ACADEMIC SENATE MEETING
Friday, March 8, 2013
Ka’a’ihe 105
1:30-3:00 PM

Minutes


I. Call to order at 1:33PM
   • Consent items – please read reports and notify chair of items to be pulled from consent and moved to discussion:
     o Distance learning ad hoc committee: Deanna Reece:
     o Policies and Procedures committee: Tim Marmack on agenda
     o Inspired Teaching Committee (ITC): Joyce Yamada (see page 1)
     o Assessment: Jan Moore, Eric Engh
     o Budget and long-range planning committee: Sally Irwin, Refugio G. (no report) (question from Kate Acks regarding budget impact since Johnson Controls in place here- Refugio will look into it, with David; noted that heating and cooling inconsistent; we need to advise Robert of these things so it can be sent to David/Johnson Controls)
     o Safety: Ryan Daniels: report on agenda
     o Elections: Crystal Alberto: new ASEC members- on agenda
     o Curriculum: Deadline April 2

II. Minutes from 02/08/12 (See attached page 1)- approved and seconded

III. Standing Committee Reports:
   • New Representatives for Academic Senate Executive Committee – Crystal
   • Safety committee report – Ryan
     Susan Kinsman to retire April 1. Anticipate no lack of security; someone will be temp assigned to sec office. Dep chief of security screening moving forward, recommendation should be made by end of week. Responsibility of all staff/faculty to observe and report all possible security issues, whether first or second hand. Be proactive. Emergency phones on polls do work; cameras on campus also work. What is reason for police substation? If they are there and called will cover, but not a contract for police to be there.
     Star Security is current contract statewide. Always at least 1 office on duty 24 hrs/day.
   • Policy & Procedures Committee- Tim
     +/- grading still being discussed. 2 policy proposals, FYI:
1) Tobacco-free UHMC campus- presented by UH BSN students; kick-butt day March 20, to pick up cig butts on campus, also showing documentary called “Addiction, inc.” that evening in Paina.

2) Dan Kruse- academic forgiveness. Academic probation alone is not enough. For students with poor grades due to not showing up in past, because of illness, emergency, or immaturity. We do have grade renewal in place, replace grade when re-take. Should have time frame attached. Student must request forgiveness. Hawaii CC has a policy. CCFSC looking at common policy for statewide campuses. Perhaps our P&P can look at this. Do we want such a policy? What would it look like? One policy presented from rose.edu: can retake for new grade, can request just once in academic career, 3 year time frame. Hawaii CC policy and Rose policy shown.

• Accreditation- Per Diane Meyer, WASC accreditation report well received. There will be phone call this May and campus visit next April (2014).

IV. Discussion Items

• Visit from John McKee about strategic planning workshop April 26 8AM-1PM
  Team lead groups will be academic, enrollment, technology, facilities. Friday meetings prior to prepare for the workshop 10am-12n). Speakers considered are David Lasner, UHERO- Carl Bonham, Jim Dator, futurist, Learning Engagement (Eric E to explore)

• UHCC Policy Committee Report (Elaine)- presented common elements of academic forgiveness policy, to go to P&P
  o Academic standards to be consistent across campuses
  o English 100 to be required prerequisite for WI; Maui not entirely supportive. Catharine suggests that when a course section is WI, then English 100 could be pre-requisite. WI at CC different expectations than bachelor’s level. Cannot change pre-reqs for a class, but could require student to have Eng 100 to take a section WI. Could complete a WI course in language other than English, so would not need. Concern about barriers to taking courses needed to complete degree. Best to have course pre-reqs set by faculty, not campus-wide. No vote taken, leaning toward not requiring (some descent).

• ATD conference- students need more advising rather than self-selecting to encourage completion.

• Math faculty- new math entry requirements. Per Kate Acks, HS GPA more predictive than Compass placement. GPA 2.6 seems to be cut off, if completed algebra 2 with C or higher, cold allow entrance into Math 100, 103, 107, 111, or 115. (will cont to take Compass as need data). High schools visited, will provide unofficial transcripts. Students must attend NSO. This pilot will be fall 2013. Will need to add another 103 class in fall and summer. Nice to get out of developmental courses.

V. Announcements

• Earth Day April 22nd- Timothy Botkin, will be campus activity with students
• ITC meeting 3PM – reading comprehension see page 1
• Commit to complete signing day next Wedns in front of Paina; recognize students commitment to complete college.
  o Our overall grad. Rate is 11%(!?!)  

Adjourned at 3:01PM

VI. Next meeting – April 12, 2013
ITC Report:
Are you having a problem getting students to read and understand the textbook in your class? If so, please come to ITC! Emma White and Morgan Andaluz will give you some great tips to get your students to read actively, and to improve their comprehension of course materials. March 8, 2013, Friday, after Academic Senate ~3:00 pm, Kalama 103

Lunch and Learn Thursdays for new faculty is scheduled on selected Thursdays through the end of the semester. The roundtable discussions are geared for new full-time faculty, but anyone interested in professional and personal development and success at UHMC is welcome to attend. Contact Joyce at yamadajo@hawaii.edu for session details.

ACADEMIC SENATE MEETING
Friday, February 8, 2013
Ka‘a’ike 105
1:30-3:00 PM


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:
     o Distance learning ad hoc committee: Deanna Reece: report on mtg: on agenda
     o Policies and Procedures committee: Tim Marmack. (working on +/- and PLA)
     o Inspired Teaching Committee (ITC): Joyce Yamada (see page 2)
     o Assessment: Jan Moore, Eric Engh
     o Budget and long-range planning committee: Sally Irwin, Refugio G. on agenda
     o Safety: Ryan Daniels: No report
     o Elections: Crystal Alberto: Nominations for Executive Committee - on agenda
     o 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

IV. 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
  o APT, Allied Health, STEM, CTE, English
  o For Allied Health, Celeste Baldwin
  o 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
  o For STEM, Sean Calder
  o For APT, Melissa Yoshioka
  o For CTE, Kyle Tokushi

V. Discussion Items
• Process for Changes in UHCC Policy (Elaine) (see attachment)
  o Flow chart for procedure to change UHCC policies presented
  o Discussion about step 4, suggested that AS should provide feedback to CC group
• Vision and Mission Statement (see attachment)
  o Eric Engh presented alternative to current proposal.
  o Faculty to reconsider slogan at beginning. Most unhappy with “inspiring learners
    through learning” With considerable discussion, amended version drafted (p.3)
  o 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.
  o Institutional Learning Outcomes- discussion about how CASLOs relate
    ▪ CASLOs, PLOs line up with ILOs to some degree
• Common Course numbering (see page 2)
  o 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 VCAAs 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)

V. 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

VI. 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.
  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.