Minutes of the Alo Ali'i Meeting - Number 15
April 16, 1975 - Wednesday


Guest: Les Ihara

1. The regular weekly meeting of the Alo Ali'i Faculty Governance Body, was called to order at approximately 12:10 P.M. on Wednesday, April 16, 1975 in Mahi 113.

2. Approval of Minutes.

Wilson/Maly:

Motion that the Minutes from the Alo Ali'i Meeting - Number 14 on Wednesday, April 9, 1975 be approved. Won unanimous approval.

New Business

A. Parameters for WCC Liberal Arts Curriculum Development. (Otome Myers, Chairperson of the Alo Ali'i Curriculum Hui.)

deLoach/Nuckols:

Motion that the Alo Ali'i approve the Alo Ali'i Curriculum Hui's recommendations on "Parameters for WCC Liberal Arts Curriculum Development" for the 1975-76 Academic Year. Unanimously approved.

B. Faculty Evaluation of Position Count Faculty and the Renewal of their Contracts During their Probationary Period (David Furuto, Temporary Chairperson of the Alo Ali'i Personnel Hui)

Wilson/Moore:

Motion that the Alo Ali'i ratify the Alo Ali'i Personnel Hui's recommendations on "Faculty Evaluation of Position Count Faculty and the Renewal of their Contracts During their Probationary Period" relative to the organization of an Ad Hoc Review Committee.
In Favor: 22; Opposed To: 0; Abstentions: 2

The Ad Hoc Review Committee will convene on April 21, 1975 - Monday at 12:05 P.M. in Judd 118 to delineate assignments and formalize organization.

3. Announcements.

A. Congratulations.

1. Newborn Baby.

Robert and Carole Sonoda are the proud parents of a baby girl. Carole, a member of the WCC staff, recently gave birth to her first child; and the Alo Ali'i desires to extend its best wishes.
2. Wedding.

Mitsue Cook, an English Instructor at WCC, recently and secretly married a lucky, young man and acquired the name Mitsue Larson. May their future be blessed with many pleasant memories.

3. Condolences.

Mary Monte, an energetic and helpful janitor, has an extremely ill husband; and the Alo Ali'i will express its sympathy with flowers to brighten her day.

4. The meeting was adjourned at 12:52 P.M.

Respectfully submitted.

David M. "Kawika" Furuto

DMF:b
1975-76 School Year

Total Number of Courses: 150 + 5

<table>
<thead>
<tr>
<th>New Req. Courses</th>
<th>WCC</th>
<th>Electives (New) Based on A&amp;S Manoa Proportions</th>
<th>Total Needed</th>
<th>Recommended Distribution 1975-76</th>
</tr>
</thead>
<tbody>
<tr>
<td>Num...3</td>
<td>12</td>
<td>31 (Underrepresented) + 19</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>SS...7</td>
<td>21</td>
<td>19 (Overrepresented) - 3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>NS...4</td>
<td>5</td>
<td>15 (Underrepresented) + 10</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>IR...2</td>
<td>1</td>
<td>4 (Overrepresented) - 3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>L/C...0</td>
<td>2</td>
<td>4 (Underrepresented) + 2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

18 New Required Courses for 1975-76

12 New Electives for 1975-76

Note re abbreviations: Humanities; SS = Social Sciences; NS = Natural Sciences; QR = Quantitative Reasoning; EW = Expository Writing; L/C = Language/Cultural.

Note re Electives: Apportionment of total number of electives should be assigned to the underrepresented categories (but no less than one course to be assigned to each underrepresented category.)

Implementation: Instructors in given discipline areas will prioritize courses recommended in the required and elective areas based on the criteria for curriculum planning.
7. In order of priority, what are the criteria for selection of Electives?

a. Elective courses should reflect the WCC Educational Plan's specific goals as described in the biennium tables and as revised annually.

b. Electives that are essential as supporting courses for current or projected programs. (A program is defined as any set of courses leading to a degree or certificate; or a sequence of courses within a discipline.)

c. Commitment to improve existing skills in sequential courses. (Example: Jap 201/202 and other 200 level courses.)

i. Applied courses that may or may not be offered at Minoc.

e. Recognize opportunity for developing some non-traditional or innovative courses in either subject matter or mode of instruction.

f. Respond to needs/demands of presently enrolled students and other members of the community.
PARAMETERS FOR WCC LIBERAL ARTS CURRICULUM DEVELOPMENT:

Major Assumptions:

1. The majority of WCC Liberal Arts students express an interest in completing a 4 year bachelor’s degree.

2. As tuition rates increase at Manoa, and if long term state-wide fuel conservation programs are instituted, there is an expected rise in students seeking freshman, sophomore level courses at community colleges within their neighborhood region.

3. The WCC Liberal Arts Curriculum should be patterned to meet the needs of the above named type of students; as well as accommodate those WCC students who are seeking two-year terminal degrees or certificate programs.

KEY QUESTIONS AND RECOMMENDATIONS:

1. How many liberal arts courses should we offer?

   The total number of courses will not exceed 50% of the total number of classes/sections required to meet student needs; each course is to be offered at least once a year.

2. Of the total number of different courses, how many should meet UH, Manoa requirements; how many should be elective courses?

   The ratio of 55% required courses, 45% elective courses is recommended for 1975-76.

3. How many options per required course should students have?

   5 options (this is a maximum number to be observed)

4. Of the total number of required and elective courses, how many should be in each of the broad subject area categories; e.g. World Civilization, Expository Writing, Quantitative Reasoning, Social Sciences, Natural Sciences, Humanities/Language/Culture?

   The number of other courses (meeting AA degree program requirements and U.H. Manoa elective requirements) in each subject area category should reflect the same proportions established by the U.H. Manoa required courses.

   The number of U.H. Manoa required courses in each category should be determined by application of the target (5 options per requirement) to the number of courses required in each category.

   Course distribution within area requirements will be maintained proportional to the MANOA Group I, II, III pattern.

5. How many of the total courses offered should be second level (200 level) courses?

   25% of the courses offered should be 200 level courses.

6. What criteria should be observed in developing 200 level courses?

   a. Priority should be given to those 200 level courses that meet the Manoa Area and Sciences Core requirements, and departmental degree requirements.

   b. Emphasis should be given to those 200 level courses that require none or no more than one prerequisite.

   c. Additionally, the criteria applied to development of electives will apply to development of 200 level courses.
MEMORANDUM

TO: Alo Ali' i

FROM: David H. Furuto
Temporary Chairperson for the Alo Ali' i Personnel Hui

SUBJECT: Faculty Evaluation of Position Count
Faculty and the Renewal of Contracts During their Probationary Period

WHY?

Encompassed within the "Proposed Agreement Between The University of Hawaii Professional Assembly and the University of Hawaii, March 1975 to June 1977" under Article VII, Renewal of Contracts During Probationary Period, is the stipulation: "...... that the Faculty Member's performance has been rated as satisfactory......."

HOW?

Predicated upon the preceding contract; the Alo Ali' i Meeting Number 12, on March 4, 1975; Provost King's Memo to the Alo Ali' i on April 3, 1975 with regard to Faculty Evaluation Criteria; and also concurrence between the Alaka'i and Administration, the Alo Ali' i Personnel Hui recommends:

1. That an Ad Hoc Review Committee (here-in-after, identified by the acronym AHRC) whose function shall be to evaluate all probationary position count faculty for the 1974-75 Academic Year be formulated;

2. That this AHRC not establish any precedent in Faculty Evaluation;

3. That this AHRC be terminated at the consummation of Spring Semester 1974-75 (or until its mission is accomplished);

4. That since there are eight people who need to be evaluated in the Humanities, Arts and Related Fields; eight in the Social Sciences and Related Fields; four in the Natural Sciences and Related Fields; and eight in Communications and Applied Sciences and Arts and Related Fields; and since it is highly desirable that fair representation of fields is ensured; and since it is necessary to facilitate and expedite the evaluation process relative to the time constraint: then the AHRC, should be comprised of fourteen non-tenured, position count people where six shall be members of the Personnel Hui and eight shall be selected according to the following stratification:
Areas

<table>
<thead>
<tr>
<th>Humanities, Arts and Related Fields</th>
<th>Personelle Hui Member</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jocelyn Burns</td>
<td>Three</td>
<td></td>
</tr>
<tr>
<td>Robert deLoach</td>
<td>Zero</td>
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<td>Dave Denison</td>
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<tr>
<td>Norma Higa</td>
<td></td>
<td></td>
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<tr>
<td>DeEtta Wilson</td>
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</tbody>
</table>

5. That each member of AHRC shall be responsible for conducting approximately two evaluations and each evaluation shall consist of at least two facets: classroom observations and non-classroom evaluations.

6. That the AHRC shall appoint the evaluator, who shall be from the same area as the evaluatee, of each probationary, position count faculty to diminish the probability of bias;

7. That each probationary, position count faculty must present to AHRC a portfolio, which reflects teaching effectiveness and service to the College for the 1974-75 Academic Year and which includes:

A. Course Information

1. Courses Taught
2. Course Outlines
3. Sample Handouts, if utilized
4. Sample Tests
5. Pretest/Posttest Results, if available
   (The preceding material is to be categorized according to courses.)

B. Evaluations

1. Student Evaluations - which shall be provided according to courses/sections taught during the 1974-75 Academic Year and which shall be submitted in tallied form, if available or or if not tallied, then all forms should be provided.

2. Peer Evaluation - where a peer shall be selected by the AHRC.


(NOTE: If this proposal is ratified, AHRC will convene on April 21, Monday during the noon hour in Judd to delineate tasks).