MINUTES OF THE ALO ALII MEETING, WEDNESDAY, MAY 16, 1979

A. The meeting was called to order by Gloria Moore at 12:15 in Lono 116.

Members Present:

Beverly Aiwohi, Mel Ando, Charles Berry, Carol Craig, Robert de Loach, Joe Demarke, Dave Dennison, Mike Gross, Janet Harada, Helen Hew-Len, Robert Hicks, Jeff Hunt, Maryanne Inouye, Hiroshi Kato, Ron Loo, Jacqueline Mansard, Helen McArdle, Jean Minami, Gloria Moore, Otome Myers, Dorothy Niimoto, Janice Nuckols, Stan Oka, Dave Palmer, Nancy Pang, Tyrone Reinhardt, Kent Robertson, Gary Stice, Opal Stoneman, Estrella Sybinsky, Pearl Takeuchi, Emi Troeger and Aileen Tsuji.

B. The minutes for the April 25, 1979 meeting were approved.

C. Announcements

1. Gloria Moore brought members up-to-date on the recent Faculty Senate Chairpersons meeting and the EIF Campus Guidelines.

2. Dave Dennison announced the latest plan for xerox utilization.

3. Emi Troeger announced the Social Hui fund will be renamed the Aloha Fund and voluntary $5.00 donations will be welcomed.

4. Maryanne Inouye reported the Graduation Program will be held at 2:00, Sunday, May 20, on campus if not raining and at the Ben Parker Intermediate School if raining.

5. Joe Demarke announced a copy of the Directions for the 80's was provided to each faculty member for review and comment.

6. The Shadow Film Series will be on campus this fall. If you have any special films you wish to see consult the list in Diana DeLuca's mail box.

7. Bob de Loach and Hiroshi Kato reported the results of the Provost selection will be made public by Chancellor Mookini about June 1, 1979.

D. Old Business

1. After discussion a motion was made to adopt the proposed recommendation for use of the new Xerox equipment with the Ala Kaii responsible for monitoring the faculty's interests. Divisional groupings for budgeting of supplies and costing out of services would be as proposed in the WCC Reorganization Plan.

   22 in favor, 1 opposed, 5 abstentions

2. A motion was made to accept the Student Probation Policy as submitted by the Hui on Professional Concerns.

   26 in favor, 2 opposed, 1 abstention
3. A motion was made to approve the 1979 basic WCC course list satisfying the UH General Education Requirements.

Passed unanimously.

4. A motion was made to approve the "WCC Curriculum Review Procedures Yearly Schedule" so that faculty may know when and how to participate in curriculum matters during the year.

Passed unanimously.

5. A motion was made to approve the "WCC Procedures for Review of Courses Satisfying General Education (core) Requirements for AA, AS and BA Degree."

Passed unanimously.

6. A vote of thanks from all members was given to Janet Harada for her outstanding job as Chairperson of the Curriculum Hui this year. Well done, Janet.

E. New Business

1. A motion was made that the Social Hui as core be empowered to administer orientation this fall.

Passed unanimously.

2. A motion was made for Carol Craig to remain as WCC representative to UHAAC until January, 1980 when a new representative will be elected.

Passed unanimously.

3. A motion was made for the Hospitality Fund to purchase miscellaneous equipment for use by the Social Hui.

Passed unanimously.

4. A motion was made to approve the following course alpha and title changes to agree with UH-Manoa system:

   a. Sociology 200 Intro to Principles of Sociology to Sociology 275 Intro to Sociology Inquiry.
   b. Sociology 220 Marriage and the Family to Sociology 251 Introduction to Sociology of the Family.

Passed unanimously.

5. A motion was made to approve the process of adding a new course at WCC that matches a Listed UH-Manoa course in alpha, title and content by using the UH-Manoa alpha and title but making the course still subject to WCC course review and approved by Curriculum Hui and Alo Alii.

Passed unanimously.
6. A motion was made to approve the 1979 Credit by Examination policy developed from research and selection of past faculty studies and input. Passed Unanimously.

7. A motion was made to approve the expanded 1979 four part List of Recommended WCC Core Courses resulting from faculty inputs and Curriculum Hui review during Spring, 1979 and to approve any additions and corrections found necessary in final review this week. Passed unanimously.

8. A motion was made that formal sign out procedures by applicable to terminal personnel only, and effective this semester. The Alo Alii assume this will be carried out and will act accordingly and notified by May 16, 1979.

26 in favor, 1 opposed, no abstentions.

9. A charter revision committee convened by Dave Dennison was tasked to update our charter in accordance with latest directives this fall.

10. A motion was made to approve the bylaws and recommend to the Provost the recognition of the "Friends of the Library, Windward Community College." Passed unanimously.

11. A motion was made that the selection of the Dean for Educational Services follow the model developed by Chancellor Mookini in the search for a new Provost. Recognizing that final selection is a responsibility of the Provost, yet incorporating the advice of those most critically affected by the day by day operation of the Dean's Office should lead to the selection of a person who can lead the College's instructional efforts in the best sense of the term.

Therefore, we recommend the following procedures be adopted:

1. The Provost will appoint a special assistant selected by the faculty. This person will serve the Provost by:

a. serving as a member of the screening and advisory committee
b. scheduling all interviews informing applicants and committee members of the time and place and monitoring interviews
c. securing reference letters for applicants interviewed and providing files in a secure place for committee members review.
d. collecting all evaluations from committee members and after study serve as a resource person in ascertaining the campus position to advise the Provost in the final selection.
e. answer all questions regarding procedures that occur.

2. The Provost will appoint a screening and advisory committee composed of the following:

a. three faculty - the Faculty Senate Chairperson
b. one campus administrator  
c. student government chairperson  
d. one civil service representative

The function of the screening and advisory committee are to:

a. screen all applications individually and recommend in a final meeting with the Provost the applicants to be interviewed  
b. interview the applicants as a group, review reference letters and write individual evaluations of applicants to the Provost via his/her special assistant right after each interview and no later than the next interview

3. The Provost will also appoint an interview committee to be composed of the following:

a. Clerical/support - one but not from Dean's office  
b. The head of the Medical Center  
c. Student selected by the Student government  
d. The head librarian  
e. Student services coordinator  
f. One faculty

The responsibilities of these committees are:

1. Review applications and reference letters of candidates to be interviewed.

2. Interview the candidates selected by the Provost and write an individual evaluation to Provost via her/his special assistant right after each interview but no later than the next interview. Discussions of interviews are to be confined to members of one's own committee only prior to submitting all evaluations.

Passed unanimously.

12. In response to Acting Provost Cooper's memo on procedures regarding the EIF, a motion was made that since faculty would like input to procedures on EIF, action be tabled until Fall when detailed attention could be given.

Passed unanimously.

13. A vote of thanks was given to Jacueline Maly in behalf of her efforts regarding clarification of DPTC procedures.

Passed unanimously.

14. A motion was made for the Ala Kai to forward to President Matsuda via Acting Provost Cooper our thanks for the opportunity to participate in the new provost selection.

Passed unanimously.
The meeting was adjourned at 4:00 P.M.

for the past year.

15. The A111 extend to the A11 Kat their thanks for their efforts.

Respectfully submitted,

Joe Demarke