ACADEMIC SENATE MEETING
Friday, May 6, 2011
Ka’a’i ke 105
1:30 – 3:30 p.m.

Present: Cathy Bio, Gayle Early, Lee Stein, Diane Meyer, Cyrilla Pascual, Liping Liu, Debasis Bhattacharya, Derek Snyder, Catherine Thompson, Samantha Schwartz, Dean Louie, Anne Scharnhorst, Donna Harbin, Carnie Ann Shiroti, Jan Moore, Kathy Fletcher, Joyce Yamada, Rosie Vierra, Susan Kinsman, Kathleen Hagan, Colleen Shishido, Debbie Nakama, Ann Coopersmith, Maggie Bruck, Melissa Kirkendall, kate Acks, Jung Park, Tim Marmack, BK Griesemer, Michael Takemoto, Marty Jean Bender, Kalei Kaeo, Sally Irwin, Daniel Kruse, Marvin Tengan, Bruce Butler, Jennifer Owen, Elisabeth Reader, Maggie Ward, Juli Umetsu, Eric Engh, Marti Wukelic, Donna Brown, Bert Kikuchi, Ryan Daniels, Donna Haytko-Payne (on Molokai)

Minutes

Consent Agenda. Why: To use our time for discussion on issues, use our time together wisely.
Be green – make your own copy of the agenda and materials if you need.

I. Call to order 1:40 PM
Congratulations to Donna for legislature decision to release funding for land purchase on Molokai.

Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:
- IT-C – next meeting, TODAY 3:30 p.m. Guest speaker: David Tamanaha on computer security, and Bruce’s band will play!
- Social Committee – Mahalo to Misti and committee for Thursday event!
- Planning and budget – no report (chair has to help multiple screening committees), Robyn Klein has regrettfully resigned as committee chair, need a committee chair!
- WASC accreditation update – Institutional proposal in process.
- Assessment Committee – See report on p. 4.
- Deadline for applications every semester – Will continue the discussion in other meetings and come back to Senate with action item.

II. Minutes from 4/8/11 – Mahalo to Gayle Early, approved.

III. Standing Committee reports:
- Curriculum: BK Griesemer – See p. 1-4, all proposals approved unanimously by the Senate. See BK’s report. Mahalo to BK and all the committee members for their hard work!
- Safety plan & procedures – meeting held Thursday. Ryan Daniels Met yesterday. Make sure doors and windows locked and secured. Buildings cont. to be left open; possibly lock issues. Call security if any concerns. All buildings close at 10PM; can call security if students still inside or advise students to leave.
Advice re: identity theft from Elaine; beware if mail service stops.

IV. Discussion items:
- VC Administrative Affairs David Tamanaha’s priority list (see p. 5)
Discussion: Move up termite treatment on list. Security issue, re-key campus so keys cannot be duplicated (metal keys, not cards). Each campus moving to card keys. Some of these items already underway. Senate supports leaving list as it is, for David to prioritize.

- Should UHMC Senate request a “forced” migration to Google-powered UH email? If so, what should be the date? Faculty can move to Google mail now, takes a little work
The address book does not migrate. Can transfer address book into csv file and migrate that later into Gmail. May need IT help for this. Suggested deadline July 1, 2011- agreed, Elaine will send out email.
VI. Announcements – Mahalo to BK for her 35 years of teaching, leadership, and service!!!
   - Mahalo to Jon Lightfoot for his years of dedicated service!

Next meeting – August 2011 – HAVE A GREAT SUMMER!!

Curriculum Committee Report May 2011

Action items:

At the Academic Senate meeting on Friday, May 7, 2011, the Curriculum Committee is submitting the following Curriculum Proposals for discussion and approval. The committee approved the proposals unanimously.

2010.33 FIL 261: Philippine Literature, 3 cr. - Addition – Author: Debra Nakama
   AA designation: AP, CO; Diversification: DL

2010.34 BUSN 50: Basic Computing Skills for College Success, 3 cr. - Addition – Author: Chuck Carletta
   Provides students with little or no prior computing experience a course in basic computing skills. Course has been widely asked for by faculty members and counselors.

2010.35 BUSN 150: Introduction to Business Computing, 3 cr. - Modification – Author: Chuck Carletta
   Adds BUSN 50 to recommended prep list; updates course SLOs and competencies to match new PLOs.

2010.36 BUSN 262: e-Commerce Web Construction and Marketing, 3 cr. - Deletion – Author: Chuck Carletta
   Same material is provided in the new ICS 200; has not been taught due to low enrollment.

2010.37 BUSN 292: Integrated Office Procedures, 3 cr. - Modification – Author: Chuck Carletta
   Adds BUSN 193v (Co-op Education Internship) to pre-requisites to course.

2010.38 NURS 301: Introduction to Evidence Based Practice and Health Promotion, 3 cr. - Addition – Author: Nancy Johnson
   Provides practicing nurses with a “bridge” course so that they can enter the BSN program offered by Manoa.

2010.39 Allied Health Program: Pharmacy Technician Certification of Completion, 22 cr. - Addition – Author: Nancy Johnson
   Fulfills a community need and provides additional health career option for students: uses existing courses.

2010.40 ANTH 225: Medical Anthropology, 3 cr. - Addition – Authors: Melissa Kirkendall and Kathryn Fletcher
   AA designation: CO; Diversification: DS. Converts a successful topics course to a permanent offering.

2010.41 ANTH 281: Archaeological Field Techniques, 4 cr. - Addition – Authors: Janet Six and Kathryn Fletcher
   AA designation: CO; Diversification: DS. Converts a successful topics course to a permanent offering.

2010.42 ART 107D: Digital Photography, 3 cr. - Addition – Authors: Harvey Reed and Jennifer Owen
   AA designation: HE; Diversification: DA. Converts a successful topics course to a permanent offering.

2010.43 AG 253: Hawaiian Food Plants: Traditional and Contemporary Production, 4 cr. – Addition – Author: Ann Emmsley
   AA designation: EA, HI. Diversification: DB. Provides requested course in culturally based agriculture.

2010.44 MATH 50C: Technical Mathematics: Automotive, 3 cr. – Modification - Author: Kate Acks (Donna Harbin)
   Modifies MATH 50 for use by Automotive Technology and ABRP students only.
2010.45 MATH 115: Statistics, 3 cr. – Modification - Authors Kate Acks, Tom Beran (Donna Harbin)
AA designation: FS, FN. Foundations system designation FS. Modifies course pre-requisites and up-dates course SLOs, competencies, and content.

Proposals 2010.46 to 2010.53 are deletions of MATH courses no longer taught due to the MATH re-design project.

2010.46 MATH 1: Basic Math Skills, 3 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.47 MATH 22: Pre-Algebra Mathematics, 3 cr., - Deletion - Author: Kate Acks (Donna Harbin)
2010.48 MATH 23: Practical Algebra, 3 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.49 MATH 25: Elementary Algebra II, 3 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.50 MATH 50T: Elementary Measurement, 2 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.51 MATH 50U: Angular Measurement, 1 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.52 MATH 50X: Ratio and Proportion, 1 cr., - Deletion – Author: Kate Acks (Donna Harbin)
2010.53 MATH 50Y: Metric Measurement, 1 cr., - Deletion – Author: Kate Acks (Donna Harbin)

Proposals 2010.54 and 2010.55 are the last two courses for the BAS ENGT.

2010.54 ETRO 460: Control Systems, 4 cr. – Addition - Author: Jung Park
2010.55 ETRO 498: Capstone Project II, 3 cr. – Addition - Author: Jung Park

Proposals 2010.56 to 2010.58 adds course OCN 270 and then adds the course as an elective and also new CO to MOP program.

2010.56 OCN 270: Communicating Ocean Sciences, 3 cr. – Addition – Author: Ann Coopersmith
2010.57 Marine Option Program (MOP) - Addition of Certificate of Competence (CO) Marine Naturalist III: Communication Ocean Sciences, 3 cr. – Author: Ann Coopersmith
2010.58 Marine Option Program Certificate - Addition of OCN 270: Communicating Ocean Sciences, 3 cr. as an elective – Author: Ann Coopersmith

Proposals 2010.59 to 2010.61 are the first three courses for the recently approved BAS SSM. These are lower division courses and will be part of Track IV in Business Careers.

2010.59 SSM 101: Introduction to the Science of Sustainability, 3 cr. - Addition – Author: Joie Taylor
AA designation: EA; Diversification: DP

2010.60 SSM 201: Sustainable Building Design, Construction, and Operations, 3 cr. - Addition – Author: Joie Taylor
AA designation: EA; Diversification: DP

2010.61 SSM 202: Sustainable Island Communities, 3 cr. - Addition – Author: Joie Taylor
AA designation: EA, CO; Diversification: DP

Proposals 2010.62 and 2010.63 provide for the cross listing of MATH 219 with the new ETRO 219 course. Allows qualified faculty from both areas to teach this applied math course.

2010.62 MATH 219: Calculus for Engineering Technology, 3 cr. – Modification - Author: Jung Park, Elizabeth Reader, Donna Harbin
Academic Senate 2010-11

2010.63 ETRO 219: Calculus for Engineering Technology, 3 cr. – Addition - Author: Jung Park, Elizabeth Reader.

2010.64 BIOL 151 L Introduction to Genetics Lab, 1 cr. – Deletion – Author: Sally Irwin
Deletes this course. Material is covered in BIOL 152.

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 will be under Current CARs. Some of the proposals are on the new combined CAR and course outline form while some are using the separate CAR and course outline forms.

If you wish further information please call or email the Curriculum Chair at ext. 259 or bkg@hawaii.edu or the author.

Submitted by: BK. Griesemer, Chair, Curriculum Committee for the committee

Curriculum Committee Report

Please continue to submit 5-year review/amnesty courses and deletions. These can be processed during the summer.

The Foundations Committee, chaired by Bob Wehrman, and the Diversification Committee, chaired by Mike Takemoto, met in joint session Thursday, April 28. MATH 115 was certificated as a FS course and will be presented to Multi-Campus Foundations Board on Thursday, May 6. The Diversification Committee approved the diversification designations on the present courses and for the new courses requiring diversification designations that came before the Senate today. The two committees agreed to continue to meet in joint session in the future. Members present were: Bob Wehrman, Mike Takemoto, Jennifer Owen, Eric Engh, Debra Nakama, Kate Ack, BK. Griesemer, and Colleen Shishido. Both these committees are sub-committees of the Curriculum Committee. Kiope Raymond reported via email that Mickey Helm and he attended a multi-campus HAP board meeting and that courses granted HAPS designations were ready for publication in the fall schedule. The UHMC HAP committee is also a sub-committee of the Curriculum Committee.

It has come to the committee’s attention that the articulation form previously used to articulate general education courses is no longer used. It has been replaced by the use of Foundation, Diversification, and HAPS course designations and the process is handled via the UHMC Foundations Board, Diversification Board, and HAP Board. All three are standing sub-committees for the Curriculum Committee. If a course falls outside these designations then an intra-system group, Academic Advisors and Transfer Network (AATN), on which Debra Nakama and Colleen Shishido represent UHMC, handles the articulation issue.

The Curriculum Chair starting Fall 2011 is Maggie Bruck with Kahele Dukelow serving as the Curriculum Central and Technical co-chair. The curriculum proposal deadline for Fall 2011 is now set at Monday, October 3.

Curriculum Central has moved to the ITS server housed at UH Manoa and the task force group continues to beta test it. If all goes well with the beta testing at KapCC and LCC, Kahele Dukelow and Debbie Amby along with BK Griesemer will start again beta testing for UHMC this summer

Mahalo to the hard-working Curriculum Committee Representatives for this academic year: Counseling: Maggie Bruck, English: Tim Marmack, Allied Health: Kathleen Hagan, Business/Hospitality: Debbie Nakama, STEM: Donna Harbin, Humanities: Kahele Dukelow, Voc-Tech: Carlton Atay, Instructional Support: Lillian Mangum, Social Science: Lee Stein, Baccalaureate issues: David Grooms and Jan Moore, who was an ad hoc member representing assessment.

Assessment Committee Report
May 2011

Creativity, Critical Thinking, Oral Communication, Information Retrieval and Quantitative Reasoning team leaders reported on their assessment of student learning on April 14. Some teams thought their standards or rubrics need to be modified after going through this initial assessment. If the teams recommend a modification in the standards for the CASLO; the
request for modification will need to go through the Curriculum committee and to Academic Senate. There is currently no form for this modification.

The Institutional Assessment and Effectiveness Committee (IAEC) has met under John McKee’s leadership. The IAEC membership includes Eric Engh, Lee Stein, Michele Katsutani, Betsy Knight, Melody Bohn, David Tamanaha, Susan Nartatez, Jan Moore, and John McKee. The student government representative and Chancellor advisory committee representative have yet to be determined. The role of the IAEC committee is advisory and evaluative on institutional assessment. Program reviews need to be meaningful and connected to the budget.

The message that we received from the HOST Accreditation team is that Program mission statements should be aligned with the College mission statement, and the mission statements must be measurable. The program learning outcomes should be specific, measurable statements. When a course is used to assess a program learning outcome, each student learning outcome needs to be assessed; therefore, each course should have less than eight student learning outcomes.

Submitted by Jan Moore

**Senate Chair report May 2011**

**Achieving the Dream (AtD)**

Committee currently working on details of implementation of placement testing (COMPASS) policy – requires degree or certificate seeking students registering for six or more credits to take the placement tests. Implementation of policies takes a lot of work looking at details and logistics.

**Chancellor’s Executive Committee, meetings with senate chair**

Updates on Johnson Controls contract (still in negotiations, major item is central chiller), budget.

Advanced Technology Solar Telescope Mitigation Plan was submitted. $20 million, in 20 year increments for 10 years.

Paulauea (in Makena) still going through sorting of legal issues.

Lori Terawagachi is the UHMC rep to the planning committee for APEC – Asian Pacific Economic Cooperation Summit, major conference to be held in Honolulu in November 2011. Looking to host optional trips to Maui.

Governor Abercrombie will be commencement speaker on 5/15.

BAS in Sustainable Science was approved by BOR – congratulations to Joie and all who worked on the proposal.

Negotiations with Maui Arts and Cultural Center are in process now – use of UHMC parking lot, other issues are in negotiation.

Purchase of Kulana’ao (student housing) on hold for now. Looking at different options.

Senator Inouye anticipated to visit campus sometime in August.

HOST and Dental Hygiene accreditation visits went well – faculty were commended at Chancellor’s Advisory Council.

David Tamanaha’s email regarding priorities up for discussion:

1. Ka Lama repainting
2. Vocational Shops repainting
3. Faculty Hale repair/refurbish
4. Repair sidewalks and curbs campus wide
5. Repair irrigation system campus wide
6. Repair Molokai Farm greenhouse
7. Repair/replace windows, Library, Kupaa, and Ag building.
8. Termite treat Paina and Pilina, repair termite damaged furniture Hookipa, TLC and Nursing.
9. Re key buildings campus wide.
Department Chair meetings

Updates on hiring of new faculty – interview processes are continuing for a variety of positions – 17 new faculty in the fall. Discussion on WASC accreditation updates from recent conference, attended by David Grooms, were also shared.

Community College Council Faculty Senate Chairs (CCCFSC)

Much discussion has been around biennium budget proposal in legislature. VP Morton gave update to campus on 4/29. Most recent information looks favorable to community colleges. Mahalo to all who attended.

VP Morton also announced that developmental courses offered during summer would be at Fall/Spring tuition rates, instead of higher summer rates.

VP Morton also responded to questions about evaluations of deans/administrators and whether results can be made public to the campus. Answer is no, privacy issues and concerns. Current UHMC practice to have Senate leadership meet with administrators privately to share results of evaluations.

All Campus Council of Faculty Senate Chairs (ACCFSC)

Outgoing UH Board of Regents Chair Howard Karr was guest at April meeting. He discussed budget, policies, and how the BOR works. He announced that the BOR has renewed President Greenwood’s contract until 2015, due to her current accomplishments. He also responded to questions regarding administrators and facilities. See draft minutes of ACCFSC at http://www.hawaii.edu/accfsc/minutes.html.

Google migration update: ACCFSC passed this statement: “ACCFSC moves to request system ITS training and technical support for campus ITS departments on an as requested basis.” Discussion today is on whether Senate wants to request a “forced” migration of all senate members or leave it up to individuals. UHMC ITS has migration instructions online, and has provided at least one workshop.