Minutes

WCC Faculty Senate Meeting

Apr. 04 (W), 2007

12:40  Palanakila Conference Room

Present:  Jean Shibuya, Floyd McCoy (Off-Campus Chair), Ron Loo (Presiding Chair), Paul Briggs (Recording Chair), Tara Severns, Letty Colmenares, Mari Nakamura, Emi Troeger, , Winston Kong, Sara Hadmack, Ryan Perreira

Not Present: Ellen Nagaue, Toshi Ikagawa, Patricia J. Chamberlin, Kalani Meinecke,

1. Approval of Minutes
   a. Minutes are approved unanimously.

2. Council of Faculty Senate Report
   a. Nothing to report this time, meetings will be next week.
   b. The new Manoa Chancellor (Virginia Henshaw) has a housing allowance, and so there may be precedent for a housing allowance for new faculty as well.

3. Committee Reports
   a. CCAAC
      i. Nothing to report

4. Old Business
   a. Sub-Committee on Assigned/Reassigned Time and Overload - Vote on recommendations.
      i. Recommendations given out and will be included in the notes in electronic form-Tara Severns
         1. See back of these minutes.
      ii. Motion-To accept the recommendations regarding assigned time and overload.
         1. Motion was passed.
   b. Nomination/Election of Faculty Senate Chairs Chair two (off-campus) - 2 year term Chair three (presiding) - 1 year term
      i. Tara Severns has been nominated for the presiding chair.
c. Retiree Participation on Faculty Senate - Vote on resolution on Apr. 18 (W) meeting.
   i. Motion-That WCC allows retiree faculty participation on the Faculty Senate given the recommendations of the UH Manoa Faculty Senate (i.e. retirees cannot vote)
      1. Discussion centered around whether retirees are sufficiently invested in the institution and that they have a sense of institutional memory. However, students serve on the Faculty Senate.
      2. Motion and second has been withdrawn. Discussion will ensue within the various departments.

5. New Business-Mari Nakamura notes at this point.

V. ADOP, Winston Kong
   a. The ADOP issue is merely the current catalyst for the Faculty Senate Resolution, entitled “A Resolution to Foster Better Communication.” Please refer to the quotation above for a previous Faculty Senate communiqué with Chancellor Meixell. The communiqué above is from the May 4, 2004 Faculty Senate meetings.
   b. Comments from the floor included the following:
      i. FS Chairs did not communicate internally as well as they might have. FS Chairs were present at Admin meetings where issues such as Susan Lee’s position and Bonnie Beatson’s expanded function when replacing Susan Lee’s were discussed. Bonnie was brought in in advance of the Strategic Plan. “Internal communication” was also a problem. Therefore, a “motion” (gentle) as opposed to a “resolution” (strong) would be more appropriate. The Off-Campus Chair indicated his abstention from voting on the current Resolution.
      ii. WCC’s Accreditation Self-Study mentions “clear and effective communication” as one of the reasons for WCC’s previous warning status. A reviewing team will be revisiting soon and this issue should be addressed by that time. Chancellor Meixell had

\footnote{Please refer to the version edited at the end of this document.}
previously responded to the FS communiqué in a letter to some senators that “she considers it a very serious notice” and “assure faculty and staff involvement in affecting college decision-making.” However, the ADOP issue has demonstrated that it has occurred despite her assurances to the contrary. Therefore, the problem is external, not internal.

1. One of the problems is that our Chancellor has different expectations from, say, the Dean of Instruction and that they do not seem to communicate.

2. Another example was the position of the new institutional researcher. This position was understood to oversee Jeff Hunt’s; however, the positions seem to have become equal.

3. Another discussion centered on the current Chairs taking this issue to the Admin meeting. The floor commented that this had already been done by Jean Shibuya and that the Chancellor had not responded.

These examples demonstrate that the concern is past the point of “gently speaking.”

iii. Suggestions recommended that the beginning of the Resolution, 1st 2 sentences of the 1st “Whereas” item, be revised from a negative to a positive and that it is better practice to ask for what we want rather than what we do not want. Please refer to the document at the end of these minutes for the revisions.

iv. Further dialogue questioned the past practice of the Chancellor being the notes taker for the Budget and Strategic Planning Committees. These minutes were not available to faculty and staff on a timely basis. The practice of “appointed memberships” as a problem was also questioned. Faculty involvement is an integral part of our accreditation process. Two questions arise:

1. How should membership be selected for these committees?

2. How long should members serve?

These are 2 questions which should be brought to the departments for input.
Before the adjournment of the meeting, the Chairs presented the following:

- Reorganization: If faculty does not address the issues related to reorganization, it will be done by the administration by default. Reorganization has to be approved by the President. Floyd will bring his notes on how FS communicates with administrators to the next FS meeting.
- A solution to the communication problem might be to have the deans sit in on FS meetings.
- The vote on the issue of a faculty retiree sitting in on FS meetings has been tabled until a future date. More discussion is required within departments.
- Using existing departments is a good way to facilitate communication. For example, utilizing the FS as a way of sharing information will make this committee work more effectively.
- A Standing Committee addressing what would be on the FS agenda or regarding WCC policies and procedures might also be a good idea.
- Reminder: A joint FS and UHPA meeting is scheduled for 04/11/07 at 3:00 pm.
- The FS needs to nominate an Off-Campus Chair ASAP. This should be done by paper ballot by May 1, 2007.

VI. Adjournment at 2:00 pm.
A Resolution to Foster Better Communications

Whereas, suggestions from diverse constituent groups within an institution promote a sense of inclusion, value, and productivity, and

Whereas, improving communication across constituent groups has been discussed previously,

Whereas, the Faculty Senate of Windward Community College wishes to comply with Recommendation 5 of the latest AACJC accreditation report,

Be it resolved that the following items be presented to the Administration to ensure appropriate communication, participation, and input:

A. Create written definition of the roles and responsibilities for all constituent groups

B. Formalize processes and structures for clear, effective communication; for reporting relationships; and for the implementation of any changes that will impact programs (for example, contact hours)

C. Implement an annual evaluation process to assess the effectiveness of leadership and decision-making which leads to institutional improvement

D. Devise and implement strategies to improve internal communications, which may include, but should not be limited to, an employee handbook, a campus meeting calendar, a campus intranet, a site of minutes of committee meetings, a campus
newsletter, a list of common Q and A;s, and the institution of more consultations between administration and faculty.

E. create introduction, orientation, and mentoring procedures for new and existing faculty to facilitate transfer of our policies, procedures, and our college culture

Be it further resolved, that these suggestions be taken as presented, in a spirit of goodwill and a desire are made to improve Windward Community College through better campus communications for our mutual benefit and professional life.
Assigned Time and Overload Concerns and Recommendations

Background

As outlined in CCCM 2250, faculty members take on many duties outside of their primary areas of responsibility. 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. In some units, the 11-month faculty 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, which includes 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 a new or existing representative body be appointed by the Chancellor to review and revise current criteria and procedures for approving the requested overload and reassignments 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 a list of assigned time and overload recipients be distributed to all faculty annually.