MEETING #8  TUESDAY, JANUARY 25, 1983
3:00 p.m.  LONO 101

1. Presentation to the Senate

2. Approval of Minutes

3. Announcements
   (a) Meeting with Chancellor Kim and Provost Tsunoda at
       10:00 a.m. Thursday, January 27, in Waipa Lounge.

4. Faculty Senate Chair's Report

5. Standing Committee Reports
   (a) Faculty Relations
   (b) Community Relations
   (c) Instructional & Professional Development
   (d) Curriculum & Academic Affairs

6. Unfinished Business
   (a) General Education requirements (Hagstrom)
   (b) other

7. New Business
   (a) Excellence in Teaching award committee
   (b) Ad Hoc Faculty Advisory Committee on Sabbatical Leaves
   (c) Independent Study project

8. Adjournment
Minutes

MEETING #7 December 15, 1982

I. The meeting was convened at 3:15 p.m.

II. Presentation to the Senate

1. Carol Colby, WCKC President, voiced student support of John Baker's proposal for a Dean's List.

2. It was moved and seconded to accept John Baker's proposal regarding the Dean's List. Motion carried unanimously.

III. Report of the Faculty Senate Chairs

1. Hawaiian Electric Company will be working on the power lines during the semester break that will require shutting down electricity for a few days. Office use will be discouraged at this time. Refrigerators should be cleaned out.

2. Charles Whitten is coordinating the February, 1983, Regents' visitation.

IV. Standing Committee Reports

1. The Faculty Relations Committee is conducting the Elf Activity, a joint student-faculty Christmas party on December 17, and a canned goods (and other items) drive for the street people of Honolulu.

V. Unfinished Business

1. There seemed to be positive responses to the Staff Development Forum Series when a faculty survey was conducted. It was moved and seconded that the Faculty Senate support the Forum Series concept and encourage faculty participation. Motion carried.

2. The Faculty Senate will continue to study the proposed tuition increase recommended by the Board of Regents.

3. The Merit Award Survey report by Norma Higa was accepted. A copy of the report will be sent to the University of Hawaii Professional Assembly. A finer breakdown of Range II and V instructor responses was requested. A note of thanks is extended to Norma Higa for an excellent job done.
4. The following actions were taken regarding IPD committee recommendations on the Media Production Center:

(a) Change the name of the MPC to Instructional Resources Development Center. Motion to support this change was carried unanimously.

(b) Get a TV cable installed from Kahekili Highway to the MPC/IRDC in Judd Building to allow off-air recording. Motion to support this action carried unanimously.

(c) Get cement "mini-ramps" applied to the outside jambs of the classrooms so that equipment carts can be pushed into the classrooms. Motion to support this action carried unanimously.

(d) Arrange a "share-cost" consortium with other colleges which will allow WCC to afford the license fee for limited off-air copying and retention. Motion to support this action was tabled until further information regarding potential costs are provided.

(e) Repair and/or replace blinds/shades for those classrooms where the present venetian blinds do not sufficiently block light during film projection. Motion to support this action carried unanimously.

(f) A note of thanks is extended to the IPD Committee for an excellent job regarding the MPC.

5. The Community Relations Committee had previously reported on the idea of rotating the article writing assignment for the Sun Press among divisions. The Social Science division feels this is unwise as it would create a lack of consistency and recommends that the responsibility of writing articles for the Sun Press be rotated among the Community Relations Committee members or that this responsibility be shared with Community Services.

6. At the last meeting, CAAC brought 8 recommendations regarding curriculum changes to the following courses: TRNSC 35; WPRO 50; ART 115; ART 113; PHIL 102; PHIL 100; BMACH 208 and HUM 120. These recommendations were accepted.

7. The nominations for 2-year Faculty Senate Chair will be accepted. Members were asked to actively recruit for this position.

VI. New Business

1. The Business division voiced a request for 2 xerox
machines in the duplicating room. Previous discussions by the administration regarding new xerox machines indicated that one machine might be sufficient.

2. Senators are requested to submit their teaching schedules to Roy Fujimoto as soon as possible so that a meeting time can be determined for the Spring semester.

VII. The meeting was adjourned at 4:10 p.m.

Respectfully submitted by,

Jean Okumura
Recorder for 12/15/82 meeting
WINDWARD COMMUNITY COLLEGE

University of Hawaii

December 1, 1982

TO: FULL-TIME FACULTY
WINDWARD COMMUNITY COLLEGE

FROM: FACULTY SENATE

RE: SURVEY ON MERIT AWARDS

There is considerable diversity of opinion concerning Merit Awards; therefore, we would appreciate your response to the questions listed below.

Please place the completed form in Norma Higa's mailbox no later than December 10, 1982.

Thank you for your kokua and support.

Check the appropriate item.

1. I am a full-time faculty member and am classified: 4 student services
6 vocational instructor 21 liberal arts instructor 3 other

2. My present range:

I 11 II 3 III 3 IV 14 V NR 3

3. Which of the options listed below best describes your feelings about the Merit Award process used this Fall? (1982)

9 satisfied 14 dissatisfied 11 undecided

4. I feel that UHPA should be urged to continue bargaining for the inclusion of Merit Awards as part of our upcoming contract.

11 yes 10 no 12 undecided 1 NR

5. I would like to see the following occur regarding the process of Merit Awards.

5 continue as is with no changes 10 discontinue Merit Award process
7 change the entire Merit Award process 12 undecided

6. Comments: (Use reverse side if necessary)
Survey Comments

1. Range IV and V faculty are unfairly treated.

2. If everyone would not an increase in salary rather than have merit, the we should discontinue merit. But this way at least some people get some recognition. However, the award should be a flat rate rather than a %, because the people at the higher ranges have too large an advantage over those at the lower end.

3. The award is divisive (multiple awards—three to one person—have been questioned) and those who don’t get it are hurt (one resigned from Faculty Senate). Who needs further aggravation? Everyone is trying to perform meritorious work, and when it isn’t recognized they may well refuse to do any work beyond the job description: "If that’s what the peers want, let the Merit Award winners do it.” I say Thumbs Down.

4. I received a Merit Award this year. I appreciated the fact that my efforts were noticed. I appreciated raise; I need the money. I am in favor of the whole thing. I feel that everyone at UCC works very hard; most everyone here is entitled to a Merit increase. In fairness, a recipient probably should not re-apply the following year in order that others have a chance at it.

5. The final selection power of the provost should be eliminated. Check to see how “favorites” have received the award e.g., those who have gotten extra pay assignments etc.

6. No person to receive a merit award 2 years in a row.

7. Use the money our faculty gets as its share added to our regular pay or as part of our dollar amount for medical benefits. Merit as it is stated.

8. I’m not overly familiar with the process. My understanding is that it involves extensive documentation. Is this necessary? Also, does the paperwork assure an equitable reward system?

9. Unfair in a union situation; otherwise let’s all make separate contracts based on our merits. Look at the NFL (National Football League); quarterbacks get more, right? Well I can quarterback.

10. It is difficult to quantify accomplishments and it is difficult for some faculty to write about their accomplishments in a manner that will "sell". It might be better to have one sheet with each person choosing his 3 or 3 best accomplishments. Also, what is to prevent faculty from repeating accomplishments?

11. I am opposed to this type of competition for raises. It is bad for morale.

12. a. Candidates are limited to a 3 page application, it simplifies application but also leaves out a lot of important back up evidence
   b. Merit is based on performance of a single year (year closest to merit application) a disproportionately high lifetime pay increase for a single year's work.
   c. No definition included for those who were on sabbatical or leaves partially or wholly in the year in question.
   d. Some faculty feel that there should be a defined wait period before successful applicants apply again...now they can apply yearly and get...
12. continued:

d. there are meritorious instructors we do not apply...what recognition/rewards for them? Some are intrinsically satisfied and don't apply.
f. Merit pay selection leaves a "bad feeling" for unsuccessful applicants whose work is meritorious too...discourages them from continued efforts and contributes to poor morale.
g. meritorious lecturers should be recognized somehow.
h. everyone is suffering from inflation...perhaps not having merit pay and spreading money to all faculty is best....and recognize contributions in other ways...medals, citations etc.

13. Right now the present merit award process favors the higher ranges/payscales by basing the amount of the award on percentage of the recipient's base salary. Consequently, this year the 2 highest ranked awardees go the least amount of money! I also disagree with the award being a % raise every year....so the total award can amount to $20-30,000 over a person's teaching career....a large amount of money for 1 year's efforts.

I also think, having served on the selection committee this year that the awards are divisive and cause envy and dissatisfaction among other faculty. (if not change the process)

14. Process:

  1. recommendations for Merit be by immediate superordinate of faculty....i.e. Dept chairman after solicitation of and consultation with discipline colleagues of potential recipients. Documentation....letter of recommendation from Dept. chair.

  2. Those recommended be prioritized (ranked) by committee of next level of superordinates and faculty senate representatives...(i.e., Assistant Dean and Dean plus (3 faculty representatives) with consultation with Department chairs via (sic) recommending superordinate. output = ranked list

  3. Final selection by Provost (or College Head at Manoa and UHMC) based on available money and letters of recommendation and ranking.

     A. Merit award should be flat sum increase i.e., $1,000 --not a %

     B. Salary figures should not be given to any committees
Not needed for flat sum award.
Old Business

1. Faculty Senate action on MPC report: All but one of the recommendations were supported. The Senate requested further information regarding potential costs on the recommendation to average a "share-cost" consortium with other colleges which would allow WCC to afford the license fee for limited off-air copying and retention of television programs.

2. Proposal for writing across the Curriculum Workshop: While there is considerable interest in the workshop, there is a problem with funding for consultant's fees. Lillian will pursue alternative means for funding the speakers' fees.

3. Projects for Spring, 1983:
   1. A series of workshops on finance.
   2. Brown Bags.
      a. Helen McArdle
      b. Emi Troeger and Diana De Luca
      c. Roy Fujimoto
      d. De Etta Wilson
      e. Robert de Loach and Dave Denison - possible BB. or workshop on Surviving the Future.
   3. Forum Series - a meeting will be held Jan. 25 to begin planning the forum.

New Business

1. Status of campus wide computer planning committee: The committee still has not been organized. The IPD Committee recommends that the Faculty Senate activate the committee.

2. TV Cable drop for WCC: Faculty Senate supported this recommendation from the IPD Committee. The committee recommends that a focus for Community Work in 1983-84 school year should be planning for use of cable television for instruction including:
   a. Workshops on ideas, materials needed, costs.
   b. Possibilities for external funding.

   Dave Palmer will be invited to the next committee meeting to discuss his cost/time estimates for obtaining the cable drop.

3. Possibilities of new educational delivery systems to be included in EDP revision.

   Suggestions: Hold a brainstorming session for all interested faculty on a Saturday.
   - Tie in this topic with Forum Series of Windward Oahu Futures.
   - Obtain statistics on type of learners we will be working with to help us with planning.
January 7, 1983

MEMORANDUM

TO: Campus-wide Staff Development Advisory Committee

FROM: Carol Craig, Staff Development Coordinator

Due to end of semester pressures, most committee members could not attend the December 21st meeting; an informal discussion was held on the agenda items. These include

1. Spring Activities
   a. Charles Whitten recommended Otto Kroeger's workshop on the Myers Briggs Personality Inventory. Mr. Kroeger will be back during the spring to repeat this workshop. Charles suggested we reimburse registration fees to have a small group on campus trained to use this instrument. He will contact Mr. Kroeger for details on the spring training.
   b. The faculty survey regarding the spring forum and the Writing Across the Curriculum Workshop resulted in several volunteers to plan the forum. Carol will convene this group to get this activity off the ground.
   c. Due to restrictions on paying for consultants, plans for the Writing Across the Curriculum Workshop have been stalled. The Provost has asked the Chancellor's office for a decision regarding payment for this workshop.
   d. The conflict prevention workshop for the clerical staff will be scheduled in spring. Bob Hicks has agreed to do this. Carol will explore the possibilities of - an all day activity - off-campus location - faculty and supervisors providing an "appreciation" light lunch.
   e. Additional personal finance informal discussions should be planned for spring.
Need information on when EDP planning will officially take place. Need to know whether faculty would be interested in this activity. De Etta will contact Roy Fujimoto about timetable for EDP; and will ask department chairs to poll their faculty on interest in the brainstorming session.

Possible tie-ins: The Forum series on Windward futures, the brainstorming/planning session for WCC futures, and the workshop or Brown Bag on surviving/planning your future w/de Loach and Denison.

**NEXT MEETING:** Wednesday, Feb. 2,
3:30 p.m. Library Conference Room
f. Workshops related to the AA degree and other curriculum issues, while staff development activities, should be organized by the Curriculum and Academic Affairs Committee.

g. Carol will follow-up on the Instructional and Professional Development Committee's suggestion for a symposium on professional growth techniques.

h. Action on requests from faculty for workshops which require payment of consultant's fees will be postponed due to restrictions on such payments. Carol will explore the possibility of sponsoring such activities as non-credit classes with the registration fee used to pay the instructor.

2. The "staff development day for staff developers" will be held January 21st. Invitations will be received soon.

3. The committee appears to be functioning well at this time. Those present did not believe that the structure needs to be revised.

cc: Pete Dyer, Provost
    Iris Fukui, Dean of Instruction
    John Baker, Director of Student Services
    Keiji Kukino, Director of Administrative Services
    Faculty Senate