The Faculty Senate met in Lono 102 from 12:35 to 1:25 p.m. on March 12, 1984 with Aileen Yim presiding.

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

Faculty Present: Carol Godfrey, Phil Hagstrom, DeEtta Wilson

FACULTY TO SERVE ON COMMITTEES
It was announced that the following faculty members have agreed to serve on committees being formed by the Provost:

Student Academic Grievance Committee: The same faculty members who agreed to serve on the Student Conduct Committee have agreed to also serve on this committee: Dave Dennison, DeEtta Wilson, Aileen Yim, with alternates: Gary Stice and Pearl Takeuchi.

Faculty Advice Regarding Sabbatical Leaves: Dave Dennison, Opal Terbeek, DeEtta Wilson.

Nominations for Service on Screening Committee for Staff Development Coordinator: (Provost to select three) Lillian Cunningham, David Furuto, Carol Godfrey, Neal Joseph, Gloria Moore.

GRADUATION COMMITTEE
Charles Whitten and Jerry St. James will co-chair the Graduation Committee. Graduation will be on Sunday, May 13.

ANNUAL REPORTS
Faculty Senate standing committee chairs were reminded that their annual report is due on May 7. This report should include a summary of the year's activities and the names of faculty who have actively served on the committee.

FACULTY SENATE GOALS FOR 1983-84
Senators were asked to bring comments on the Senate goals for 1983-84 from their departments to the April 9 Senate meeting. At this meeting the Senate will review accomplishments for the year.

SENATE CHAIRS MEETING WITH ADMINISTRATION ON THE BIENNIAL BUDGET
Senate chairs reported on the meeting held on March 6 from 10 to 12 a.m. to review biennium budget requests. All administrators were present and the purpose of the meeting was to review and refine budget requests before prioritization by the Provost and submission to the Chancellor on March 9. As reported previously, the Provost anticipated submitting this budget in April but the time was pushed forward by the President's office. There was no opportunity for the Senate to participate in prioritization as has been past practice.
The following resolution was proposed for consideration by the Senate at its next meeting:

WHEREAS, The Faculty Senate's Constitution provides that "the Faculty Senate shall be the exclusive policy recommending and advisory body of the College faculty (Article II, Section A)"; and

WHEREAS, The recent time constraints imposed by early budget submission deadlines prevented broad-based study and participation in the budgeting process by the Faculty Senate with regard to the 1985-87 Biennium Budget requests from Windward Community College; and

WHEREAS, the Faculty Senate recognizes its responsibility to work with the College Administration on all matters concerned with providing, preserving, and improving quality education;

BE IT THEREFORE RESOLVED that the Faculty Senate immediately establish an ad hoc BUDGET COMMITTEE to study and make recommendations to the full Faculty Senate and to the Faculty with regard to budget submissions; that this ad hoc committee serve until dissolved by the Senate (or until a permanent standing committee on budget is established in the Senate); and that the Senate's commitment to working closely with the College Administration in setting campus priorities be communicated to the WCC Administration.

Charles Whitten reported that work has been completed on the recommendation for reorganization of the University. The following resolution was proposed for consideration by the Senate at its next meeting:

WHEREAS, the Community Colleges Committee on University Reorganization has presented its recommendations concerning reorganization to the Board of Regents; and

WHEREAS, faculty and staff at this campus have been kept abreast of the study and given opportunity to provide input and suggestions concerning the recommendations; and

WHEREAS, the recommendations appear to deal equitably with the needs of the entire University community;

BE IT THEREFORE RESOLVED that the Faculty Senate of Windward Community College register its support for the report of the Community Colleges Committee on University reorganization, and that a copy of this resolution be forwarded to the Board of Regents.

The attached parameters for computerized campus-based student evaluation of instruction was developed by the Instructional and Professional Development Committee. Gloria Moore reported that maintaining confidentiality was an important issue. It was moved, seconded and passed that the Senate recommend to our Administration that funds be provided to continue the present system through Dr. Meridith's office and that the Senate adopt the parameters as a contingency in case the present system is not available. Further, in this event, the College should join with other Oahu community colleges which have developed such a system.
Don Killeen, Chair of the Faculty Relations Committee, provided the Senate with minutes of their March 1 meeting (see attached) which explain the committee's involvement in Staff Development Day, the Ho'olaulea, and an update on the balances in the Aloha Fund and the Kokua Fund.

Gloria Moore, Chair of the Instructional and Professional Development Committee, announced that the Writing Across the Curriculum seminar will be held on March 23 at WCC from 3 to 5 p.m. All faculty are invited to attend; participants should bring a sample of a writing assignment. The Faculty Relations Committee will assist with refreshments.

Phil Hagstrom pointed out that there was a typographical error which resulted in deleting BOT 105, GEOG 102, GEOG 151, and ICS 100 from the Social Sciences listing for the AA Degree. It was moved, seconded, and passed that these courses be reinstated.

A proposal to articulate Philosophy 101 with the University of Hawaii at Manoa was presented. It was moved, seconded and passed that the Senate recommend articulation of this course.

DeEtta Wilson reported that the Computer Committee discussed the various types of maintenance agreements for our microcomputers. The Committee recommended an "in store" contract which is to begin on July 1. Roy Fujimoto has asked the Computer Committee to assist with the selection of instructors for non-credit computer courses. The results of the computer survey were distributed to departments. Finding a place for a computer center on campus is still to be resolved.

Carol Godfrey explained that the Staff Development Coordinator is being selected based upon the revised Faculty/Staff Renewal and Vitality Plan and that the advisory committee, which has representatives recommended by the Senate, will be making recommendations regarding the expenditure of the proposed budget of $19,000. Non-involvement by the Senate could mean that the Senate would have no voice in the selection of the committee. She further explained that the original plan included a section on evaluation which has been removed from the current plan.

It was moved, seconded, and passed:

Since A PLAN FOR FACULTY AND STAFF RENEWAL AND VITALITY FOR WINDWARD COMMUNITY COLLEGE deals with collective bargaining issues such as retrenchment, sabbatical leaves, contract renewal, and tenure, the Faculty Senate cannot support it.

In addition, each faculty member should read the 2 June 1980 letter from UHPA President Fox (attached) before considering development of a plan for professional growth as described in A PLAN FOR FACULTY AND STAFF RENEWAL AND VITALITY FOR WINDWARD COMMUNITY COLLEGE.
In no way is this a recommendation for faculty to avoid professional activities. The WCC Faculty Senate continues to strongly support the professional growth, renewal, and vitality of faculty and staff.... however, until the basic issues are resolved pending review by HPERB, be it moved that the Faculty Senate strongly reaffirms the 1980 motion regarding Faculty Renewal and Vitality.

Because of unfinished business, another meeting is scheduled for Monday, March 19 at 12:35 p.m. in Lono 102.

Jerry St. James  
Chairperson, Faculty Senate
FACILITY RELATIONS COMMITTEE
Meeting Minutes 1 March 1984
Present: Opal Terbeek, Jean Okumura, Sione Uluave, Don Kileen
Guest: Carol Godfrey

STAFF DEVELOPMENT DAY

There will be a campus wide staff development day on March 30th from 9 a.m. to 4 p.m. at the University Park. FAC will help organize the morning coffee and lunch, and collect money for the lunch. We will purchase morning coffee, tea, and beverages for the staff.

FAC UPDATE ON FUNDS

Kokua Fund—Balance 1/31/84 was $142.23
Facility Relations Fund—No information available

 DPR

FAC wants to stop the profits from the sale of Huli Huli Chicken from being run through the facility fund, something that was set up years ago. This causes problems concerning payment of the excise tax. Don will talk to Roy Fujimoto about this.
TO: Faculty Senate
FROM: Instructional and Professional Development Committee
SUBJECT: Parameters for use of campus-based evaluation forms

I. Compilation of material
A. Forms should be legible by optical scanner, if practical
B. Campus should conduct compilation of data, printing and sorting of printed results. Contractor should return materials in sealed envelopes.
C. Contractor would separate instructor critique forms from computer forms and return to campus in sealed envelopes.
D. All forms should be returned to instructors. Use of results should be determined by instructor only.

II. Preparation of form
A. What is being evaluated?
B. How do we allow for differences in class format?
C. Suggest using 'menu' such as is used as Kapiolani CC.
D. Imperative that instructors have input/feedback before form completed.
E. Need evaluation form for non-teaching faculty.