



ACADEMIC SENATE MEETING

Friday, February 8, 2013

Ka'a'ike 105

1:30-3:00 PM

Present: Michele Katsutani, Celeste Baldwin, Samantha Bowe, Rosie Vierra, Tim Botkin, Tim Marmack, Sean Calder, Gayle Early, Ann Emmsley, Anne Scharnhorst, Morgan Andaluz, Refugio Gonzalez, Kate Acks, Donna Harbin, Derek Snyder, Kristine Kary-Smith, Melissa Yoshioka, Kealani Cook (?), Nancy Johnson, Colleen Shishido, Diane Meyer, Amir Amirasban(?), Anil Mehta, Dean Louie, Catherine Thompson, Jan Moore, Joyce Yamada, Crystal Alberto, Daniel D Kruse, Nani Azman, Michael Takemoto, Jennifer Owen, Kulamanu Ishihara, Carol Petith-Zbiciak, Molli Fleming, Elaine Yamashita, Emma White, Linda Fujitani, Julie Powers, Sally Irwin, Cyrilla Pascual, Juli Patao, Dale Nahoolewa, Marti Wukelic, Melissa Kirkendall

MINUTES

I. Call to order @1:35PM

- Consent items – please read reports and notify chair of items to be pulled from consent and moved to discussion:
 - Distance learning ad hoc committee: Deanna Reece: report on mtg: on agenda
 - Policies and Procedures committee: Tim Marmack. (working on +/- and PLA)
 - Inspired Teaching Committee (ITC): Joyce Yamada (see page 2)
 - Assessment: Jan Moore, Eric Engh
 - Budget and long-range planning committee: Sally Irwin, Refugio G. on agenda
 - Safety: Ryan Daniels: No report
 - Elections: Crystal Alberto: Nominations for Executive Committee - on agenda
 - Curriculum: Deadline April 2; New Webpage – link on old page

II. Minutes from 12/7/12 and 01/11/13 –approved with some additional attendees, email early@hawaii.edu

III. Standing Committee Reports:

- Budget Report (Refugio)- see excerpts of notes from Jan. budget committee meeting attached
- Distance Learning Committee – report on Mtg w/ John and Debasis
 - Improvement for proctoring
 - improvement for laulima/online testing
- Financial aid, scholarship recruitment/workshops underway
- Nominations for Academic Senate Executive Committee – Crystal
 - APT, Allied Health, STEM, CTE, English
 - For Allied Health, Celeste Baldwin
 - For English, Tim Marmack prior to this process not clear; per Dennis K in past AS was only advisory, now AS discussion included in step 4; need line from step 4 to allow for returning proposed policy to proposer
 - For STEM, Sean Calder
 - For APT, Melissa Yoshioka
 - For CTE, Kyle Tokushi

IV. Discussion Items

- Process for Changes in UHCC Policy (Elaine) (see attachment)
 - Flow chart for procedure to change UHCC policies presented

- Discussion about step 4, suggested that AS should provide feedback to CC group
- Vision and Mission Statement (see attachment)
 - Eric Engh presented alternative to current proposal.
 - Faculty to reconsider slogan at beginning. Most unhappy with “inspiring learners through learning” With considerable discussion, amended version drafted (p.3)
 - Vision, core values in Hawaiian
 - Discussion about shortening definitions, will not change at this time.
 - Vision statement noted to be long. Perhaps we do not have a clear goal for the future? Need to take out few beginning words in sentence.
 - Institutional Learning Outcomes- discussion about how CASLOs relate
 - CASLOs, PLOs line up with ILOs to some degree
- Common Course numbering (see page 2)
 - Course content and course SLOs will be 80% in (agreed) common. Discussion to replace word “content” with “outline”.

V. Announcements

- Earth Day – Timothy Botkin
- ITC meeting 3PM – online engagement see page 2
- Kung Hee Fat Choy!

VI. Next meeting –March 8, 2013

Adjourned @ 3:19PM

ITC Report:

How can we engage students in the online classroom? How can we foster authentic peer-to-peer and student-teacher interaction? Join us at this Friday's **ITC** for a useful discussion on sparking online student engagement. We'll discuss challenges in the online classroom and experienced online instructors will share specific strategies for breaking the online barrier to engagement. Whether you anticipate teaching online in the future (you probably will!) or already teach online, this **ITC** is for you!

Date: February 8, 2013, Friday

Time: ~3:00 pm (after Academic Senate)

Place: **Kalama** 103

Speakers: Emma White, Todd **VanAmburgh**, Eric **Engh**, Derek Snyder (and possibly Sally Irwin and Morgan **Andaluz**).

Draft 12/19/12

Common Course Numbering System

Definition of common course numbering:

Common course numbering includes the same course number, alpha, title, credits, pre- and co-requisites, general education designation, course description (1-2 sentences) and student learning outcomes. The course content and course student learning outcomes will be 80% in common.

Process for curricular change for common course numbering:

After faculty discipline groups agree on the common course numbering, as defined above, the campus Faculty Senate chairs and the campus Vice Chancellors for Academic Affairs will be informed about the agreed upon changes by the Office of the Executive Vice President for Academic Affairs. The campus FS chairs and campus VCAs is responsible for implementation and follow up on the agreed upon changes.

Proposed amended draft of UHMC Mission Statement

The University of Hawai‘i Maui College inspires students to develop knowledge and skills in pursuit of academic, career, and personal goals in a supportive educational environment that emphasizes community engagement, life-long-learning, sustainable living, Native Hawaiian culture, and global understanding.

Budget committee meeting minute excerpts of Jan. 22, 2013: (Refugio)

- IV. **Opening of Meeting** (DavidT) Introduced the status of the budget:
 1. **Restriction** was set aside to \$0 because UHMC had no carry over balance that is reviewed every fiscal year. All other CC’s had Restrictions totaling \$877,766 ranging from \$51-\$351,000
 2. **Reduction** – Is a permanent cut and is still unknown. The amount pending is \$2,049,749. UH System may absorb \$2M leaving \$49,749 (13%) for the CC’s
 3. The repatriation of General Fund Reduction would add \$266,467 to our budget

\$266,467
91,515
386,000
+
<hr/> \$743,982

- V. **Projected Reserve** At end of fiscal year (June 2013) :
 1. There is an anticipated reserve of \$91,515. The extremely low reserve has administration considering keeping positions “frozen” to save money thru end of fiscal year and thereby boost reserves approx. \$386,000
 2. The highlighted amounts bring UHMC’s yearend carry-over reserves to a tolerable level approximately \$743,982.

•Frozen Positions

1. The fiscal constraints on the college has administration considering how to trim an already short list of 11 priority positions. The TLC and Eng Tech positions have been filled leaving about 10 approved for hire. Green highlights on handout
2. However new priority positions are coming on line soon.
3. Positions vacant 2+ years get “swept” away

•Additional Areas for Savings

1. Additional savings will be garnered by stopping “back fill” casual hires.
2. Small Class numbers are up from 38 (2011), 48 (2012) to 70 current 2013.
3. Small Class Number Defined: 9 or less students
4. The backhand is that Enrollment Growth Funding is calculated on the number of classes offered.

5. To reduce classes offered will then unwind available funding in two ways: first by reduced Enrollment Growth Funding and second by reduced tuition.

- **Future Capital Expenditures**

1. Noi'i. Refurbishing: Funds in hand from state level
2. Solar Array for Parking Lot: Lenders backed down due to concern that Tax Credits may be lost with uncertainties and changes in tax code.
3. Hospitality Academy: \$3.5M funding in year 1 of biennial budget
4. Health Care Center: \$900,000 funding in year 2 of biennial budget
5. Food Innovation Center: Needs Matching Funds, way short to start construction

- **Budget Horizon**

1. If Clyde is not successful getting funds from legislature, fiscal year 2013/2014 is going to be really hard.