

Academic Senate Meeting
Friday, December 14, 2007
Ka'a'ike 105
12:00 p.m.-2:00 p.m.

MINUTES

Present: Catherine Thompson, Lillian Mangum, Julie Powers, Thomas Hussey, Kyle Takushi, Kulamanu Ishihara, Linda Fujitani, Walette Pellegrino, Diane Meyer, B.K. Griesemer, Mark Slattery, Cyrilla Pascual, Dean Louie, Fely Sales, Tim Marmack, Lorelle Peros, Bruce Butler, Bud Clark, Gayle Early, Ryan Daniels, Margaret Christensen, Crystal Alberto, Chuck Carletta, Cathy Bio, Dorothy Pyle, Richard Hill, Juli Umetsu, Elisabeth Armstrong, Anne Scharnhorst, Eric Engh, Maggie Bruck, R Speere, Maggie Ward, Ann Coopersmith, Chris Speere, Tom Lelli, Elaine Yamashita, Mary Hoffman, Robert Santos, Bert Kikuchi, Vinnie Linares, Alf Wolf, Michael Takemoto, Jennifer Owen, Ann Emmsley, Marge Kelm, Daniel Kruse, Kathleen Hagan, Lois Kimmel, Julie Clark McGee, Deb Winkler, Kiope Raymond, Renée Riley, Lisa Sepa, Ohua Morando, Mikahala Helm, Molli Fleming, Shane Payba, Nancy Johnson, Laura Lees, and Michele Katsutani

Meeting called to order at 12:05 p.m.

II. Julie Powers moved to accept the November 2007 minutes. Bruce Butler seconded the motion, and the motion passed.

III. Update by Katie McMillan, Marketing & Community Relations Director

Katie McMillan reported the following:

- 1) The website has been redesigned. Eryck Quesada has transferred 75% of the old content to the new UHCC.hawaii.edu template design. Current content will be on the new website for now and will be updated later in phases. Katie McMillan will be seeking help from program chairs to help get faculty bios and headshots, program descriptions, and photos for program pages. Also, in an effort to connect all the different pages, programs will be asked to discuss how to connect all the different looks into one.
- 2) January 26, 2007 College Awareness with GEAR UP
Interested programs are welcome to join. There will be live entertainment and booths.

Cathy Bio added we can also participate in the faculty ambassador's program as part of GEAR UP. Our MCC faculty can sign up to promote programs across the state. GEAR Up will pay for all and will coordinate the set up. If you are interested, contact Cathy.

IV. Curriculum Discussions and Actions

The following curriculum proposals were submitted by the Curriculum Committee for approval and were presented by B.K. Griesemer:

2007.01 – ETRO 102: Instrumentation for Engineering Technicians (addition)
3 credits. Authors: John Pye and Mark Hoffman – brand new course

Related actions:

2007.22 – ETRO 101: Introduction to Electronics Technology
(modification) 3 credits. Removal of math prerequisite. Author: Mark Hoffman

2007.21 – ECET program map update. Author: Mark Hoffman

2007.06 – AG 265: Horticulture of Hawaiian Plants (addition) 4 credits. Authors: Ann Emmsley, Kiope Raymond, Ann Coopersmith

2007.07 – GIS 150: Introduction to GIS/GPS (addition) 4 credits. Cross-listed as ICS 150, see need related proposal. Authors: Ann Coopersmith, Kiope Raymond, Derek Masaki

Related action:

2007.23 – ICS 150: Introduction to GIS/GPS (addition) 4 credits. Cross-list for GIS 150. Authors: Ann Coopersmith, Kiope Raymond, Derek Masaki, Mark Hoffman

Marge Kelm seconded the motion.

Discussion: AG 265 differs from BOT 105 in that it is not a Hawaiian Studies course. It will cover horticulture, production, and use of landscape. It is similar to AG 92. Derek Masaki is employed by USGS. He is a GIS expert on campus and very qualified in developing curriculum in sciences. GIS (Geographic Information Systems) and GPS (Geographic Positioning Systems) are new alphas within the system. GIS/GPS are sometimes with geography, sciences, social sciences—it changes with different campuses.

The above curriculum proposals (2007.01, 2007.22, 2007.21, 2007.06, 2007.07, and 2007.23) passed.

B.K.Griesemer reported AG265, GIS150, ANTH165 and ANTH210L are part of a plan for a new AAS degree, but taught by current faculty and could fit into MCC's current curriculum structure. She presented following curriculum proposals, which were submitted by the Curriculum Committee for approval:

2007.08 – ANTH 165: Heritage Sites in Archaeology (addition). 3 credits. Authors: Janet Six, Kiope Raymond, Ann Coopersmith

2007.09 – ANTH 210L: Archaeology Laboratory (addition). 1 credit. Authors: Janet Six, Kiope Raymond, Ann Coopersmith

Bert Kikuchi seconded the motion.

Discussion: Currently, there's a high demand for archeology in Hawai'i. ANTH165 will be a new course and taught on Moloka'i and Oahu. It will explore man-created sites for policy and planning for collective future development. ANTH 210 is already on the books. We won't necessarily need lab space for ANTH 210L, much of the work will be field lab. This course is also called a lab at other campuses and schools. Sometimes students bring information from the field to a computer lab.

The above curriculum proposals (2007.08 and 2007.09) passed.

B.K. Griesemer reported the protocol for a program plan is through MCC administration to the President to Board of Regents (BOR) who gives permission to plan for three years and at the end of that planning period, the plan is either withdrawn or we come forward with a degree. The Curriculum Committee is bringing the Authorization to Plan (ATP) before the Senate to approve the concept to plan and acknowledge awareness of the ATP.

2007.10 – Authorization to Plan (ATP) AAS in Malama Ahupua'a (ATP only, which when submitted and approved by the BOR allows for the planning of the degree; at the time of submission of the degree it would become an addition). Authors: Ann Emmsley, Kiope Raymond, Ann Coopersmith

Vinnie Linares moved to approve the planning process as explained in the proposal.

Jennifer Owen seconded the motion.

Discussion: This AAS would be an interdisciplinary degree involving natural resources, cultural, science, computers, administration and justice, and planning. Many of these classes already exist and could be repackaged. This program could fill more if there is an incentive to have a degree such as regulations in the workplace. Would the AAS be terminal? The degree name in Hawaiian might be reconsidered—would it be transportable?

The motion approving 2007.10 (ATP) was passed.

The following curriculum proposals were submitted by the Curriculum Committee for approval and were presented by B.K. Griesemer:

2007.11 – Name and alpha change for Food Service to Culinary Arts with alpha CULN (modification). The name has been approved by the University President. Over the next semester all of the FSER courses will have an alpha change to CULN. This change as well as the following four proposals is all a result of PCC agreements. Authors for MCC: Robert Santos, Teresa Shurilla

2007.12 – CULN 111: Introduction to the Culinary Industry (modification) 2 credits. Alpha and number change from FSER 20; modification of description; upgrade of content. Authors: Robert Santos, Teresa Shurilla

2007.13 – CULN 112: Sanitation and Safety: (modification) 2 credits. Alpha and number change from FSER 21; increase of credits from 1 to 2; modification of description; upgrade of content. Authors: Robert Santos, Teresa Shurilla

2007.14 – CULN 120: Fundamentals of Cookery (modification) 4 credits. Combination of FSER 50 and 60 (see next proposal); alpha and number change; modification of description, upgrade of content. Authors: Robert Santos, Teresa Shurilla

2007.15 – FSER 60: Intermediate Cookery (deletion) 2 credits. Submitted to keep curriculum in program appropriate. Authors: Robert Santos, Teresa Shurilla

Marge Kelm seconded the motion and curriculum proposals 2007.11-2007.15 were passed.

The following curriculum proposal was submitted by the Curriculum Committee for approval and was presented by B.K. Griesemer:

2007.17 –Academic Subject Certification in Communication Studies (addition). 18 credits: 12 credits in required courses and 6 credits in elective courses; 3.2 GPA required in ASC courses and grade of C or better in each course. Authors: Catherine Thompson, Ron St. John. Committee vote: yes: 5, no: 2, not voting: 1

Marge Kelm seconded the motion.

Discussion: There is a precedent—for a Certificate of Completion in Early Childhood you must have a 3.2 GPA. The Visual Arts Academic Subject Certificate is considering a higher GPA requirement. Kauai's Hawaiian Studies requires 3.0 GPA and Mānoa requires a 2.5 GPA. These are certificates, not degrees. A student can be awarded a certificate without an AA. Any major can receive an academic subject certificate and get an AA at the same time. In the previous Senate meeting, the question of language was also raised when the CR was changed from D to C equivalent. The certificate means excellence, not satisfactory performance. The certificate is to recognize and encourage excellence in communication.

55 voted for and 2 voted against. The motion to approve curriculum proposal 2007.17 passed.

B.K. Griesemer presented the following curriculum proposal submitted by the Curriculum Committee:

2007.18 – MATH 50: Technical Mathematics (addition) 3 credits. Author: Kate Acks

Marge Kelm seconded the motion and the motion passed.

B.K. Griesemer presented the following curriculum proposal submitted by the Curriculum Committee:

2007.19 – MATH 1: Basic Math Skills (addition) 3 credits. Authors: Alfred Wolf

Lisa Sepa seconded the motion.

Discussion: A body on campus to confirm Basic Math is above the 9th grade for Financial Aid assistance. If we bring Basic Math back to credit, we can pick instructors and generate income.

The motion was approved.

B.K. Griesemer thanked the members of the committee and the senate. The paperwork will be cleaned up and curriculum proposals will be passed forward by December 21.

V. Unfinished Business

Michele Katsutani reported the Ad hoc Committee to Evaluate Administrators resolution and the "CR" Grade resolution have moved forward with administrators' signatures. The "N" Grade resolution will be going back to administration.

VI. Ad Hoc Committees Reports/Updates

1) International Students

Alice Luther reported the following:

- First group of hybrid students
- Goal to raise TOEFL score from 450 to 480. This will require adding 108 contact hours.
- Kūlanāa'o residents will be offered a good deal next semester (\$330 per bed per month) plus a \$500 scholarship for next semester.
- Seven MCC students applied for the Freeman Scholarships. If you want us to make announcements we can come to your classes.
- Many visiting groups are coming: four this spring and eight this summer. Most visiting groups are from Japan.
- Katie McMillan and Alice Luther went to Hong Kong to begin forming connections there.

2) Service Learning

Molli Fleming reported the following:

- 90 service learning certificates being given out this semester.
- During the First Week Service Learning meeting, community partners will be coming.
- Mark Slattery had a record high number of students involved with Service Learning this semester.

3) Social Committee

The Senate thanked Sean Calder and the Social Committee for putting the December holiday party together.

VII. New Business

Michele Katsutani reported the following:

- Clyde Sakamoto will be at the January Senate meeting to answer questions.
- At the November ACCFSC meeting, the question of leadership was discussed. Do members attend as individuals or do members represent the senate?

VIII. Announcements

Diane Meyer announced the new First Week Schedule for Spring 2008 is emailed out.

Meeting adjourned at 1:29 p.m.

Curriculum & Assessment Report for Senate Meeting, Friday, December 14, 2007,
Submitted by BK. Griesemer, Curriculum Committee Chair & Assessment Coordinator

Assessment

Work session – The last assessment work session of the fall was held Saturday, November 17, 2007, The topic was “Out There” to “In Here”: Overview of the Stiehl SLO and Assessment Process.

Survey Monkey on rubric use – We received several response and will be surveying again in the spring.

Pilot Project II A and B: In January information about both Pilot Project II A and B will be available. Pilot Project II A is for faculty who did not attend the one last year and who teach a capstone or other course for which they can gather program or discipline data. Pilot Project II B is for faculty who attended last year so that data can again be gathered this year.

Curriculum

Proposals – For Fall just over 20 proposals were submitted; one has since been withdrawn. Those not submitted to the Senate in November are being submitted today, December 14. When proposals come before the Senate the author or the author’s designee are asked to be present to answer questions if they arise.

Deadlines – The deadline for Spring proposals is Monday, March 31, 2008. For Fall it is Monday, October 6, 2008.

Forms - We are continuing to work on improving the fillable forms. Please download the ones from the website as these will be the latest and best. Let us know if you have issues with the forms.

5-year Review – Courses that have not been proposed or modified within the last five years are up for the required 5 year review. You will be notified in January about courses that need to be reviewed. The review will need to be completed by the end of Spring semester.

“Topics” Courses (90V to 490V series) – In January 2008 the finalized procedures and forms for Topics Courses will be available. To teach a “topics” course it must be approved by the department in which the faculty member is housed before the course can be added to the schedule of classes.

Curriculum Central – The project is moving along across the system. By the end of January there should be a trial website to test.

Curriculum and Assessment

On January 8, 2008 the Curriculum Committee and the Assessment Team will meet to begin to develop plans for how curriculum and assessment may be more fully integrated.

At the December Academic Senate meeting on Friday, December 14, the Curriculum Committee is submitting the following Curriculum Proposals for approval. Unless noted the committee voted unanimously for approval.

2007.01 – ETRO 102: Instrumentation for Engineering Technicians (addition) 4 credits. Authors: John Pye and Mark Hoffman

Related proposals: 2007.22 – ETRO 101: Introduction to Electronics Technology (modification) 3 credits. Remove math prerequisite. Author: Mark Hoffman

2007.21 – ECET program map update. Author: Mark Hoffman

2007.06 – AG 265: Horticulture of Hawaiian Plants (addition) 4 credits. Authors: Ann Emmsley, Kiope Raymond, Ann Coopersmith

2007.07 – GIS 150: Introduction to GIS/GPS (addition) 4 credits. Cross-listed as ICS 150, see related proposal. Authors: Ann Coopersmith, Kiope Raymond, Derek Masaki

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2007.15 – FSER 60: Intermediate Cookery (deletion) 2 credits. Follow-up to 2007.14. Authors: Robert Santos, Teresa Shurilla

2007.17 – Academic Subject Certification in Communication Studies (addition). 18 credits: 12 credits in required courses and 6 credits in elective courses; 3.2 GPA required in ASC courses and grade of C or better in each course. Authors: Catherine Thompson, Ron St. John. Committee vote: yes: 5, no: 2, not voting: 1

2007.18 – MATH 50: Technical Mathematics (addition) 3 credits. Author: Kate Acks

2007.19 – MATH 1: Basic Math Skills (addition) 3 credits. Authors: Alfred Wolf

For additional information these proposals are available for review at <http://www.hawaii.edu/maui/cc/currentcars.htm>.

If the above link does not work try this one <http://www.hawaii.edu/maui/cc/index.html> and then do to Current CARs section.

Or go to the MCC homepage, then to Faculty and Staff on the left, then to Curriculum Committee on the right. That leads to the home page.

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

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