



ACADEMIC SENATE MEETING

Friday, September 9, 2011

Ka'a'ike 105

1:30 – 3:30 p.m.

Present: Donna Paoa, Tim Marmack, Carrie Ann Shinta, Ryan Daniels, Jan Moore, Kathleen Mumford, Donna Harbin, Juli Patao, Kate Acks, Daniel Kruse, Ann Coopersmith, Sean Calder, Ann Emmsley, Samantha Schwartz, Kalei Kau, Kahele Dukelow, Jung Park, Bruce Butler, Mikahala Helm, Gayle Early, Carlton Atay, Diane Meyer, Maggie Ward, Chris Speere, Rafi Boritea, Eric Engh, Sahne Payba, Nancy Johnson, Sally Irwin, Crystal Alberto, Michele Katsutani, K. Ishihara, Dean Louie, Jaymi Wilson, Colleen Shishido, Melissa Kirkendall, Lee Stein, Lu? Baritler?, Kathy Fletcher, Rosie Vierra, Joyce Yamada, Julie Powers, Jennifer Owen, Catherine Thompson, Debbie Winkler, Linda Fujitani, Melissa Yoshioka, Maggie Bruck, Bert Kikuchi.

AGENDA

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 @ 1:38PM

Consent items – please read reports below and notify chair of items to be pulled from consent and moved to discussion:

- Planning and budget – VCAA John McKee shared initial *instructional G-funded* budget was shared with dept. chairs and program coordinators on 9/6. Sally Irwin is chair of committee.
- WASC accreditation update – Institutional proposal in process.
- Assessment Committee – Workshop for program coordinators on Sept. 16 on program review. This is the first time program reviews will be submitted online. Contact chair Jan Moore for more information, moorejan@hawaii.edu, x468.
- Transcript Evaluator resolution (passed at 8/18 meeting – see p. 4). Sent to Chancellor 9/8/11. To discussion-

II. Minutes from 8/18/11 – accepted, Mahalo to Gayle Early.

III. Discussion items:

- Waitlist – Steve Kameda, registrar- piloted this fall, comments will be consolidated and sent to Banner central. Comments from Leeward shared: desirable to have waitlist visible, faculty override, waitlist does not account for time conflicts, waitlist size of 12 at Leeward, campus needs communication plan, participation optional. Question about number of spaces capped on list, spaces do not seem to be opening up when names moved off of waitlist, but Steve believes spaces should open up when moved from waitlist into class, he will inquire. See attached report on revisiting waitlist for spring 2012. Overall helpful to have waitlist per Steve. Send any comments to him by email soon.
- UH Community Colleges (UHCC) system committee on policies: Michele Katsutani. UHCC Faculty Subgroup on Academic Policies, pulled together by VP Morton, looking at residency credits per campus (the same on every campus), matriculation fee (paid once) to have all transcripts reviewed (lifetime), general ed. requirements to be consistent, posting of certificates and degrees on student transcripts (sometimes inconsistent or not posted).

- Emeritus update: Submitted to Chancellor summer 2011 – Vinnie Linares, Dorothy Pyle, Bobby Santos. Submitted to VCAA 8/11 – BK Griesemer. Chancellor willing to come to next ASEC (Academic Senate Exec. Comm.) meeting to explain. Proposal currently in OGC (Office of General Counsel). OGC looks at it to eval for student complaints or things that might embarrass college. Kate Acks put forth resolution:

SENATE RESOLUTION:

Be it resolved that the Academic Senate supports the granting of Emeritus at the November 2011 Board of Regents meeting to retired professors:

Vincent Linares

Dorothy Pyle

Robert Santos

BK Griesemer

The Senate urges the administration to move the papers through the process in a timely manner in order to meet the November deadline.

Rationale: The status of Emeritus is well earned by all of the retirees in recognition of their long and valuable service to the college.

Resolution was seconded and voted on, all ayes in support.

- Transcript evaluator position- response to AS resolution of last meeting, Clyde indicates this would be a system-wide resource to support all our institutions.
A system-wide office would look at transcripts; other CCs within the system have transcript evaluators but Maui does not. There is an immediate need for this at Maui College, also to target those on academic warning, etc. (per Michele K.), helps with financial aide; would be more cost effective (per Nancy J.), there could even be \$ lost due to lack of evaluator (Kate). Many reasons to continue to press for immediate hire of transcript evaluator; per Steve K. it is a function of admissions rather than counseling. It is a front-end function. This is a CFR in the WASC accreditation (per Kulamanu)! Manoa has library of evaluators for international.
Will work on revisions after this meeting; need a person to collaborate with the other campuses as needed.

IV. Standing Committee reports:

- Curriculum: Maggie Bruck, Kahele Dukelow – See pp. 2-3
Motion to proceed with deletions, seconded, approved by all.
Remember Maggie and Kahele available for consult.
- Policies and Procedures committee: Kulamanu Ishihara, Tim Marmack – charter
Received some feedback on previous work- minor changes: add outreach to budget area, removed word academic on evaluation of administrators.
Charter amendment process described. Kate moves we vote on it today, seconded. Vote taken, all ayes. Can now start process.
- Senate chair: need representative to system committee on common course numbering, name needs to be sent to Joanne Itano by 9/30. Dan suggests Debbie Nakano. Catherine T. volunteers self
Math courses need particular attention between UH Hilo and Manoa

V. Announcements – Scheduling for Spring is happening now!

Federal regulation on out of classroom study time. ACCFSC need ideas on how to account for out of class study time. Consider student end of course survey. Good to add expectation of time to be spent in syllabus.

VI. Next meeting – October 14, 2011, 1:30 p.m.

Curriculum Committee Report

At the Academic Senate meeting on September 9, 2011 the Curriculum Committee is submitting the following Curriculum Proposals for discussion and approval. The committee approved the proposals unanimously.

Proposals 2011.04 and 2011.05 are deletions of Nursing courses that are no longer being taught due to the new Statewide Nursing Curriculum implemented Fall 2010:

NURS 253,253L,254,254L,255,255L,256,256L,257,257L,258,16,153,153L,155,155L,156,156L, 56,157L,158,240,240L.

Author: Kathleen Hagan

2011.04: DELETIONS

NURS 253 Mental Health-Psychiatric Nursing
NURS 253L Mental Health-Psychiatric Nursing Lab
NURS 254 Family Health Nursing II
NURS 254L Family Health Nursing II Lab
NURS 255 Child Health Nursing II (taught Fall 2011)
NURS 255L Child Health Nursing II Lab (taught Fall 2011)
NURS 256 Adult Health Nursing III
NURS 256L Adult Health Nursing III Lab
NURS 257 Adult Health Nursing IV (taught Fall 2011)
NURS 257L Adult Health Nursing IV Lab (taught Fall 2011)
NURS 258 Issues & Trends In Nursing II (taught Fall 2011)

2011.05 DELETIONS

NURS 16 Nurse Aide Training
NURS 153 Nursing Concepts & Skills
NURS 153L Nursing concepts & Skills Lab
NURS 155 Child Health Nursing
NURS 155L Child Health Nursing Lab
NURS 156 Adult Health Nursing I
NURS 156L Adult Health Nursing I Lab
NURS 157 Adult Health Nursing II
NURS 157L Adult Health Nursing II Lab
NURS 158 Issues & Trends in Nursing I
NURS 240 Family Health Nursing
NURS 240L Family Health Nursing Lab

Curriculum Central goes live this week! You can access Curriculum Central via our website. Come for help on Friday mornings to Ka Lama 202, 8 a.m. to 10 a.m. We are open every Friday morning this semester except October 7 and October 14. Email Kahele Dukelow (kaheleon@hawaii.edu) for assistance or see your Departmental Curriculum representative.

Curriculum Deadline for courses to be taught Fall 2012: October 14, 2011

Curriculum Deadline for 5 year review courses: 11-11-11 November 11, 2011

Mahalo to the following faculty who have completed 5 year review Curriculum Proposals: Marilyn Ratcliffe, Sally Irwin, Ryan Daniels, and Tim Marmack.

Mahalo to the hard-working Curriculum Committee Representatives for this academic year: Lorelle Peros, Bert Kikuchi, Donna Harbin, Andrew Carson, Tim Marmack, Wayne Aguiran, Kathleen Hagan, Lee Stein, Lillian Mangum, Jan Moore, David Grooms, Debbie Nakama, and Debie Amby.

Submitted by: Maggie Bruck and Kahele Dukelow, Co-Chairs, Curriculum Committee for the committee

Senate Chair Report – 9/9/11

All Campus Council Faculty Senate Chairs (ACCFSC)

Retreat was held on Aug. 26 in Honolulu. Group reiterated that it is a Council, not a Senate. The Council brings each Senate's voice and takes back issues that need feedback to the Senate.

Kuali, new financial system, will be in effect fiscal year 2013 (July 2012). Transition project manager started in August, and will be training all administrators and fiscal officers throughout the system. Howard Todo, VP of Budget & Finance/Chief Financial Officer of UH system, said his goal is transparency throughout the system.

Tuition increases in the system are needed because tuition and fees are a significant portion of the UH budget – each year the amount of funding from the State has shrunk.

Federal regs regarding distance education have been challenged in court, and so are on hold for now. The regs required institutions to certify that they were "approved" to offer distance courses in each state and territory they operate in.

Issues for 2011-12 include proposed amendments to Board of Regents (BOR) bylaws.

Chair sent to ACCFSC comments on the updated EEO policy – commended the system for the update.

Community College Council Faculty Senate Chairs (CCCFSC)

Retreat to be held on 9/16/11.

Chancellor's Executive Committee

ATST (Advanced Technology Solar Telescope) grant has been approved for first year. Projected \$2 million/year for 10 years for "mitigation" for Native Hawaiian students is coming to the college. Chancellor says that an advisory council will be formed to advise on allocation of the money.

UHCC innovation fund proposals from UHMC include employment placement center and transcript evaluator.

Parking lot – for items we want to continue to consider

- Deadline for applications every semester
- Timeline for transcript evaluator

Senate Resolution AY 2011.1 Passed August 18, 2011 [to be amended]

“Be it resolved that the UHMC Academic Senate supports the recent statement by Chancellor Clyde Sakamoto to implement the position of Transcript Evaluator due to the expanding Bachelors programs, the number of students returning with previous college work, and the number of international, non-resident and resident students. The Academic Senate urges Chancellor Sakamoto to make recruitment for this position a high priority and to fill the position during the fall 2011 semester.”

Rationale

The Academic Senate believes that this is a cost effective way to support the work of the Office of Admissions & Records, Financial Aid, Counseling, and instructional programs and to assist new students with registration in the appropriate courses and in a timely manner.

Revisiting Waitlisting for Spring 2012 Registration in November, 2011

Waitlisting Rules

Modify access to the rules form SOAWLTC has been given to the registrar's security class. Information on the settings for this form will be sent to the campus registrar.

1. Waitlist Notification Expiration

All institutions had the same notification deadline period (number of hours) – [recommend we continue this](#)
What should the deadline be set for before the seat is offered to the next student on the waitlist.

Decision for Fall 2011 Registration

48 hours from April to July 29

24 hours from August 1 – 19

[Recommend deadline of 24 hours after notification for the entire registration period, November 7-January 16.](#)

2. Registration Error Checking

The setting for waitlisting to check for registration eligibility (prerequisite, restrictions, etc.) was set to be the same as registration error checking except for the following:

- Time conflicts were allowed for waitlisted classes
- Duplicate classes were allowed for waitlisted classes

[Did this work or didn't work for each campus? I do think some students got confused since they were allowed to waitlist for duplicates and time conflicts but when it came time to register, they were not allowed to add the waitlisted class without first dropping the conflict/duplicate class.](#)

3. Waitlisting Priority

Waitlisting was on a first-come first-served basis for all classes for Fall 2011

Priority can be set up with rules applying to a specific pool of courses (by college, subject, number, CRN, or attribute). Courses not in the pool will be on a first-come first-served basis. The limiting factor is that whatever rules set up apply to all classes in the pool. [Waitlisting priority has been tested with simple rules. If any campus decides to use priority waitlisting, the specific rules should be thoroughly tested to assure the expected outcome.](#)

4. Waitlisting Exclusions

No students were excluded from waitlisting. Rules may be setup to exclude groups of students to be eligible for waitlisting. [Simple exclusions were tested. If any campus decides to use exclusions, the specific rules should be thoroughly tested to assure the expected outcome.](#)

5. Waitlist Notification Email

A template was set up for each campus for consistency. Modify access is available to the campus. [Recommendation is to minimize campus modification for consistency. Any suggested changes to the content should be shared with the system to keep information consistent. We recommend keeping the email short.](#)

Template used for fall pilot:

Sample Email from the UH Registration System:

Dear :

A class you have waitlisted for has a seat available for you.

Term: Spring 2011

Class: ACC 201, CRN 80001

Deadline to Register: 27-JAN-2011 11:01 AM (HST)

Please log in to MyUH <https://myuh.hawaii.edu> to register or drop from the waitlist now.

If you do not take action by the deadline above, you will be AUTOMATICALLY removed from the waitlist and the next student on the waitlist will be given the opportunity to register for the class. You will not receive notification of this action.

For more information, see the Registration Waitlist FAQs at <http://myuhinfo.hawaii.edu/page/waitlistfaqs> or contact the UH Registration Office at ...

Please do not reply to this email. No action or response will be made to replies received. Thank you.

System-wide consensus required

1. Students can view their position on the waitlist and faculty can view the students on their waitlist
Received faculty request to display date student added themselves to the waitlist on MyUH. It already appears on the Detail Waitlist but we can add it to the Summary Waitlist.

2. Should we have the Capacity Override available during Waitlisting

For Fall 2011 registration, capacity overrides were available during waitlisting. In monitoring waitlisting, there were classes that had waitlists in which faculty member gave overrides early in registration, bypassing the waitlist. There was one reported incident of a waitlisted student being denied registration after being notified because of another student registering with an override. Resolution of the situation was left to the campus.

3. Payment Deadline

Purging registration for non-payment will occur on December 10 (for all campuses except UHH?).

We purged waitlisted students who were purged for non-payment of tuition for their other classes. We did not purge students who were only waitlisted for classes since no payment was due. – We recommend continuing this.

We will be shutting down waitlisting during the purge for non-payment and re-starting after the purge. For the Fall, we left some controls for waitlisting on. This did not work well.

4. Ending Waitlisting

For Fall 2011 registration, we ended waitlisting before the term began. Once a student is notified, the seat remains unavailable to other students until the notification expires even if the student chooses to drop the class. The reason for ending it prior to the first day of instruction was to avoid any assessment and auditing complications involving waitlisted students dropping their waitlisted class during the erase period. The drop code used before classes begin (DD) is different from the one used after classes begin (DC). The code is an indication of whether a student was registered in the class at any time once the term began. This code is used to determine continuing status at some institutions and financial aid(?).

5. Campus Waitlist Contact

Name of persons considered to be the liaison between Banner Central and each campus. These contacts are responsible for disseminating information and reporting campus questions and concerns. Please let us know of any additions or updates.

Hawaii CC - Jim Yoshida

Maui College - Steve Kameda

UH Hilo - Cathy Zenz

UH West Oahu - Susan Nishida

Kapiolani CC – Mona Lee

Kauai CC – Earl Nishiguchi

UH Manoa – Stuart Lau

Honolulu CC – Brian Furuto

Leeward CC – Chris Manaseri

Windward CC - Ardis Eschenberg

Summary and Lessons Learned from Banner Central's perspective

Baseline Banner always displays a space available in the class when the current enrollment is less than the max enrollment. The class is not open and the space is not really available if there is a waitlist. This caused a lot of confusion. [I think this is one of the most confusing aspects of waitlisting. This is baseline functionality. I don't think we can complete and test a major modification before spring registration. Not sure what is possible by November.](#)

We prepared the Registration Waitlist FAQs and the tutorial for faculty on checking their waitlists. Some additional informational items we later developed was on forwarding their waitlist notifications to their mobile phones (<http://myuhinfo.hawaii.edu/docs/IO/12103/WaitlistNotification.pdf>) and a process for campuses to generate a list of all students waitlisted at their campus any given time (SZPWAIT).

We posted the Registration Waitlist FAQs link and the faculty class list tutorial link on the main page of MyUH. We still had numerous calls from staff at some campuses. [Perhaps other campuses had a communication plan they can share so that faculty and staff and students are more aware of how waitlisting works. Please send us suggestions on how the FAQs can be more helpful.](#)

We had initially just put the number of waitlist spaces available (blank=no waitlist available, 0=waitlist full, #=number of waitlist spaces available) on the Class Availability site to minimize the additional columns/clutter on the page. That caused some confusion so we added another column with the current number of students waitlisted. [Suggestion from field is to title the columns on Class Availability to be the same as Class Search in MyUH \(WL Act and WL Rem\). We can do this. During the pilot, we thought it clearer on Class Availability to write out the word "waitlist".](#)

The job SFRBWLP was scheduled to run every 10 minutes. This job is crucial to expire notifications past the deadline and to generate the notification to the next student on the waitlist. By trial and error, we now have a better understanding of how this job works and how it works with other settings for the waitlist. It is difficult from the user-end, to verify whether the job is running or not and when it or if it has been stopped as required. The stopping and starting of waitlisting is extremely complicated in terms of timing and manual settings that have to occur and the coordination with the starting and stopping of the SFRBWLP job. [We need to get better at this. It was labor intensive and required a lot of late night monitoring and management. We had a couple of mis-steps with this and this was a major pain for us.](#)

Campuses should be careful in describing what waitlist the notification deadline is. It is the number of hours from notification that the waitlisted space is reserved for the student notified. The expiration date and time is specified in the email. It does not represent the number of hours the student actually has to register for the class. No student gets the full number of hours available to register due to daily system maintenance downtime.

We had an unexpected weekend outage in August. In order to get waitlisting back on track, we temporarily shut down waitlisting, notified the campuses and centrally managed this to expedite re-starting of waitlisting. [We've not received any feedback and hopefully this solution was fair to everyone.](#)

We saw a lot of students notified and not registering within the deadline. We also saw quite a number of students adding themselves back on to the waitlist after their notice expired. We saw some high demand classes where students waitlisted themselves for multiple sections.