Minutes

WCC Faculty Senate Meeting

May. 03 (Th), 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, Sarah Hadmack, Ellen Nagaue, Kalani Meinecke, Toshi Ikagawa, Ryan Perreira

Not Present: Patricia J. Chamberlin

Guests: Mike Tom, Bernadette Howard

I. Approval of Minutes from 4/18/07 FS Meeting.
   a. Minutes accepted unanimously.

II. Council of Faculty Senate
   a. BOR will meet next week.
   b. Dept. of Education (Margaret Spelling) is considering upping the requirements for University and College Accreditation. Paul Field has sent out two letters addressing this issue.
      i. Letters have been sent out opposing this action.
   c. Evaluation of Administrators and Faculty
   d. UHCC Strategic Planning Council has met for strategic planning for the entire UHCC system.
      i. Deals with budget as well as strategic planning.
      ii. Maybe there is not the need for separate committees at WCC.

III. Committee Reports
   a. CCAAC
      i. Final report by Jean Shibuya-
         1. Annual Report to Faculty Senate-Appendix A
         2. Course Proposal Checklist-Appendix B
         3. WI Report-Appendix C
4. Jean Okumura and Jean Shibuya are proceeding on the HAP and the Foundations Board procedures.

ii. Aloha Committee
   1. Campaign to get more funds-currently have $119.
      a. Gave a number of baby shower presents, wedding presents and one retirement.

IV. Old Business
   a. Faculty Senate Election Results
      i. Chair Two (Off-Campus)- 2 year term
         1. Libby Young will be the off-campus chair for next year.
      ii. Chair Three (Presiding)- 1 year term
         1. Dave Rinquette will be the presiding chair for next year.
      iii. CCAAC Chair
         1. Jean Shibuya will be the CCAAC Chair for next year.
   b. Faculty Senate Concerns-Ron Loo
      i. Use of current governance structures, Ron Loo advocates the continued use of current governance structures-particularly the Faculty Senate.
      ii. The recording chair needs to take notes during the FS chair meeting with the Chancellor and to provide hard copies to the rest of the Faculty Senate. First, the notes should be sent to the other FS chairs and then to the entire Faculty Senate electronically.
      iii. Someone needs to track motions and resolutions in terms of activity and/or inactivity.

V. New Business
   a. ADOP/UH Partners
      i. Shared the recommendation (4-18-07) to the Chancellor and the Chancellors hopes to have a discussion/dialogue of the ADOP program at the Fall 2007 Convocation.
   b. Resolution on Communication-Final resolution is in the back of these minutes-Appendix D.
i. Motion-To adopt the Communication Resolution to foster better communication with the amended corrections (Winston Kong)
   1. Motion approved and seconded.
   2. Motion carried with two abstentions

ii. Discussion
   1. Some feel that the resolution is not necessary and that a forum on Communication will be held later today.
   2. Floyd McCoy will enter his comments into today’s minutes-Appendix E.
   3. Winston Kong corrections are being focused on a more general audience (college as opposed to administration)

c. Bernadette Howard-Speaking about the ETC Programs
   i. Background about ETC, herself and future plans for ETC.
      1. Discussed her educational background in the South Pacific region.
      2. Hired by LCC in 1991 and still holds a tenured position there.
         a. Was in the PASS program at LCC, which is a very similar program to ETC.
      3. ETC students typically come from an agency or from the DOE; students do not pay tuition and ETC does not award credits.
      4. ETC program is a year-round program, unlike WCC.
      5. Actual student count is similar to WCC, but length of stay is very different.
      6. General ETC enrollment numbers are going down, with some successful programs.
      7. Bernadette is the Dean of VCE, which includes the following three components
         a. ETC
         b. OCET
         c. Facilities
      8. Bernadette is just here to discuss the ETC portion of VCE.
         a. Under ETC is Trades, Business Technology, Student Services, TLC (Essential Skills, Integrated Academics)
         b. Each area under ETC has a Coordinator.
      9. ETC has a staff of 43 with 26 faculty positions. 8 are tenured and 4 on tenure track.
10. ETC has to generate enough revenue to support 13 soft money positions. ETC office manages over 20 accounts which generates revenue.
   a. Soft money to ETC comes into WCC budget.
11. Many changes from the federal level.
   a. Standards based curriculum for vocational programs and other areas of ETC.
12. Low enrollment at ETC, partly because of very low unemployment in Hawaii.
13. Areas of impact-Culinary, Health, Construction Trades, etc.
   a. What is the best way to use ETC limited resources?
   b. Trying to focus more on Construction Trades area, create an Hospitality strand (both HCC and WCC), repackage Business Technology program, create a Workplace Development unit out of Student Services, developing a health unit focusing on CNAs.

ii. Her plan for the future
1. ETC transition to BANNER.
2. Reactivate ETC advisory committee
3. Provide measures of effectiveness for various ETC programs.
4. Wants the new programs (Hospitality, Health, Construction) to grow.
5. Setting aside a number of days for committee meetings, will meet every Wednesday afternoon to discuss ETC issues.
6. Piloting a model for Instructional Development to improve the teaching effectiveness of some ETC instructors.

iii. Bernadette’s plan for the reorganization of ETC
1. From ETC:
   a. TLC-Teaching and Learning
   b. Trades
   c. BT-Business Tech
   d. SS-Student Services
2. To ETC:
   a. SS
   b. Trades
   c. Hospitality
   d. Health
   e. BT
   f. Workforce Development
   g. TLC
When Bernadette came on board as director, ETC had Intro to Culinary Arts (ICA) under Trades along with Facilities Maintenance/Construction Occupations (FAMCO) and Auto Body Repair & Finishing (ABRF). ETC also had a CNA program (Jo Ellen Cerny) until the instructor left and no one fulfilled the minimum requirements. There is a 2-yr experience clause that excludes many potential instructors from qualifying. (the registered nurse must have at least two (2) years of nursing experience, at least one (1) of which must be in the provision of long term care facility services). ETC also had Office Administration & Technology (OAT) and Office Skills, a part-time Microsoft Office program and ETC’s TLC, which addressed basic skills for referral into other ETC programs and elsewhere for further training after completion. TLC also housed the Integrated Academics (IA), the basic academics portion for all Trades.

OAT and OS have now changed their names to Business Technology or B-tech.

Bernadette knew of Jamie Boyd from LCC (she used to be the nurse there) and hired her to create curriculum for the “Health Strand.”

Diane Nazarro has been given the title of coordinator for the “Hospitality Strand” and the ICA is separate from Trades now. Diane will take on catering to bring in more money.

Mike Moser, previously from LCC, is heading up the “Workforce Development” division. He took over Erin Loo’s position as Job Placement counselor. He takes care of resume’ classes, mock interviews, and other professional or business skills and also is charged with creating internships for every student who goes through any ETC program. (internships go only to instructor-recommended adult students; mentoring and shadowing opportunities go to DOE students) The health and workforce development are new and are still being piloted.

The ABRF program might change from an emphasis on detailing to welding. Hale Iolani’s woodcarving area might be a possible location for the welding.

The National Work Readiness Credential (NWRC) which assesses skills, including soft skills, necessary for employment will be the assessment tool from the employer’s side. Bernadette acknowledged that students taking the NWRC testing have to pay for it but she did not say who would fund the testing.
iv. FS Questions
   1. Why is there not a ETC Curriculum Committee reporting to the WCC FS?

d. Strategic Planning and Budget Committees
   i. How should faculty be selected?
   ii. What are the duties involved?
   iii. How long should faculty serve?

iv. Issues and Concerns
   1. How does the WCC committee structure represent the diverse stakeholders of the campus?
      a. Issue of Governance.
   2. Steep learning curve for both Budget and the Strategic Planning Committees.
      a. How does one make priorities when all priorities are listed as high priority?
   3. How sound is the Strategic Planning process as it relates to the Budget process at WCC? These budget priorities go then to the system level and then to the legislature.
   4. Should the two committees (Budget and Strategic Planning) be merged?
      a. The BC person would do a better job if they are more aware of the Strategic Plan and not necessarily vice versa.
   5. Recommendation for Membership and Selection for the Strategic Plan and Budget Committees-Business Math
   6. Angela Meixell has been the notetaker for the committee meeting-is there a conflict of interest here?
   7. There are too many administrators on these committees. Time commitments are strenuous for these committees as well.
   8. There should be a representative from Faculty Senate on these two committees.
9. There are immediate openings for both Strategic Planning and Budget Committees
   a. Workload issues needs to be visited on this issue—especially in terms of reassigned time for both 9 and 11 month faculty.
   v. Motion-To accept the Math/Business Recommendations as a draft to be discussed.
      1. Motion approved and seconded.
      2. Motion carries with revisions
      3. The revised document (in draft form) will be sent to the Faculty Senate for further discussion—Appendix F
   e. Providing Academic Instruction for All ETC Programs, Mari Nakamura
      i. Item is tabled.
   f. Movement of 2 ETC Faculty Positions to WCC, Mari Nakamura
      i. Item is tabled.
   g. Faculty Workload
      i. Motion-To form a committee to investigate the 27 credit workload for all 9 month faculty.
         1. Problem: Currently faculty who even 1 credit of reassigned time are exempt from
         2. Motion approved and seconded
         3. Motion carried.
VI. Adjournment—Meeting is adjourned at 3:20 pm
The Credit Curriculum and Academic Affairs Committee met regularly on most second and fourth Tuesdays of the month during the Academic Year 2006-2007.

The elected department representatives included:

Robert Barclay  Language Arts
Patti Chong  Student Services
Kathleen French  Social Sciences
Ross Langston  Natural Sciences
Janice Nuckols (Fall) / Liko Hoe (Spring) Humanities
Alex Nikolaychuk  Business/Mathematics
Brian Richardson  Academic Support

The CCAAC acted upon forty-four proposals to add courses to the curriculum, modify existing courses, or delete (archive) courses from the college course list. The committee will continue working with the departments and administration on four new-course or modification proposals, which did not complete the review process.

The committee also approved the modification of the Computer Information Literacy requirement for the A.A. degree.

The committee began work on clarifying and making consistent the wording of course descriptions and prerequisites/co-requisites in the catalog.

The Writing Advisory Board, which is a subcommittee of the CCAAC oversees the Writing Intensive course program. On April 27, 2007, the UH System-wide Committee on Composition recertified Windward Community College to continue its WI program for another year.

Submitted by Jean Shibuya, CCAAC Chair

A summary of the curricular actions is appended.
A copy of the WI report to the system-wide committee is appended.