WCC Faculty Senate Minutes
February 13, 1984

The Faculty Senate met in Lono 102 from 12:35 to 1:25 p.m. on February 13 with Aileen Yin presiding.

Senators Present: Steve Flick, Language Arts; Gloria Moore, Humanities; Lori Buckley, Math/Science; Norma Higa, Social Sciences; Roy Yuramoto, Student Services/Academic Support; Clayton Nasuda, Business/Tech; Senate Leadership: Aileen Yin, Jerry St. James, and Charles Whitten.

Faculty Present: DeEtta Wilson, Chairperson, Computer Committee; Phil Hagstrom, Chairperson, Curriculum and Academic Affairs Committee.

AMT DRIVEWAY
A memo has been received regarding the problem of the AMT driveway. Senate leaders will explore this matter at the next meeting with administration.

INDEPENDENT STUDY GUIDELINES
Revised guidelines for independent study (developed by Dave Dennison) are to be forwarded to the Curriculum and Academic Affairs Committee for their review and recommendation.

CEILING MATERIAL
A question was brought to the Senate about the analysis of the ceiling material. It was reported that one instructor removed the ceiling material from an office and developed a severe rash. Senate leaders will explore this matter at the next meeting with administration.

MEETING WITH ADMINISTRATION
Jerry St. James reported on the February 3 meeting of the Senate leaders with the administration. See attached notes.

COUNCIL OF FACULTY SENATE CHAIRS
Charles Whitten reported on the progress being made on University reorganization. The draft of the Council's findings and recommendations will be distributed and a meeting held to explain the issues. It was the conclusion of the report that there is nothing wrong with the current structure but there are problems with the way it operates.

INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT COMMITTEE
Gloria Moore reported on brown bag seminars which are being scheduled. The Committee is preparing a written report on parameters for computerized student evaluation of instruction. This matter will be discussed at the next Senate meeting on February 27.

CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE
Phil Hagstrom reported that the CACC is in the final stages of review of the AA degree. He stated that there has been extensive review. Each department has responded by submitting courses which can be used to fulfill requirements. The number of courses to be used has been reduced. Departments developed a list of characteristics for courses which are to meet the AA core requirements. The Committee expects to complete its review by next week.
Two curriculum modifications were presented for Senate approval: English 170, Language & Media is changed to English 215, Language & Media; and English 120, Exposition and Autobiography is changed to English 211, Autobiographical Writing. It was moved, seconded, and passed that these changes be approved.

The Committee approved the addition of the stipulation "... but excluding students receiving one or more NC grades" to the existing Dean's List policy. It was moved, seconded and passed that this modification be approved.

DeEtta Wilson reported that the Computer Committee has compiled the results of the recent survey. See attached minutes to the January 30 meeting.

Jerry St. James
Chairperson, Faculty Senate
The Faculty Senate leaders met with the Administration on February 3 from 9:30 to 10:45 a.m. in Eckerd Conference Room. In attendance were: Peter Dyer, John Baker, Iris Fukui, Jerry St. James, Charles Mitten, and Aileen Yin.

**MEETING DATES**

It was agreed that meetings for the spring semester would be held on the first and third Wednesdays of the month from 10 to 11 a.m.

**February 15**

**March 7, 21**

**April 4, 19**

The May meeting will be arranged after the election of the new chairpersons.

**ACADEMIC**

**CREDENTIAL COMMITTEE**

It was agreed that Jerry would ask the faculty members who are serving on the Student Conduct Committee if they would also be willing to serve on the Academic Grievance Committee.

**CHANGE TO DEAN'S LIST POLICY**

The proposal by John Baker to set some additional parameters for compiling the Dean's List has been referred to the Curriculum and Academic Affairs Committee. Aileen Yin will contact the chair to find out the status.

**ACADEMIC POLICIES**

Iris announced that the catalog deadline is the end of February. Some academic policies have been discussed with the department chairs with the thought that they would take the issues back to their department and that the senator for that department will carry through if there is Senate action to be taken. She stated that among the department chairs there is a consensus that it is appropriate to discuss policy, but changes should go through the Senate. Further, that department chairs are looked upon as an administrative support group. It was reported that at the last Senate meeting there was a discussion of the function of the department chairs and the Senate. It was suggested that we bring the department chairs and the Senate together at the beginning of the year to clarify their roles. Sometimes it looks as though both groups are duplicating effort. Iris suggested that the Senate invite administration to Senate meetings when policies are to be discussed. It was suggested that minutes of the department chairs meetings be given to the senators. Issues can be discussed at various levels, but we need to define the decision making process.

**EXCELLENCE IN TEACHING AWARD**

Pete announced that the selection process for the Excellence in Teaching Award has begun.
SABBATICAL LEAVES

Pete announced that one application for sabbatical leave has been received. He will solicit the advice of the Senate relative to the merits of the proposal. A question was raised about the process for reviewing the completion report and if there is any monitoring of individuals on sabbatical. The response was that there has been no formal monitoring but that administration likes to work with the applicant to develop a proposal. Completion reports are reviewed in light of the sabbatical objectives.

RETIREMENT

Pete announced that Iris Fukui will retire on June 30 of this year. Iris expressed the wish that there be no big retirement party; rather that donations be made to the University of Hawaii Foundation for Faculty and Staff Development at Windward Community College.

EVALUATION OF LECTURERS

Iris is drafting a more specific procedure for evaluation of lecturers. Currently they are required to have student evaluations of each class taught and to discuss these evaluations with their Assistant Dean.

BUDGET

Concern had been expressed at the last Senate meeting about the change in spending the quarterly allocations. Department Chairs were told that funds placed in the 4th quarter must be spent in that quarter. In the past, these funds could be spent earlier if there were unanticipated expenditures. Departments have been placing funds in the 4th quarter for repairs, not knowing just when the need would arise. It was reported that this change was made by the State. It was also reported that salary savings because of the November strike were restricted by the Governor.

COUNCIL OF FACULTY SENATE CHAIRS

Charles reported that the Council of Faculty Senate Chairs has requested that Curriculum Committee Chairs from each of the community colleges get together early in the fall. The purpose of such a meeting would be to clarify their roles as they exist on different campuses and to share solutions to various problems. Iris suggested that it might be worthwhile to meet with the Deans of Instruction, especially next year because there will be a number of new Deans.

Jerry St. James
Chairperson, Faculty Senate
COMPUTER COMMITTEE MINUTES

Date: January 30, 1984
Place: Library Conference Room
Time: 3:45 p.m.
Attendance: DeEtta Wilson, Robert de Loach, Pearl Takeuchi, Carol Godfrey, Diana DeLuca, Jeff Hunt, Hiroshi Kato, Jean Okumura

1. Computer Software Purchase - Computer Connection for Teachers will be ordered on a trial basis. If purchased, it can be used for brown bag seminars for those who have never used a computer.

2. Listing of Computer Software - Now available. A copy will be distributed to each Department Chair and to the Library.

3. Computer Maintenance
   a. Warranty for computers has expired. WCC compiled a request for on-site maintenance of its computers that totaled over $4,000. Because the bid is over $4,000, the bid must come under a composite bid where all Oahu campuses will be under the same bid for on-site maintenance. Steve Nakasone is waiting for the specifications from Manoa.
   b. Alternate option - WCC could place a separate bid for in-store service - the bid would go to the establishment with the lowest written quote.
      (1) Advantages - Lower cost (on-site maintenance cost is about double or triple the in-store service maintenance cost.)
         - Computerland in Kaneohe is fast, helpful.
         - Having a Kaneohe establishment, such as Computerland in Kaneohe, handle maintenance would establish good public relations for the school.
      (2) Disadvantages - Troublesome to bring computers to the store.
         - If the lowest written quote is from a store in Honolulu instead of Kaneohe then it would be highly troublesome to take the computers to the store.
         - No system updates will be available by not being a part of a systemwide maintenance contract.
   c. Representatives need to go back to their respective departments to discuss the advantage/disadvantages of on-site vs. in-store maintenance.
   d. Other considerations -
      - A basic trouble shooting procedure needs to be written for faculty using computers to follow before calling for "HELP."
- Jeff Hunt will work up a diagnostic sheet for faculty using computers to follow before they contact George Weber, the electronic technician, if there is trouble.

- George Weber might be able to look at troubled computers and determine if in-store repairs are truly needed.

- Most likely, in-store maintenance fees would come from departmental supplies budget ($350/yr approximate).

- Each department may opt to handle maintenance in different ways i.e. one department may opt for in-store whereas another department may favor on-site.

- Departments will need some figures to compare on-site vs. in-store. Steve Nakasone needs to be contacted to get comparative figures.

- Would it be worthwhile to dehumidify rooms housing computers to reduce the probability of computer breakdown?

- Lono computers (2) - one had trouble with motherboard that caused disk drive problems - just fixed last semester - in-store costs unknown.
  - other computer is now experiencing disk drive problem.

- Business computers - Jeff made 5 trips to Computerland for repairs. Two repairs resulted in a charge of approximately $100 during Fall 1983.

4. Computer Survey - 38 out of 70 surveys returned. However, three faculty members consolidated their responses on one form. Hence, 40 people responded. Full-time faculty who did not respond will be asked to respond for planning purposes.

5. February 13 meeting has been cancelled. Check Weekly Journal for new meeting date.

Minutes taken by
Jean Okumura