FACULTY SENATE MEETING
Tuesday, February 18, 2014
1:00-2:00 pm, Palanakila 117

2013-2014 Senators Present:

Dave Krupp (Off-Campus Chair)  MJ Lewis (Language Arts)
Deacon Hanson (Math/Business)  Ka’ala Carmack (Humanities)
Ellen Nagaue (Academic Support)  Kathleen French (CC Chair) Ex-Officio
Floyd McCoy (Natural Sciences)  Kathleen French (Social Sciences)
Heipua Ka’ōpua (Recording Chair)  Liko Hoe (Presiding Chair)
Jamie Boyd (OCCE)  Lisa Gillis-Davis (Student Affairs)

Absent: Liko Hoe

Guests:
Jan Lubin
Ardis Eschenberg, VCAA

1. Called to Order: 1:00 p.m. by Heipua Kaʻōpua


3. New Business
   A. IS 103 Information Gathering: (Ardis Eschenberg, VCAA). Ardis presented the discussion she had with Dept. Chairs on 2/7/14:
      1. Learning Community training will take place this summer over 4 days.
      2. Dave Krupp commented that if counselors are teaching a course, they are effectively instructional faculty. Ardis explained that counselors are 11-month faculty and therefore cannot be compensated for teaching IS103 other than via a reduced workload or taking vacation.
      3. Kathleen French suggested that WCC should compensate instructors and counselors for teaching in the Frosh Cohort. Ardis pointed out that under the existing fiscal system, the best she could do was to provide vacation time to counselors for teaching.
   B. UH CCP Policy 5.301 Common Course Numbering: (Ardis Eschenberg, VCAA). Ardis explained that VCAAs will work with faculty to align alpha, numbers, and titles of similar courses. Kuali will replace Curriculum Central in Fall 2014.
   C. UHPA Lawsuit: Faculty expressed concern that UHPA might be overreaching. This lawsuit may impede administration from speaking to FS regarding issues with workload implications. The boundary is fuzzy between UHPA’s jurisdiction and UH Administration. The UHPA faculty contract is currently up for renegotiation.
      1. FS Members suggested inviting a UHPA representative to present UHPA’s concerns and rationale for the suit.
   D. Reports
      1. Commencement Update (Lisa Gillis-Davis)
         ASUH plans to use their funds for a faculty/student luncheon prior to rehearsal in the Palanakila courtyard on May 16. Cookies and coffee will still be provided.
      2. Curriculum Committee (CC) (Kathleen French)
         Curriculum Committee Approved Proposals from February 11, 2014
            a. Modification to align with system-wide agreement: Math 24, Elementary Algebra I
            b. Modification to align with system-wide agreement: Math 25, Elementary Algebra II
c. Modification: **ANSC 140, Introduction to Veterinary Technology**  

d. Modification: **ANSC 142, Anatomy and Physiology of Domestic Animals**  

e. Modification: **ANSC 142L, Anatomy of Domestic Animals Laboratory**  
http://windward.hawaii.edu/curriculum/Details.php?Alpha=ANSC&Number=142L

f. Modification: **ANSC 263, Laboratory and Exotic Animal Procedures**  

g. **New Course: THEA 296, Special Topics in Theatre**  

h. Modification in **SLO: SOC 251, Introduction to Sociology of the Family**  
http://windward.hawaii.edu/curriculum/Details.php?Alpha=SOC&Number=251

i. Modification in **ENG prerequisite.** English 21, a course that has been used by other departments as a prerequisite, has been eliminated. **English 23 is a new course** that combines English 21 and English 22. Prerequisites in courses around the campus must be updated to reflect this change.

**Motion to approve new course and all course modifications by Floyd McCoy; seconded by Jamie Boyd. Motion passes via voice.**

3. **ACCFSC (Off Campus Chair, Dave Krupp)**  
Next meeting Friday, Feb. 21, 2014

4. **CCCCFSC (Off Campus Chair, Dave Krupp)**  
Next meeting Friday, Feb. 21, 2014

4. **Old Business:**

   **Teaching Equivalencies**–Floyd McCoy requested clarification on the purpose of the Teaching Equivalencies policy. He suggested a separate process for those who have ongoing projects or programs such as running the Gallery or the photography lab. McCoy noted that the Teaching Equivalencies policy should be designed to assist instructors with developing a new course or for special projects. For example, Kaʻala Carmack pointed out that he has to use time outside of the classroom for rehearsals to prepare students for public performances. Heipua Kaʻōpua will invite VCAA Ardis Eschenberg to our FS meeting on 3/18/14 to discuss this policy.

5. **Announcements:**
   a. Kathleen French will be attending a conference in California and will not be present at the next FS meeting on 3/4/14. She will send feedback on curriculum modifications a week prior.
   
   b. Dave Krupp asked if the FS representative on the PBC should be reporting to FS. Liko Hoe is our representative on PBC. The FS would like to receive a brief summary of the items voted upon by the PBC.

Meeting adjourned at 2:20 pm

**Next Meeting: March 4, 2014**
2014 Meeting Schedule:
• Jan 21, 2014
• Feb 4, 2014
• Feb 18, 2014
• Mar 4, 2014
• Mar 18, 2014
• April 1, 2014
• Apr 15, 2014
• May 6, 2014

Minutes submitted by:
Heipua Kaʻōpua, PhD
Recording Chair

Attachments:
• UHCCP #5.301 Common Course Numbering Implementation
• Freshman cohorts information shared with Department Chairs on 2/7/14
UHCCP #5.301 Common Course Numbering Implementation

Vice Chancellors for Academic Affairs have been given an initial listing of all A alpha courses in CC system. In order to implement UHCCP 5.301, we will work with faculty to align alpha, numbers, and titles of like courses.

A. Most of the discrepancies noted in ‘A’ for WCC involve abbreviations (e.g. Prncpls instead of Principles, Intro instead of Introduction, etc.) being entered into Banner.

B. Some involve very small changes, such as the addition of ‘the’ (e.g. Intro to the Visual Arts) or pluralization (Human Adaptation/s).

C. A very few are possibly substantive (Intro to Astronomy Lab vs Observational Astronomy Lab?, Astrobiology vs. Space Explorations?)

Principles to resolve discrepancies:

1. Academic Affairs office will work to directly “unabbreviated” abbreviations in Banner and give notice to department chairs. Note that generally this is an abbreviation only in one field of Banner and has been entered unabbreviated elsewhere. It is not a curricular change.

2. Majority rules when several campuses have one title and a minority have another. Academic Affairs will alert department chairs in cases where this arises in order to determine if the majority is appropriate for us (as per A, B) or if we need to consider using a different number (as per C if substantive). In either case, a curriculum modification request will be initiated.

3. Whenever there is no clear majority, Academic Affairs will alert the department to help resolve the conflicts. This will likely result in curriculum modification request.

Other alphas to follow…
Freshman Cohort Information shared with Department Chairs on 2/7/14:

Presented to FS by VCAA Ardis Eschenberg:

1. **Number:** ~200 incoming full-time freshman with developmental education needs, 25 students/cohort = 8 cohorts

2. **Types:** 2 Grant projects (Paipai o Koʻolau, Hūlīlī), 6 others

3. **Selection/scheduling:** selected by departments via DC.
   IS103 selected via Counselor Coordinator or Designee

4. **Courses:** Math, English, IS103, Theme (Interest) Course

5. **Timing:** concentrate M-Th 8am – 1pm, **Math & English** 2-4 days per week, **Theme + IS103** 2 days per week

6. **Principles for Theme course choice:**
   a. Fulfills Degree Requirement: Written & Oral Comm (SP), Global & Multicultural (HIST/REL), Arts & Hum (ART, MUS, HWST), Natural Science (AG, BIO, GEOG), Social Science (PSY, SOC), HWST (supports AA HWST)
   b. No prerequisites
   c. General interest
   d. Full-time faculty taught
   e. Collaborative Learning focus

7. **IS103 component:** scheduled by Counselor Coordinator or Designee, *please try to leave room used for Theme class open for IS103 before or after*

8. **LC training, designation, compensation**
   a. Can be cohort with no LC designation
   b. LC is if both instructors (Theme, IS103) desire & have training
   c. 1 cr overload given for implementation, 2 cr. given for training and curriculum design for first LC only.
   d. Workload/credit distribution: remains as per listed (3 cr each instructor; 1 cr. overload). Instructors choose how to distribute timing, materials etc.
   e. LC are preferable to simple cohort due to increased student success
9. Follow up on Fall 2013 LC success to be provided at Achieving the Dream Coach’s Visit on 3/3 at 1pm in Akoakoa 107-109. The data collected preliminarily show that Freshman Cohorts affected student success positively and that those with Learning Communities were even stronger.