Senators Present:

**KALAWAIA MOORE (PRESIDING CHAIR)**  
**DAVE KRUPP (OFF-CAMPUS CHAIR)**  
**JENNY WEBSTER (RECORDING CHAIR)**  
Deacon Hanson (Math/Business)  
Ellen Nagaue (Academic Support)  
Floyd McCoy (Natural Sciences)  
Jenny Webster (Language Arts)  
Kathleen French (CC Chair) Ex-Officio  
Kathleen French (Social Sciences)  
Lisa Gillis-Davis (Student Affairs)

Senators Absent: Jamie Boyd (OCCE) & Kaʻala Carmack (Humanities)

Guests Present: Diane Sakai. Johnny Singh

1. **Called to Order:** 1:03 pm

2. **Approval of DATE minutes**

   Motion to approve the 9.16.14 minutes as amended submitted by Deacon; Seconded by Kathleen. Motion passes via voce.

3. **Reports**

   A. **ACCFSC/CCCFSC** (Dave Krupp) Dave reported on the priority concerns and action items for the ADDFSC 2014-2015 retreat. (See attachment). Likewise, the ACCFSC has sent an invitation to the BOR to attend the ACCFSC formal meetings and the possibility of a faculty senate member being placed on the BOR to increase interaction between these bodies. Also, it was brought up that there seems to be a lack of faculty involvement and a need to increase it.

   Regarding the UH system budget that Morton presented:
   - Dave also reported on a 2% possible increase in tuition
   - Likewise, each campus must reserve 5% budget for emergencies
   - There should be a commitment to delivering the deferred maintenance
   - Because the rates for electricity have been increasing, there has been a budget item requested to cover the cost of electricity so as to use less revenue from tuition to cover the cost.

   **Capital Improvements Budget:**
   See attachment for details on the following: Health, Safety & Code Requirements (HSCR), Capital Renewal (CR), Deferred Maintenance (DM), Minor CIP, Major CIP (Line Item), and the Long-Range Development Plan (LRDP)

   Finally, Dave requests that senators provide feedback regarding the Worklife Survey, what the metrics mean and how the survey can be used. We are invited to share the hardcopy of the 2014 Worklife Survey Report. This can be found online at the UH VP Academic Affairs website.

   For further details, see attachment: Dave Krupp’s Off-Campus Faculty Senate Chair Report
B. **Curriculum Committee** (Kathleen French) Kathleen reported on the creation and modification of the following courses:
   New Courses: ANTH 210, ANTH 296, ICS 123, ICS 214, MATH 115, MATH 135, MATH 140 & SOC 218.
   Deactivated Courses: ANTH 150 & ANTH 200.
   
   **Motion to approve submitted by Floyd; seconded by Dave. Motion passed via voce.**

C. **Writing Advisory Board** (David Krupp) Dave reported that they met and the syllabi have been distributed for review.

D. **Foundations Board** – There was no representative from the foundations board present.

E. **Aloha Committee** – Diane Sakai reported that they have a balance of about $600 from last year’s donations.

4. **New Business**
   A. On 10.14.14 the Faculty Senate will be meeting with President Lassner-Lassner has no agenda to bring to us. The following issues were proposed as questions or items that we might discuss at the meeting.
      1. 360 evaluation issues: Is there a possibility for “true” anonymous evaluations to go straight to the chancellor.
      2. Budget issues: If there is a request to the legislature about soliciting funds for electricity and they deny it, what will we do?
      3. Sustainability Issues: What are the chances of Hawaii campuses becoming more sustainable? Will he support sustainability measures?
      4. Future of Community Colleges: The reorganization of the university system so that the community colleges become a more integral part of the system.
   B. **Evening curriculum**: discussion has been tabled until the next meeting.
   C. **Student Academic Grievance Committee**: Doug has made it clear that we need two people to be added to the Student Academic Grievance Committee. Lisa Gillis-Davis & Deacon Hanson volunteered. Kalawaia will check with Ka’ala and Jaimie to see who would like to be the alternate.
   D. **Sub-committee for the Accreditation and Strategic Planning of Policies and Procedures**: Kalawaia reported that we need to form a sub-committee for the Accreditation and Strategic Planning of Policies and Procedures, and he volunteered to find out more about whether we have had a committee like this in the past and what the duties of being on this committee entail.
   E. **WCC’s representation in social media**: WCC Facebook page appears to have inappropriate or offensive postings. It was mentioned that there should be some way to check whom posts on the school Facebook page and if there is any way to double-check what gets posted. This especially relates to a comic that shows a WCC instructor hiding under his bed on the first day of class and another post that mentioned the *Ratemyprofessor.com* hot chili pepper ratings of certain math professors.
   F. **Class cancellation process**: There has been concern expressed to senators about how classes are canceled at the beginning of the semester. There are concerns over equality and fairness that have been shared. Likewise, there is concern over whether there is enough communication on this issue.
   G. **Distance Education Committee**: Johnny Singh reported on the issue of late-registration and how it affects distance education students. A policy exists that requires students to come to campus if they wish to register during late registration. In the case of distance education students, many have limited times when they are available to come to school during office hours. The Distance Ed Committee requests that there be a change made that allows distance education students to get approval from instructors to add classes.
late on line. Johnny has sent this recommendation to Faculty Senate, Ardis and Judy. Faculty Senate agrees that this is a situation that should be handled by administration, yet we appreciate being kept in the loop and will look for a resolution of this issue.

H. Issues concerning Brian Richardson: Kalawaia suggested that we get all of the letters and emails be forwarded or given to him so that he can make copies and get them to all of the senators.

I. New TPRC and DPC guidelines: Dave reported that Morton stated that new members of the DPC or TPRC will receive training.

5. Announcements

6. The meeting was adjourned at 3:02 p.m.

Next Meeting: Tuesday, 10.21.14

Minutes submitted by: Jenny Webster
Recording Chair

Attachment: Dave Krupp’s Off-Campus Faculty Senate Chair Report
October 7, 2014

All Campus Council of Faculty Senate Chairs (ACCFSC) Meeting September 26, 2014

- First regular meeting of the ACCFSC for 2014-15
- ACCFSC Standing Committees
  - Academic Affairs: mainly concerned with issues related to inter-campus articulation; may also contribute a member (non-voting) to the University Council for Articulation
  - System Budget: tracks and UH system budget
  - No formal committee charges found
  - 2014-15 expectation for both committees: establish clear definition of committee responsibilities
  - 2014 committee membership
    - Academic Affairs: Bob Cooney (UHM), Dave Krupp (CC), Kim Furumo (UH Hilo), and Stan Orr (UHWO)
    - System Budget: Ron Bontekoe (UHM), Ann Emmsley and Momi Kamahle (CC), Roberta Barra (UH Hilo), and one representative from UHWO (pending)
- ACCFSC 2014-15 budget discussed
  - Will include $’s for retreat and to send ACCFSC leadership to neighbor island campuses for BOR meetings
- UHPA-FSC-Admin Taskforce Composition
  - Resolution Passed: FSC composition to consist of five members: two from UHM, one from UHH, one from UHWO, and one from UHCC
  - May create a conflict: UHPA may want a smaller FSC contingent
  - Five proposed task force members tentatively include Stan Orr (UHWO), Janet Ray (UHH), Erica Balberg-Gerard (HonCC for the UHCCs), Bob Cooney and Ron Bontekoe (UHM)
- Faculty Representatives on Two Executive VP Search Committees
  - Needed to provide three names (from which one will be selected) for each position
  - Positions
    - Executive VP for Technology
    - Executive VP for Budget and Finance
- Evaluation of Administrators, 360 Review Process
Recent terminations of UH campus administrators provoked a discussion of the administrator evaluation process.

Several questions were asked:
- If an administrator such as Tom Apple is fired, what level of negative reviews is enough to take action?
- How does the evaluation process articulate with administrators’ contracts, and so forth?

FSCs discussed inviting people deeply involved with this process at various campuses to come speak with the group.

Discussion on ACCFSC Retreat Priorities:
- Ran out of time on this item and only covered some of the priorities
- Presented revised version of priorities with suggested actions developed by myself and Tara O’Neill (UHM College of Ed)
- Specific action items taken:
  - Resolution Passed: Formally invite members of the BOR to attend the ACCFSC meetings (with specific invites to the BOR Vice-Chairs)
  - Looking for ways to encourage more vigorous participation by faculty in UH governance
  - One suggestion: establish a broader policy for release time or overload to compensate for participation in faculty governance bodies such as our respective faculty senates

Community Colleges Council of Faculty Senate Chairs (CCCFSC) Meeting September 26, 2014

- First regular meeting of the ACCFSC for 2014-15
- VPCC John Morton Discussed the Biennium Budget Request for 2015-2017 for Operating Budget and Capital Improvement (CIP) Budget
  - Described the process
    - UH develops line item requests
    - BOR approves every aspect of budget (most likely by May 2015)
    - Then submitted to Governor for approval
    - Legislature then approves (Most likely July 2015)
    - Note: Leg not interested in “little requests”
  - UH System Operating Budget
    - Assumptions
      - No increase in tuition
      - Or any request to increase tuition must be tied to something programmatic
      - Each campus must maintain a 5% (minimum) reserve for emergencies
      - Commitment to eliminating Deferred Maintenance
    - Constraining Factors
      - Athletics programs
      - Innovation & economic development
      - Health & safety requirements
      - Law regarding tobacco settlements that provided funding to UH School of Medicine sunsets soon
• Revenue from tobacco tax for Cancer Center much less than it used to be
  • Electricity
    • UH has substantially reduced its KWH/sq ft
    • But electricity bill increased due to rate increases
    • Have been covering costs with tuition revenues
    • Want to pay from General Fund instead
    • Then use Tuition $s for things that directly benefit students
      o increase instruction capacity
      o improve student success
      o modernize/maintain facilities
  o Capital Improvement Budget
    • Categories
      • Health, Safety & Code Requirements (HS&C)
      • Capital Renewal (CR) = regular maintenance on a cyclical basis (e.g., roof replacement every 15 years); $18M UHCCs
      • Deferred Maintenance (DM) = CR items not addressed due to budget shortfalls; $36M UHCCs; goal to eliminate by 2019
      • Minor CIP = renovation projects; $10M UHCCs; can shift $s around
      • Major CIP = new buildings or major renovations; line items in the budget; cannot shift dollars; unspent $s go back to the state
      • Long Range Development Plan (LRDP)
    • 2% Tuition Increase Request
      • must be tied to specific purpose/project
  • Tenure and Promotion Guidelines
    o Change in the language: “must include…a self analysis of degree of attainment of student learning outcomes in the classes taught."
    o See LCC’s notes from meeting with John Morton
  • Designations for Honors and HAP Courses
    o Does WCC have an honors program?
  • Faculty Worklife Survey
    o need feedback from faculty members on what they would like to see in the analysis