staff development activities beginning in September. We wish everyone a successful semester and a safe and happy summer.

**Budget and Long-range planning report
Sally Irwin and Refugio Gonzalez**

New Science Building / Utilities Question:

Johnson Controls is proposing a power purchasing agreement with UHMC whereby they will install a PV System over 1/3 of our back parking lot and sell power back to UHMC at 20cents/KW (currently 35cents). Clyde is in negotiation for a lower unit price than the one offered. The projected savings (at .20) is \$150,000 which will offset the anticipated utility cost to the new building. Per Sallie- funds for custodial not available.

Lau’ulu request for funding Question:

Request is being submitted via Pukoa Council. Pukoa Council has a direct advisory link to President Greenwood.

<inserted by Senate chair from email:

From Lau’ulu – requesting campus support for the requests which include:

Hawaiian Studies Counselor (Instructor/Counselor, C2-2)	1.00	55,344
NH Retention Counselor (Instructor/Counselor, C2-2)	1.00	55,344
NH Retention Counselor (Instructor/Counselor, C2-2)	1.00	55,344
NH Retention Support Specialist (APT-A 1N)	1.00	34,848
NH Financial Aid Advocacy Specialist (APT-A 1N)	1.00	34,848
NH Student & Community Specialist (APT-B 10N)	1.00	42,492
Hawaiian Studies Instructor (Maui College-Molokai)	1.00	51,408
Office Assistant IV	1.00	26,364

Hawaiian Studies Program Support Specialist (APT-A 1N) 1.00 34,848
Lecturer Funds 20,000 >

Research Training and Revenue Funds (RTRF) Question:

RTRF for 2012 is \$543,625 + \$242,911 carryover from 2011 = \$786,536

Expected Surplus for 2012 is \$252,732

The allocation of funds is as follows:

UH System allocates and retains between 25-28% of indirect costs to each college by its pro-rata contribution of Grant/Research Funds.

The remaining 72-75% is directed back to each college.

Of the 72-75% of the remaining funds, 35% is distributed to Vice Chancellors (Instruction (JohnM), Student Activities (Alvin), and to Chancellor (Clyde) for allocation at their discretion.

The balance of the remaining funds, 65% is applied to Full Time Equivalent (FTE) Salaries. These personnel support all aspects of grant procurement and funding.

BUS/HOST Question:

Cost of copy machine in KALMA 101 charged in total to BUS/HOST Department. Cost is approx. \$5,000 per year plus overage. The machine is used by six departments: English, Social Science, Humanities, STEM, Allied Health, Career Link, and BUS/HOST. Request that John M allocate funds from the instructional fund to cover this expense borne solely by BUS/HOST or split the cost between the departments that utilize the machine.

Request for new copier in media center due to malfunction.

Curriculum Committee Report

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

At the Academic Senate meeting on April 13, 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.

2011.78: SSM 392V, *J. Taylor*, Sustainable Science Internship. New Internship course for the BAS SSM degree.

2011.85: Academic Subject Certificate in Hawaiian Music, *R. Wehrman*, Carryover from the March, 2012 meeting with clarification of required courses. Under humanities, not IHM. Minimum of 38 credits. Has academic rigor; long time in creation.

2011.89: HWST 176 (cross listed as MUS 176), *K. Raymond*, History & Development of Hawaiian Music. As a new course offering, this class strengthens our liberal arts program offerings and helps to meet the increasing student demand for additional and different kinds of HWST courses.

2011.90: MUS 176 (cross listed as HWST 176), *K. Raymond*, History & Development of Hawaiian Music. See above.

2011.91 BOT 105L (cross listed as HWST 211L), *K. Raymond*, Hawaiian Ethnobotany Lab. As a 1 credit laboratory course offering, this class strengthens our liberal arts course program offerings, increases the Natural Science laboratory courses now available, and helps to meet the surveyed student demand for more and different kinds of HWST courses.

2011.92 HWST 211 L (cross listed as BOT 105L), *K. Raymond*, Hawaiian Ethnobotany Lab. See above.

2011.93 SUBS 285, *L. Stein*, Women and Addiction: Why Gender Matters. Addiction treatment research now acknowledges the salient male and female differences in physiological and psychological effects of drugs. These issues inform significant differences in treatment provisions and services offered based on gender. Gender specific treatment is now considered an evidence based best-practice in the field.

2011.94 Modification to CA in Accounting, *J. Moore*, Changes ACC 137 Business Income Taxation to year one due to using same textbook as ACC 134 Income Tax Preparation and to align with statewide PCC. Therefore, Accounting 150 Using QuickBooks in Accounting is deleted from the CA and moved to the 2nd year in the program.

Tabled at April meeting:

2012.85 *B. Wehrmen* New ASC. ACADEMIC SUBJECT CERTIFICATE IN HAWAIIAN MUSIC.

For discussion and vote today: will postpone

Draft 2/10/12

UHCCP #5.228
May 2012

ASEC will send to departments
SUBJECT: Credit Hour

I. Purpose

This purpose of this policy is to provide a consistent measure of the quality of a student's academic engagement by defining a credit hour and identifying the process and evidence by which the University of Hawaii Community College System ensures reliability and accuracy of the assignment of credit hours to activities earning academic credit.

II. Related University Policies and Regulations

- i. University of Hawai'i Systemwide Executive Policy, E5.228 Credit Hours
<http://www.hawaii.edu/apis/ep/e5/e5228.pdf>
- ii. U.S. Department of Education, Federal Register October 29, 2010, Final Regulations on Program Integrity Issues (75FR 66832)
<https://www.federalregister.gov/articles/2010/10/29/2010-26531/program-integrity-issues>

III. Responsibilities

It is the responsibility of the Chancellor at each UH Community College to ensure that the college is in compliance with this policy and that documentation/evidence is compiled, maintained, and available for review. The Chancellor may delegate compliance procedures.

All colleges will develop institutional policies and processes that comply with UHCCP 5.228 as required.

IV. **Policy**

A credit hour:

- i. Is associated with an amount of work represented in intended student learning outcomes and verified by evidence of student achievement.

Reasonably approximates but is not less than:

- ii. One hour of class or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different period of time.

OR

- iii. At least an equivalent amount of work for other academic activities such as distance education instruction (instruction delivered synchronously or asynchronously using one or more technologies that support regular and substantive interaction between students who are separated from the instructor), laboratory work, internships, practical, studio work and other work that earns academic credit

Across the UHCC System, a credit is defined as 45 hours of direct and indirect instructional, student work within a standard semester or equivalent term of study (accelerated terms, summer terms, etc.). In general, this reflects the expected work a typical student, prepared for the class, and would need to achieve the intended student learning outcomes.

V. **Procedures**

When course and/or activities earning academic credit are added to the curriculum, each college, through their curriculum development and approval process, will ensure that:

- i. The associated credits are in compliance with this policy
- ii. The means by which the policy is met will be spelled out in the institution's officially approved course outline.
- iii. The college comprehensive program review process ensures that all activities earning academic credit will be reviewed for compliance with this policy at least once within the review cycle.

The Chancellor (or designee), working with the faculty of the college, will ensure:

- iv. That the institutionally approved course outline and every class syllabus includes information on the expected amount of work.
- v. A course offered in less time than the standard semester shall contain the same total hours – contact hours, preparation time, content, and requirements – as the same course offered in the standard semester.
- vi. Regardless of the mode of instruction, courses should be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same department code, number, and course title.

Flexibility is granted to each college to design a process that meets the requirements of UHCCP 5.228.

VI. **Assessment of the process for assuring reliability and accuracy of assignment of credit hours**

The Office of the Vice President for Community Colleges and the Chancellors will convene a joint meeting of the combined UHCC Faculty Senate Chairs and the Vice Chancellors Academic Affairs, at least every two years, to assess the effectiveness of the process and revise as appropriate.

Introducing for discussion today.

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #5. ___ GENERAL EDUCATION IN ALL ACADEMIC AND CAREER TECHNICAL EDUCATION DEGREE PROGRAMS

March 17, 2012

Purpose

This policy addresses the inclusion of a component of general education in all academic and career technical education degree programs offered by the institution. It ensures that the institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

II. Related University and Regional Accreditation Policies and Reports

BOR Policy, Chapter 5, 5-13

<http://www.hawaii.edu/offices/bor/policy/borpch5.pdf>

WASC JR Accreditation Standard II B 3

<http://www.accjc.org/wp-content/uploads/2011/07/Standards-Annotated-for-Boards-CQI-and-SLOs.pdf>

Responsibilities

It is the responsibility of each Chancellor to ensure that a component of general education based on a carefully considered philosophy clearly stated in the college's catalog. Each Chancellor will:

Assure that the institution, relying on the expertise of its faculty and the institution's chief academic officer, determines the appropriateness of each course for inclusion in the general education curriculum by examining the stated learning outcomes for the course.

Ensure that the process includes broad dialogue on how student learning outcomes are used to analyze courses for inclusion as general education.

Assure that the rationale for general education is communicated to all stakeholders.

Assure that the general education philosophy is reflected in the degree requirements

Procedures

The institution will require that a component of general education is included in all academic and career technical education degree programs.

General Education has comprehensive learning outcomes for the students who complete it, including the following:

An understanding of the basic content and methodology of the major areas of knowledge: areas include the humanities and fine arts, the natural sciences, and the social sciences.

A capability to be a productive individual and life-long learner. Skills include:

oral and written communication,
information competency,
computer literacy,
scientific and quantitative reasoning,
critical analysis/logical thinking, and
the ability to acquire knowledge through a variety of means.

A recognition of what is meant to be an ethical human being and effective citizen. Qualities include:

an appreciation of ethical principles;
civility and interpersonal skills;
respect for cultural diversity;
historical and aesthetic sensitivity; and
the willingness to assume civic, political, and social responsibilities locally, nationally, and globally.

4. Demonstrated competence in writing and computational skills.

C. All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core.

D. In addition to the general education components, students completing career and technical education degrees will have demonstrated technical and professional competencies that meet employment and other applicable standards and are prepared for external licensure and certification as appropriate to the area.

V. Assessment of the process for assuring General Education in degree programs.

The Chancellor will ensure that through the comprehensive review process, the faculty and the chief academic officer will review each degree offered by the college for compliance with this policy and revise as appropriate.

Senate Chair Report

All Campus Council Faculty Senate Chairs (ACCFSC)

Discussion items included:

- UH system public relations campaign encouraging students to take more credits/semester (15 to finish campaign)
- Legislative update – ACCFSC may submit testimony on bill that is proposing to abolish the Regent’s Candidate Advisory Council.
- Information on the libraries throughout the system, focus was on UHM.
- Update from VP for Information Technology David Lassner
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Community College Council Faculty Senate Chairs (CCCFSC)

- Discussion of CC system policies. Credit hour up for discussion, possible vote today. Michele introducing proposed gen ed policy today.

Chancellor’s Executive Committee

- John McKee gave a report on the program reviews submitted last October. Instructional budget requests are based on the requests in the program reviews.
- Institutional Assessment Effectiveness Committee revised rubric for evaluating program reviews. Revision includes examples.
- 4/27 is target date for first draft of strategic plan.
- Webmaster position was re-advertised.
- Appointee to oversee ATST mitigation grant may be announced soon – anticipated to begin work May 1.
- Retention position (Perkins funded) will move out of student life into counseling or instruction. Carol Nagano's position being converted to APT position.

Achieving the Dream

- April 20-21 is Hawai'i Strategy Institute at Honolulu CC. UHMC will be well represented with almost 40 participants.