

Academic Senate Meeting  
Friday, November 9, 2007  
Ka'a'ike 105  
1:30 p.m.-2:30 p.m.

### MINUTES

**Present:** Michele Katsutani, Crystal Alberto, Lois Kimmel, Tim Marmack, Elisabeth Armstrong, BK. Griesemer, Linda Fujitani, Kate Acks, Kyle Takushi, Sally Irwin, Thomas Hussey, Colleen Shishido, Lorelle Peros, Dean Louie, Richard Hill, Ryan Daniels, Margaret Christensen, Lisa Sepa, Renee Riley, Maggie Ward, Wini Chung, Kathleen Hagan, Daniel Kruse, Debbie Winkler, Melissa Yoshioka, Bert Kikuchi, Chuck Carletta, Rafi Boritzer, Vinnie Linares, Bruce Butler, Alf Wolf, Bud Clark, Nancy Johnson, Mike Takemoto, Emerson Timmins, Dorothy Pyle, Jan Moore, Lisa Deneen, Diane Meyer, Ann Emmsley, Donna Haytko-Paoa, Walette Pellegrino, Mikahala Helm, Ellen Peterson, Maggie Bruck, Kulamanu Ishihara, Sean Calder, Laura Lees, and Eric Engh.

#### **1:41 p.m. Meeting called to order**

II. Kate Acks moved to accept the 10/14/07 minutes; Bert Kikuchi seconded. The motion passed.

#### III. Update by Vice Chancellor of Academic Affairs

Vice Chancellor of Academic Affairs Suzette Robinson reported the following:

1. Achieving the Dream initiative is all about the culture of evidence. Handouts with more information are available if you are interested. The campus core team will be looking at data and move to systemic changes. The list of campus core team members is also available.
2. Personnel:
  - Liane Awana is officially the Vice Chancellor of Academic Affairs secretary.
  - Kim Gray is officially the STEM secretary.
3. Perkins: two projects have been approved.
  - a. Turning Point program for ECET and other CTE programs to use in the classroom and other arenas to get immediate and anonymous feedback on questions.
  - b. Portable LCD projector for Early Childhood Education Program  
Auto Mechanics, Allied Health, and ECET program improvements are pending.
4. Program review:
  - Three of five comprehensive reviews have been submitted so far.
  - Fifteen out of seventeen program reviews have been submitted.
  - Responses to program chairs will be sent out via letter with strengths, areas for improvements, and recommendations.
5. Scheduling:
  - Weekend College (classes for Friday nights, Saturday mornings and day) to start Fall 2008 or Spring 2009. If you are interested, talk with your department chair.
  - The Summer 2007 semester was not as well enrolled as in summers past, probably because of the rise in tuition. For Summer 2006, enrollment was at 739, and tuition was \$113 for residents and \$146 for non-residents. For Summer 2007, enrollment was at 534, and tuition was \$147 for residents and \$180 for non-residents. Summer 2008 will probably not offer as many classes, and scheduling will begin early December to finalize in January. We schedule the Session A the Monday after Maui high schools' graduation. This is to target the high school seniors, not juniors or sophomores who are still in school when session A starts. Emails with more information will be coming.
6. The building of the Native Hawaiian Center (with HUD) is in progress. The EIS has not been completed yet.

Discussion: Why don't more non-residents enroll in summer as tuition is cheaper than in the regular semesters? Can we find out how the D.O.E. calendar might impact MCC's Summer schedule? Last year high school classes were still going on when Session A began.

#### IV. Resolutions

Vinnie Linares reported the Academic Senate Executive Committee has reviewed the following three resolutions and moved all three forward to be voted on by Senate.

##### 1) The "N" Grade resolution.

Discussion: Should the developmental classes be listed or should the resolution read "such as"? Should the "N" grade be listed in the course syllabus as an option? Course alphas should be capitalized for ENG and MATH. Should the language read "not prepared" or "conscientiously" as in Honolulu CC? The "D" grade is punitive and the "N" grade is non-punitive. The language in the catalog will change with additions of new developmental courses. The language in the resolution suffices and each syllabus should explain the grade designations further. English 55 is not included because it counts toward a certificate. Will Banner be set up to avoid non-developmental classes from offering the "N" grade option?

**The "N" grade resolution with three changes (capitalization of course alphas; deletion of MATH 24 from the list of courses; and change of "might not" to "will not") passed with a majority vote.**

##### 2) The Ad hoc Committee to Evaluate Administrators resolution

Discussion: At UH Hilo the legality of such a survey was checked and there are no problems. John Morton has also verified this. The ad hoc committee will "administer" the survey. Should individual names or positions be listed?

**The motion was seconded by Bruce Butler and the Ad hoc Committee to Evaluate Administrators resolution with two changes (change "complied" to "compiled" and correction of "Tagamori" to Tagomori") passed.**

##### 3) The "CR" Grade resolution

Vinnie Linares reported this resolution was approved before in Senate, but there was no quorum. The +/- grade issue will come forward in late spring. This resolution is an attempt to align more closely with the rest of the UH system.

Discussion: Will this force us to take "CR" as a "C"? Some schools and programs can limit types of grades and "CR" sometimes is not accepted. With the "CR" option, the "D" grade is eliminated. Why take "CR" if it equals a "C"? Does this affect transferring students or only internally? In our system, "CR" does not transfer currently. Because our system does not accept "D," "CR" are transferable, but not for Manoa. Students with a "D" will get "NC." Are decisions made early enough? If "D" is a passing grade and credit is a passing grade, then the "D" should be tossed out because it becomes a useless grade. How can you pass a student with "D" when it is a passing grade? This policy would take effect for Fall 2008.

**Vinnie Linares called the question; Bruce Butler seconded. 24 voted in favor and 18 opposed. The "CR" Grade resolution passed.**

#### IV. Standing Committee Reports

##### 1. Curriculum and Assessment

BK. Griesemer reported the Curriculum Committee submitted Curriculum Proposals 2007.02-2007.05 (IS 150) and 2007.16 for approval.

**Curriculum Proposals 2007.02-2007.05 (IS 150) and 2007.16 were passed.**

BK. Griesemer distributed a handout with the Curriculum and Assessment report. She presented the following information from the handout:

1) In Fall 2007 only 20 proposals came forward and over 70 proposals came forward last spring. Please let the committee know if you are considering proposing new curriculum for spring to give the committee advance warning.

2) The proper procedure for Topics Courses is not being followed.

The topics courses were first introduced in the 1980's by each discipline. In 2001 topics courses for each alpha were introduced: 190V, 290V, 390V and so on. This made it easy to try new topics without going through curriculum.

- The course can be taught three times before having to go through the curriculum committee.
- The course must be approved by the department before going into the schedule of classes. This will ensure that the course content will be discussed among peers to check for academic rigor and acceptability.
- We need the paper trail for all special topics courses. The committee is considering creating a form that must be filled out and given to department chairs before scheduling. The department chairs will file the paper work with the curriculum file and the department chair will also keep file of courses.

Discussion: Must it be paper trail? What about electronic? Department heads need to have funding for secretaries to support this paper trail, especially because as department chairs change, the paper trail should stay with the secretaries.

#### V. Senate Survey

Michele Katsutani reported there was minimal response from Senate members on the charter revision Monkey Survey. We need this data to revise the survey.

Lisa Sepa added the Monkey Surveys are anonymous.

#### VI. Ad Hoc Committee Reports

##### 1. Social Committee

Dan Kruse reported the Silent Auction will end Wednesday. The Holiday Party will be on December 7. More information will be coming.

#### VII. Unfinished Business

Michele Katsutani reported the name change discussion has been put on hold. Also, the time and date of the December Senate meeting will be emailed out.

**Meeting adjourned at 2:50 p.m.**

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 9<sup>th</sup> 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.**



### **Resolution 1 from MCC Academic Senate Policy and Procedures Committee to the Senate Executive Committee**

The MCC Academic Senate recommends reinstating the “N” grade to the College grading policy. The “N” grade is to be used for specific remedial/developmental courses only, using a grading option of A, B, C, D, F, and/or N. Specific courses that would use the “N” are Eng 19, 21, and 22; LSK 30; Math 22, 23, 25, and 27.

#### **Suggested Catalog Language**

*The “N” grade is used only in specific remedial-developmental courses: Eng 19, 21, and 22; LSK 30; Math 22, 23, 24, 25, and 27. The “N” grade indicates that the student is not yet prepared to succeed at the next level. “N” grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.*

*Students are cautioned that courses in which an “N” grade is awarded might not be counted towards “satisfactory academic progress” under certain federally supported financial aid programs. Students are advised to check with the Financial Aid Office.*

### **Resolution 2 from the MCC Academic Senate Policy and Procedures Committee to the Senate Executive Committee**

The Policy and Procedures Committee recommends that the Academic Senate Executive Committee, with the approval of the Academic Senate, create an ad hoc committee to evaluate Chancellor Sakamoto, Vice Chancellor Tagamori, and Vice Chancellor Tamanaha in the Spring of 2008. The Senate will determine committee membership, as well as the “process” by which such evaluations will be administered, compiled, and shared. The Policy & Procedures Committee also recommends that the successful “Faculty Review of Administrators” as used by the UH Hilo Faculty Congress, be used as the evaluation instrument, once the appointed Ad Hoc Committee has made appropriate revisions to the document.

### **Resolution 3 from the MCC Academic Senate Policy and Procedures Committee to the Senate Executive Committee**

Sixty-six percent of polled faculty voted to change the current policy: *the CR grade should be equivalent to a D or higher*, to a policy that states, **“The CR grade should be equivalent to a C or higher.”**

The Policy and Procedures Committee recommends that the **“C” or higher** change be brought to the Senate for a vote.

At the November Academic Senate meeting on Friday, November 9, the Curriculum Committee is submitting the following Curriculum Proposals for approval:

2007.02 – Certificate of Competence – Dynamics of Family Violence (addition).. Includes courses HSER 140: Intro to Counseling and Interviewing; HSER 245 – Group Counseling and HSER 256 – Dynamics of Family Violence – 9 credits total. Author: Lee Stein

2007.03 and 2007.04 – SPAN 101: Elementary Spanish and SPAN 102: Elementary Spanish (both modifications). Reduces the contact hours in each course from 5 to 4, and changes the format from lecture/lab to lecture, credits remain at 4. Author: Molli Fleming

2007.05 – IS 150: Leadership Skill Development (addition). 3 credits. Author: Winifred Chung.

2007.16 – MGT 322: Organizational Leadership and Management of Change (addition). 3 credits. Author: Rafael Borizter.

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

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](mailto:bkg@hawaii.edu).

Submitted,  
BK. Griesemer  
Chair, Curriculum Committee

### Assessment

Work sessions – Eleven faculty members attended the Saturday, September 22, work session on “What’s Good?” A method to quickly develop scoring guides and rubrics.

The next work session is Saturday, November 17, 2007, 10-2, Ka Lama 104A. The topic is “Out There” to “In Here”: Overview of the Stiehl SLO and Assessment Process. There are a few spaces left.

Survey Monkey on rubric use - Jeanne sent out a Survey Monkey about the use of rubrics to assess SLOs in courses. There were numerous responses; however, I have asked Jeanne to issue the Survey Monkey again and if you didn’t answer before please answer this time, even if the answer is “No.” This is to gather data in general and also to start collecting rubrics used across the campus.

### Curriculum

Proposals – For Fall only 20 proposals were submitted; one has since been withdrawn. Several are being presented today for consideration. The remainder of the proposals will be presented to Senate on Friday, 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.

Forms - We have worked to fix the flaws with the fillable forms. Let us know if you have issues with the forms.

Spring 2008 Curriculum Proposals - Please let your department chair and curriculum representative know if you are planning curriculum proposals for Spring. We are working on getting a count so that we can announce the deadline date for Spring before Thanksgiving Break. It may be moved earlier or later depending on the anticipated number of proposals.

Curriculum Central – There is nothing new to report since last month.

“Topics” Courses (90V to 490V series) – It has come to my attention that the procedure for topics courses is not being followed consistently throughout the campus. What is not being followed consistently is that proposals to teach “topics” courses must be approved by the department in which the faculty member is housed. It has also become apparent that not all departments have kept a file on topics courses, including the syllabus. An easy to follow procedure and form are being discussed to help solve this issue.

AA – The committee will be meeting with Dorothy Pyle in December to review the “catalog version” of the new AA, which will be effective in Fall 2008. It has been approved previously so is mainly for information and consultation.

### Curriculum and Assessment

The Curriculum Committee and Assessment Team will take up the topic of how to integrate assessment and curriculum early in Spring semester.