WCC Faculty Senate Meeting

Feb. 21 (W), 2007

12:40  Palanakila Conference Room

Present:  Paul Briggs (Recording Chair), Letty Colmenares, Sarah Hadmack, Ron Loo (Presiding Chair), Floyd McCoy (Off-Campus Chair), Toshi Ikagawa, Emi Troeger, Mari Nakamura, Winston Kong, Javen Robinson, Jean Shibuya, Diane Goo, Tara Severns

Absent:  Javen Robinson, Kalani Meinecke, Ryan Perreira

Guest:  Nancy Heu

I. Approval of Minutes—Accepted as corrected.

II. Council of Faculty Senate Report
   Nothing to report, report is forthcoming.

III. Committee Reports
   a. Credit Curriculum & Academic Affairs Committee (CCAAC) approved modification of the 4th part of the Computer Information Literacy exam which will now require only the spreadsheet (options of Web authoring and database were chosen by only a very small # of students)
   b. CCAAC approved the deletion of the following:
      1. ACC 134—Income Tax Prep (3 credits)
      2. ACC 201L—Intro to Financial Accounting Lab (1 credit)
      3. ACC 202L—Intro to Managerial Accounting Lab (1 credit)
      4. BOT 181—Plant Sea Life (4 credits)
   c. CCAAC approved modifications in prerequisites/course descriptions for the following:
      1. ACC 201—Intro to Financial Accounting (3 credits)
      2. ACC 202—Intro to Managerial Accounting (3 credits)
      3. ICS 105—Computer & Information Literacy Exam Prep (3 credits)
      4. SOC 100—Survey of Gen Sociology (3 credits)
      5. SOC 218—Intro to Social Problems (3 credits)
      6. SOC 251—Intro to Sociology of the Family (3 credits)
   d. CCAAC approved the following new courses:
      1. HIST 297—Environmental History of Hawaii (3 credits)
      2. WS 200—Culture, Gender, & Appearance (3 credits)
There were some questions from the floor:

- HIST 297 has perquisites of ENG 100 and (?)151 or 152.
- As for ACC 201 and 202, CCAAC was eliminating the labs for core requirements.
- SOC 100—the previous description was in 3 separate fragments and is now 1 paragraph.

a. CCAAC is proposing to abolish the Associate in Technical Studies degree (ATS).
   i. This was set up in the early 1990s and no person has ever graduated with this degree.
   ii. The requirements for this degree are taken care of with other degrees-Academic Subject Certificates within the Associate of Arts degree.
   iii. Faculty Senators are requested to bring this to their departments for discussion with a decision to be made for the March 21st Faculty Senate meeting.

A motion was made to approve the above, was seconded, put to a vote, and passed.

IV. Old Business

a. Sub-Committee on Assigned/Reassigned Time and Overload, Emi Troeger
   i. Report and Handout by Sub-Committee. Handout is in the back of these minutes.
   ii. Main recommendation is that decisions on assigned time be made by the Chancellor with input by the faculty with a common set of policies adopted by the Chancellor’s Office, Student Services, and ETC.
   iii. Faculty Senators are requested to bring this set of recommendations to their departments for discussion and the issue will be brought up at the April 4th Faculty Senate meeting.

b. Selection of Regents (Criteria)
   i. Natural Sciences Department believes the support of the CCs should be a criteria for selection. A community college advocate would be a good choice.
   ii. Social Sciences Department believes that if a faculty member was sent, there might be a conflict of interest. But the person should be a support of the CCs. Possibly a former faculty member.
   iii. ETC/BTD-A regent should be a business person, perhaps retired.

c. Changing Faculty Senate Chair Terms, Floyd McCoy
i. External Chair serves for 2 years.
ii. Recording Chair serves for 2 years
iii. Presiding Chair serves for 1 year.

V. New Business
a. Scheduled Faculty Senate Meetings:
   i. Feb. 21, Mar. 07, Mar. 21, Apr. 04 at 12:40 pm in Palanikila 117.
b. VP Morton’s Proposed Classification, Tara Severns
   i. Student Services wants to know if the SLOs are also program level outcomes for the counselors.
      1. Evaluations every day for counselors. They need some time to think through.
   ii. Social Sciences Department is opposed to having SLOs evaluate individual faculty members, but rather for programs instead.
   iii. Business is also opposed.
   iv. TLC—one faculty member approve and two faculty members oppose using SLOs for evaluation.
   v. ETC-opposes using SLOs for evaluation.
   vi. Humanities-opposes.
   vii. Natural Sciences-opposes.
   viii. Motion-To have the WCC Faculty Senate state that the purpose of SLOs is to assess programs and courses and not to evaluate faculty. Faculty evaluation is covered by the UHPA/BOR Agreement. It is not appropriate to combine the two.
      1. Motion is carried unanimously.

e. Organization Chart; Tara Severns and Nancy Heu, guest speaker
   FS representatives were presented with a Memorandum to our Chancellor on the transformation of Academic Support—Library, TLC, Media Center, and Academic Computing Services—into Information Services (IS) to meet WCC’s expanding needs for informational resources, technology and other services.

   • The transformation would mean that IS would be a separate unit with its own Director of Information Services, reporting directly to the Chancellor.
   • A department within IS called Information Infrastructure Services will provide IT infrastructure support and development for the entire college, including all desktops, servers, classroom and AV equipment, and a network for data, media, and phone.
• Another department within the IS unit called **Media Services** will focus on print, media/web design, instructional design, and duplicating.
• IT specialists from other units such as ETC will be reallocated into the **Information Infrastructure Services**.

(Electronic documentation of the Memorandum, the proposal for morphing Academic Support into **IS**, and the proposed organizational charts on the various functions and positions will be forthcoming.)

f. Abolishment of ATS Program, Jean Shibuya
(The Associate Degree in Technical Studies [ATS])
The Chair of CCAAC, Jean Shibuya, is proposing the abolition of the ATS because the Academic Subject Certificates (ASC) within the AA degree meets the needs of students who desire an occupation/pre-professional focus. In addition, since the establishment of the ATS, no advisory committee has been formed and only 1 student has ever applied for it but did not follow through to obtain it and the ATS has never been awarded.

Two questions still need departmental input:
1. Do you want a WCC HAP Board?
2. Should WCC have a HAP focus for the AA degree?

**VI. Adjournment**
Assigned Time and Overload Concerns and Recommendations

Background

As outlined in CCCM 2250, faculty members take on many duties outside of teaching. Most do so as a matter of service to the campus or system. For endeavors involving a more substantial time commitment, faculty may be granted assigned time or overload. For example, faculty in institutionalized service roles, such as the Credit Curriculum and Academic Affairs Committee Chair, Faculty Senate Leadership, Staff Development Committee Chair, Institutional Effectiveness Committee Chair, and Department Chairs, are given assigned time.

Assigned time may also be granted in special circumstances, such as during illness or low-enrolled classes, to balance the workload of a faculty member.

1. There is a need to compensate 9-month faculty who serve on key committees that conduct business during the summer. For example, with accreditation-driven formal integration of assessment into the strategic planning and budgeting processes, service on the Budget and Strategic Planning committees has become a year-round commitment, even for its 9-month members.

2. The 11-month faculty in some units face challenges in participating heavily in campus service roles, as such service can negatively affect staffing within their units when hiring part-time replacement personnel may not be practical or feasible.

3. The current policies and procedures for applying for overload or assigned time, and the process by which assigned time and overload are allocated and assessed are not clear, and have consequently become the focus of much speculation and misunderstanding.

Recommendations

1. That all divisions on campus, including the Chancellor’s Office, Student Services, and the Office of Vocational Education (ETC), adopt a common set of policies and procedures to guide the application for and the allocation and assessment of assigned time and overload for 9-month and 11-month teaching and non-teaching faculty.

2. That the criteria be determined by the Chancellor with input from the faculty senate chairs.

3. That a detailed outline of these policies, procedures, and criteria be made easily accessible to all faculty members.
4. That the Department Chairs as a body review the applications and make recommendations for assigned time and overload allocations.

5. That a list of assigned time and overload recipients be distributed to all faculty annually.