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), Jody-Lynn Storm (Math/Business), Mike Tom (Academic Support), Jane Uyetake (OCCE), Kathleen French (CCAAC Chair) Ex-Officio (non-voting):

Senators Absent:
Mary Segura (Language Arts),

Guests Present:
Jan Lubin, Director of Planning and Program Evaluation

1. Called to Order: 1:02pm

2. Approval of December 4th minutes
Motion to approve December 4, 2012 minutes as submitted by Senator Carla Rogers (Thank you)
Motion passes viva voce

3. Reports
   A. CCAAC - (Kathleen French)
      Nothing new to report, CCAAC will be meeting next week (Tuesday, January 22, 2013)
   
   B. ACCFSC/CCCFSC (Paul Briggs)
      Nothing new to report, ACCFSC and CCCFSC will be meeting next week (Friday, January 25, 2013)
   
   C. Academic Policies (Carla Rogers / Patti Chong)
      Has there been a definitive response from the Faculty Senate about a “No Show / Drop Policy”?  
      What has been the practice here at WCC? What are the policies or practices at other CC campuses? Concern expressed that varying policies at different campuses can be confusing for students. Students can be confused because there is a “purge” date during regular registration (as determined by the system), however once classes have begun, the student is responsible for attending or withdrawing from class. Currently at WCC, students are responsible for their registration and the tuition payment for the classes regardless of their attendance. The faculty and the college will NOT drop a student from a class, for non-attendance (first day of instruction).

      Concerns were raised that in order for a “No show / Drop Class” policy to be effectively implemented, it would be mandatory for all faculty members to take class attendance (roll) and to drop the students who did not attend. The consistency of implementing this policy would be challenging.

      Motion – Maintain the current WCC practice regarding “No Show and Dropping Classes” based on non-attendance during the first week of class. (Paul/Ryan)
      Motion passes viva voce

      Timeline – Process for New or Changes to the UHCC Academic Policies (handout)
      - Process by which academic policies will be reviewed and implemented
      - Cheryl Chappell-Long (Accreditation Issue)
      - Faculty Senate – discuss and gathers feedback, and advise the Chancellor
      - Is there an existing policy? How is this different from previous?

4. New Business
   A. Prior Learning Assessment (Carla)
      UHCCP (policy draft being written) Prior Learning Assessment (PLA) Program
PLA – purpose of granting credit for learning which has taken place outside of an educational institution; knowledge already acquired, which is relevant to the students declared program of study. Four Methodology of Review: Credit-by-Exam, Equivalency Examinations – Discipline specific – take a test, pay for class, however receive CR by exam, CLEP, AP

Non-Collegiate-Sponsored Education Credits – i.e., military courses/experiences

PBA – Portfolio Based Assessment – proving their level of learning (knowledge) is equivalent to course outcomes

Review Committee – comprised of discipline based faculty/experts, requested to review skill and experiences. Transcripts – courses they’ve taken at an accredited institution Information and process is being presented to the Department Chairs, Student Affairs Counseling throughout January, requesting feedback through March.
- Request feedback from the divisions regarding the system policy
- Request feedback from WCC campus by March 15, 2013.

Participating UH campuses – inclusive of ALL community colleges
- Hawaii, Honolulu, Kapiolani, Kauai, Leeward and Windward
- UH – West Oahu
- UH – Maui College
- UH – Manoa – NOT participating in the discussion

Even if the policy is applied throughout the system, each individual campus will decide and develop how the policy is implemented on their campus.

B. Security Update: Rick Murray – will attend the February 5, 2013 meeting, near the end to answer questions.

C. Unfilled positions within the UH-System – legislators will review the positions that are unfilled during the legislative session.
- How many positions on the WCC campus are currently unfilled? If there is a vacant position, is it advertised to fill? Why aren’t the open positions being filled? PBC – funding positions are based upon assessment and program review (requests). What is the process and/or procedure for filling open positions? VCAA – developed a review of positions that become vacant, departments complete the justifications to identify the need, to determine where the need is within the campus and how to fill the position and need. Program needs should also be reflected in the program review assessments.

5. Announcements
(Official after January 17, 2013) – Leslie Opulauoho has requested a leave without pay for a year, to accept a position at UH-West Oahu. Therefore, she is stepping down as the Recording Chair. A call for nominations and an online election will be conducted to identify a faculty member to complete the term through May of 2014.

6. The meeting was adjourned at 2:09 pm

Next Meeting: Tuesday, February 5, 2013

Minutes submitted by: Leslie Opulauoho,
Recording Chair