Faculty Senate Meeting  
Tuesday November 15, 2011  
12:30-1:30 PM Palanakila 117

Members present  
Kay Beach (MAT/BUS), Paul Briggs (Off Campus Chair), Jane Uyetake (CCE/OCET), Ross Langston (Presiding Chair), Floyd McCoy (NAT SCI), Frank Palacat (SOC SCI), Carla Rogers (Student Affairs), Aaron Sala (HUM), Mary Segura (LANG), Mike Tom (SUP), Kathleen Zane (Recording Chair)  
Kathleen French (CCAAC Chair)

Guests  
Jan Lubin (Director of Planning and Program Evaluation; Mission, Vision, Core Values Subcommittee); Kevin Morimatsu, (Curriculum Support); Brian Richardson (Dean of Academic Affairs Division II)

1) Call to Order: 12:37pm

2) Approval of Minutes of November 1st, 2011 was unanimous

3) Reports

A) CCAAC (Kathleen French)

1. Course Proposals/Modifications (None new)

2. Curriculum Policies & Procedures Document

   Carla R. indicated that a revision for consistency of language should state that 6 credits may be applied to an AA degree. Other senators were waiting for feedback from their departments. Mary S. reported the results of the meeting of the policies and procedures subcommittee. Since the document needed revision, it has not been sent out and is still open for discussion. Kathleen F. added that this subcommittee was on Curriculum Central. Ross L. affirmed that there was no policy but that one was needed. There was no departmental feedback, so the policy will go to the subcommittee and then be posted on the discussion board.

3. The schedule for summer school is needed by mid-December and feedback was requested. Data from the discussion board of Summer 2011 was used to redo the summer schedule. Developmental and remedial classes will be among the courses offered. The summer school tuition rate is not yet known, although the remedial courses will be based on the semester rate of $97 per credit. Brian R. reported that the fill rates are the same regardless of how many courses are offered.
B) **ACCFSC/CCFSC (Paul Briggs):**

Paul Briggs reported that he had chaired the subcommittee on common course numberings and that the planned solution was to bring the groups together with the first group being math, led by Kauai Community College. There are many discrepancies which the system wants to track. The campuses want the system to set the numbers and monitor them. Paul stated that UH-Hilo doesn’t want to change and Hawaii CC won’t, which leaves Maui, Kauai, UH Manoa, West Oahu, and WCC.

Paul also reported that he had attended David Lassner’s talk on ITS. There was a discussion about the slowness on uploading Lauilima and that the campus network might be faster. Lassner talked about different innovations at ITS, and Paul B. directed those interested to the recording of the talk.

C) **Planning, Budget & Accreditation (Ross Langston):**

No report

D) **Policies and Procedures (Jan Lubin):**

Jan L. reported that the student services policies on articulation, transfer of credits, and credit by exam will be sent electronically by Ross L. with feedback requested. On the issue of credit by exam, Patti Chong wants more feedback from each department; it was noted that Math and Social Sciences do not have a credit by exam option.

E) **Policies and Procedures for Chartered Groups (Brian Richardson):**

Floyd M. suggested that the committee which met in the summer should re-band and be reinstated to examine each committee and its reporting lineage.

Brian R. emphasized the need to find a common language for policies and procedures. It was requested that when the Faculty Senate Officers meet with Chancellor Dystra, he should be asked to formalize a continuation of the committee. There was a motion to ask Chancellor to reinstate the so-called committee on committees from the summer. The ad hoc committee used “charter” instead of “authorized” as the term of reference for groups. To reconstitute this committee with a new directive, it is necessary to have a policy in place in order to make changes to committee. However, the committee has to be functioning to allow for editing the policy.

The motion to have this committee reconstituted for the purpose of editing the policy was passed with 6 in favor and 2 abstentions.

F) **Assigned Time Committee (Paul Briggs, Frank Palacat, Kay Beach):**

The committee has developed a rubric in draft. The committee is advisory to the Chancellor. There was a discussion as to whether assigned time is already given when it is a part of the applicant’s
assigned duties and what constitutes “double dipping.” Some people with reassigned time don’t reapply each term. The department chair needs to initially sign off on the application. There are differences of assigned time in departments.

G) **Hoolaulea Resolution** (Carla Rogers)

Carla R. read the resolution aloud and it was accepted by the Senate.

H) **Scheduling Conflicts for HITS room**

Kay B. reported on the non-availability of the HITS room because of class use. Options suggested by Brian R. after meeting with Elizabeth R. and Mike T. were to send the class elsewhere during a HITS event or put HITS in a smaller room (traditionally, attendance is low) in Akoakoa so people could attend in real time. Mike T. explained that HITS would not be part of the library commons because it is an older technology. The provision of space is a MAPSAC or Media issue. As there is only a small attendance in a large room, it was suggested that HITS be relocated to a smaller room; Brian R. will investigate this possibility.

4) Other items of business on the agenda were tabled until the next meeting.

5) **Adjourned at 1:43pm**