Faculty Senate Meeting  
Tuesday January 17, 2011  
1:00 PM - 2 PM Palanakila 117

Members present  
Kay Beach (MAT/BUS), Paul Briggs (Off Campus Chair), Geri, (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  
Patti Chong (Counselor), Jan Lubin (Director of Planning and Program Evaluation; Mission, Vision, Core Values Subcommittee)

1) Call to Order: 1:04 pm

2) Approval of Minutes of December 6, 2012 deferred for clarifications in wording.

3) Reports

A) CCAAC (Kathleen French)  
The draft of Curriculum Committee policies and procedure is up on the discussion board. The next meeting date is the last week for feedback for the subcommittee.

B) ACCFSC/CCCFSC (Paul Briggs)  
Paul B.’s report focused on two points:

1. UH Maui College is encouraging the centralization of transcript evaluation, but this measure is still in the discussion phase.

2. The Governance Committee on common course numbering: the proposer of this measure will come to discuss it with ACCFSC.

It was noted in the Faculty Senate discussion that this proposal has been around for a long time, but is now coming from administration at UH-Manoa.

Kathleen F. inquired who is to make decisions if there are disagreements. Paul B. replied that the focus is on future discrepancies and would be taken discipline by discipline. Floyd M. pointed out that this initiative must come from all four baccalaureate campuses rather than having the focus on foundation courses and the discipline defined by UH-Manoa. Paul B. elaborated that there are trivial and non-trivial differences, with the example of the course number considered a trivial difference.
Paul B. reported that the list of issues to be considered by the committee included a term limit for administrator/faculty; a cap on administrative salaries, the use of hiring services, expediting new faculty housing construction, and the UH store at Ward Center.

C. **Planning, Budget & Accreditation** (Ross Langston)
   Ross will send out a report by email.

D. **Policies and Procedures** (Jan Lubin)
   Jan L. reported that the second draft of the self evaluation is under review, and asked if it should be sent to the Faculty Senate committee on PBA.

E. **Policy and Procedures for Acceptance of Transfer Credit**: Patti Chong
   Patti C. summarized the history of the C grade change in accepting transfer credit. She reported that there had been a change in 1988 from the previous policy, to only accepting a C or better. In 2003 the policy was changed to a D grade or better because UH-Manoa accepted a D or better for both system-wide and non-system transfer of credit. The question arose as to whether, if WCC changed to only accepting a C for transfer from a non-system college, WCC would be the only campus to do so. Mike T. reported that the Support Services department was opposed to following a policy different from that of the other colleges. Patti affirmed that currently only system policy guidelines are posted, and that this current measure is an attempt to develop guidelines for our own campus.

   It was also noted that all course credit applying to a degree must be at least 2.0. Floyd M. suggested that discussion is needed on a system-wide basis.

   Courses designated as WI in English Literature have a perquisite of a C or better in English 100, although for other WI courses only a pass in Eng 100 is required. The need for a mechanism to enforce prerequisites in situations when students register early for a course, on the premise that they will pass the pre-requisite course they are currently taking, was also discussed.

   Ross L. asked for input from the different departments. Social Sciences had not been asked; Humanities posed the same questions that Floyd M. had; Math/Business approved the measure.

   Patti C. offered to email the original document and to find out what other campuses are doing.

   As a point of information, it was explained that the “C” grade in C/NC (Credit/Non-credit) signified the letter grade of C or higher and is generally calculated into a GPA as a C letter grade.

F. **Credit by Examination**
   There was a clarification that credit by examination would only be offered in the semester when the course is given. The examinee would pay per credit received, and would pass with a grade of CE which transfers to a C letter grade

   Kay B. reported that the Departments of Math, Business and ICS do not want to offer credit by exam. It was noted that an instructor or a department may opt out of offering credit by examination.
G. DLAC—Paul Briggs
Paul B. reported on the regular and faculty DLAC which met on November 29. Items addressed included the development of a formal process for online student complaints and an observation instrument for online faculty evaluation.

Carla R referenced the concerns of adult learners and the need for online delivery to be more user-friendly. However, as noted, Laulima is an open source system and not made with the user in mind.

H. Assigned Time: Paul Briggs
Paul B. announced that the committee would meet today after this Faculty Senate meeting to evaluate three applications.

I. Coffee Shop: Paul Briggs
Paul B. reported that this committee had met on December 7 to discuss the basic plan. There will be a call for offers to vendors. Floyd asked about beer service after the school day hours, and whether other uses of the coffee shop might include alcohol.

J. Scheduling Process:
The discussion on who ought to schedule courses (Department Chairs or Discipline Coordinators) opened.

Frank P. remarked that there are neither guidelines for defining the role of the division coordinator in this process nor for the process itself. A clarification of the distinction between a discipline coordinator and the department chair was offered, and it was noted that department chairs receive 6 credits of assigned time. There was a discussion of the relative merits and ramifications of variations of the proposed processes.

Mike Tom commented that the main issue should be communication and that the responsibility needs to reside with chair, rather than being delegated to the informal position of a discipline coordinator. Ross L. observed that the department chair doesn’t necessarily have the knowledge to best arrange the scheduling, merely the authority to do so. The question arose of how to ensure that the chair follows the recommendations of the discipline coordinator. Preference was expressed for the coordinator to do scheduling with input from and review by the chair. The option for individual faculty to do their scheduling was not favored.

It was noted that at present (since late December) only department chairs can submit a new course. A policy is needed to define how much time is allowed until no change can be made. The responsibilities of the chair and of the discipline coordinators need clarification.

The matter of the scheduling process will be put up on the discussion board where it will remain for a week, and then the administration will make a decision. Mike T. inquired whether concerns raised in the meeting have been raised with the administration and department chairs.

*A motion to have a Ballotbin vote on this issue amongst the Faculty Senators in one week was passed.*
4) **New Business: Campus policy on use of wireless devices in examinations** (Floyd McCoy)

Floyd M. proposed that the prohibition of wireless devices during tests be adopted as a campus policy. It is currently in his syllabus as a course policy, but he wants to be able to make it enforceable as a college policy. This proposal will be taken back to the departments for discussion.

5) **Adjourned at 2:25pm**