Faculty Senate Meeting  
Tuesday, November 20th, 2012  
1:00-2:00 PM Palanakila 117

Senators Present:  
Paul Briggs (Off-Campus Chair), Liko Hoe (Presiding Chair), Ryan Koo (Humanities), Floyd McCoy (Natural Sciences), Leslie Opulauoho (Recording Chair), Frank Palacat (Social Sciences), Carla Rogers (Student Affairs), Mary Segura (Language Arts), Jody-Lynn Storm (Math/Business), Mike Tom (Academic Support) Jane Uyetake (OCCE), Ex-Officio (non-voting): Kathleen French (CCAAC Chair)

Senators Absent:  
All senators present

Guests Present:  
Patti Chong, Counselor, Student Affairs  
Jan Lubin, Director of Planning and Program Evaluation

1. **Call to Order:** 1:01pm

2. **Approval of October 16th minutes**  
Motion to accept October 16, 2012 minutes with noted amendments (Mary / Jane)  
Correction – 3A. Rocket Science to Rocketry  
Update – Next Meeting: Tuesday, November 20, 2012  
Motion passes viva voce

Motion to suspend the rules and amend the agenda to hear New Business 4A. Acceptance of Credit in Transfer Policy from Guest Patti Chong (Carla / Ryan)  
Motion passes viva voce

3. **Reports**  
A. **CCAAC** - (Kathleen French)  
   New Course – AERO 150 Introduction to Rocketry  
   Course Modification – ENG 19, Writing Essentials  
   Course Modification – ENG 21, Intermediate Reading  
   CCAC has reviewed and approved the course description for the new course and course modifications as of October 23, 2012 and November 13, 2012.  
   Motion to approve CCAAC recommendations (Ryan/Floyd)  
   Motion passes viva voce

B. **ACCFSC/CCCFSC** (Paul Briggs)  
   ACCFSC – October 19 and November 16, 2012  
   - Increasing interaction and communication with the Board of Regents – Chair Eric K. Martinson will meet with the ACCFSC in January of 2013.  MRC Greenwood will also be present at the January meeting to discuss the misunderstandings reflected in the current media about higher education and its role amongst K-12 and the accountability to the general public and legislators.  
   - Prior Learning Assessment (Suzette Robinson) – Carla Rogers will serve as our WCC representative.  PLA is based on a House Bill that stipulates that UH credit be given to students who have served in the US Armed Forces.  Since this is being mandated by the UH System, and it is a Community College initiative, the PLA will be looking at how this policy will be implemented.  
   The university will consider and review the experience to identify "earned experience".  What has the student learned through the experience (rather than what "they took"), what can the do, and the evidence of this learning.  The premise is that if a student is given credit for their prior learning assessment – then chances are greater that they will complete their degrees.  Suggestion – perhaps utilize a student portfolio.  Are there standards that can be achieved on the CC level, and then each individual campus would determine how to review a portfolio.  Certify a student for a class (content) that is offered at Windward CC?  
   - Faculty Dependent Scholarships – the faculty would like this benefit reinstated, however funds are limited.  UH-Mānoa suggested that since the current benefit states that the employee is allowed (6 credits); and the spouse is allowed (6 credits); if part of the credits are unused, then perhaps the dependent can use the credits.  The idea needs to be reviewed to determine the financial impact.  
   - New Programs for Faculty (WCC Staff Development) – recommendations for programs that include support for home purchase, travel assistance, educational improvement, etc.  Perhaps survey the faculty and work with the WCC Staff Development committee.  
   - ACCFSC Budget Request - $47,000 (requested); MRC Greenwood stated that she would provide $25,000.  Discussion of Administrative salaries being too high and term limits for administrators (pending).
- Common Course Numbering across the system? Joanne Itano will be working with a committee to discuss a point person to shepherd the course numbering.
- Drop Policy – no attendance; other campuses (Maui CC, Hawaii CC, Kauai CC) have a policy and plan in place so that instructors drop students from their classes if they don’t attend during the first week of classes (specific guidelines) – then the instructor has the option. Concerns that wait listing students are unable to enroll, that students not attending are taking up seats in the class. However, dropping the class is currently the students’ responsibility. Implementation of a policy such as this is not supported by Student Affairs, Math/Business and Humanities.

CCJFSC – Can community college offer 300 level classes? We previously had a program “University Partners” that worked to research and develop partnerships to offer baccalaureate degrees. What are the ramifications? What are the possibilities? How do we go about offering 300 level courses? Can a CC Instructor/Professor (with a masters degree teach a 300 level class)? Will it be transferrable? Not enough numbers/interest from the students to be able to offer 300 level or programs that will work towards a degree.

4. New Business
   A. Acceptance of Credit in Transfer Policy
      Patti Chong (Counselor, Student Affairs) has conferred with John Kaya (Animal Science Instructor and Director of the Veterinary Technician Program) and Sam Craddock (Animal Science Instructor) regarding the wording for inclusion in the policy (formerly Policy Guideline No. 4-2).

      Procedures 3A. Acceptance of credits from institutions accredited by the American Veterinary Medical Association (AVMA), "Although credits may be granted for skills-intensive classes, WCC will require that the student provide documentation of the completed skills. No more than 50% of core credits in the degree may be transferred from another institution."

      Procedures 11C, for the CA and AS in Vet Tech – WCC may require repeating a course at the discretion of the faculty member, to ascertain skill set that is necessary for the degree.

      Per Jan Lubin – any new programs or new changes (if NOT recognized by the ACCJC and approved) then the student may not receive financial aid or acknowledgement from the federal government. For example, the AS in Vet Tech will be reviewed by the ACCJC when they meet in January of 2013. Good to note, so that if a new program or new degree is being promoted or any type of substantive changes are being considered (50% or more of the courses are new), then we are encouraged as a college to begin the process early. All changes need to be reviewed, approved and then reviewed by the accrediting agency.

      Motion to approve the proposed revision to the Acceptance of Credit in Transfer Policy (Carla / Mary)
      Motion passes viva voce

   B. Policy on Notification of Student Death
      What are the procedures to notify instructional faculty when there is a student death? Do we want a policy to address this situation? What is the motivation to be notified? Example: the faculty member was trying to contact the student because the student hadn’t been in class and it was almost the withdrawal deadline. Faculty member became aware that the student had passed because when they looked at the MyUH portal and the student was listed as deceased. Is there a potential FERPA violation if there is notification by the registrar to the instructors? Referred to the Faculty Senate by the VCSA for the Faculty senate to consider and recommend. What are the existing policies? Should there be a recognition of student status – for example withdrawal – if the student status changes, should a notification be noted? Can the system put in an automatic notification?

5. Announcements
   MRC Greenwood – Open Forum – Wednesday, December 5, 2012 from 4:00 – 5:30 pm in Paliku Theatre

   Windward Community College Hoolaulea – Fall 2013 (Saturday, September 28, 2013)

6. The meeting was adjourned at 1:58 pm

Next Meeting: Tuesday, December 4, 2012

Minutes submitted by: Leslie Opulauoho, Recording Chair