Faculty Senate Meeting Minutes
Palanakila 117
8/21/07
12:40pm-1:20pm

Present: Jean Shibuya, Libby Young (Off-Campus Chair), David Ringuette (Presiding Chair), Paul Briggs (Recording Chair), Tara Severns, Letty Colmenares, Mari Nakamura, Emi Troeger, , Winston Kong, Ron Loo, Ellen Nagaue, Ellen Ishida-Babineau, Toshi Ikagawa

Guests: Mike Tom, Scott Masuno,

AGENDA

1. Introductions
   a. Members were introduced to each other.
2. Parliamentary Procedure
   a. Basic Principles of parliamentary procedure were discussed by Dave Ringuette with a handout.
      i. Regarding quorums, motions, discussion rules, etc.
3. Minutes Approval 5-3-07
   a. Minutes approved as corrected.
4. Dean of Instruction selection Chair
   a. FS is to make a recommendation for a Chair of the Search Committee.
   b. A question was made to select the Chair from the Search Committee representatives.
      i. Departments are asked to name a representative for the Search Committee.
   c. Names were presented to the FS committee and discussion ensued.
      i. Marvin Yoshida was elected to be the Chair of the Dean Search Committee.
   d. There was also a question about ETC representation on the Dean’s Search Committee.
5. Who is who (name/function phone#)
   a. Dave Ringuette will ask Angela Meixell for the names and functions of the non-instructional people at WCC to be printed on a sheet of paper for distribution to the WCC community.
6. WCC Policy guidelines
   a. Dave Ringuette will ask for a reissue of the WCC Policy Guidelines for distribution to the WCC community.
7. Strategic planning /Budget motion
   a. FS members are instructed to bring these motions for discussion at their department meetings for a vote at the next FS meeting.
   b. Motion-To approve the Strategic Planning/Budget Committee Recommendations for Membership Selection.
8. Technical update on Scantron issue
   a. Scott Masuno discussed the current Scantron situation based on his handout (Appendix A).
   b. Decision is to use the current faculty evaluation forms for Fall 2007 and manually input the data (Student help at the DOI office) for analysis by Scott Masuno.
   c. During the Fall 2007 semester, departments will investigate other alternatives for possible implementation in Spring 2008. These other alternatives are mentioned in the handout (Appendix A).

9. University Partners
   a. To be discussed at the next FS meeting.

10. Schedule
    a. Next meeting is September 4 at 12:40 pm in Palanikila 117.
    b. Meetings will be on the first and third Tuesdays of the month at 12:40 pm in Palanikila 117. The meeting with the Chancellor will occur after the Faculty Senate meeting. Meeting schedule is as follows:
       i. September 4
       ii. September 18
       iii. October 2
       iv. October 16
       v. November 6
       vi. November 20
       vii. December 4
       viii. December 18 (after finals week)

Meeting adjourned at 2 pm.
I. Evaluation “instrument” and “method of delivery”

II. Current evaluation instrument and method of delivery
   a. “Method” is #2 pencil survey
   b. Instrument
      i. Developed as a project of the Community College Chancellor’s Office in
         the 90’s
      ii. Involved input from numerous CC campus representatives, and “survey
          science expertise” from UH Survey Research Office
      iii. Intended for use at all CCs
      iv. Never implemented except at WCC

III. Current situation
   a. Decades old ScanTron 8200 Optical Mark Reader broken beyond economical
      repair (major engine failure).
   b. Once common at CC campuses for use in things like placement test scoring, no
      one has one any longer.
   c. UHM’s “Data Entry” division has a similar NCS scanner but it is not compatible
      with our form
   d. New one would cost over $4,000 to purchase.
   e. Cost of new one not justifiable in light of need to evaluate new instruments that
      may be better
      i. Appropriateness
      ii. Accuracy
      iii. Access

IV. Possibilities
   a. Short term (to buy time for evaluation/implementation of new instrument) -
      Manual entry (being done this term – can evaluate feasibility of doing again)
   b. “Longer short term” OR “semi-permanent” – use same questions (instrument)
      but done on a new form readable by a “TWAIN” scanner (one like your pc
      scanner but on steroids)
      i. Would require purchase of new, industrial strength TWAIN scanner
         1. Would cost $4-5,000 for a fast one BUT
         2. Would get rid of mandatory, expensive purchase of ScanTron
            forms
         3. Since it’s TWAIN scanner technology, it is not limited to #2
            pencil tests (e.g. you could scan a book into pdf on it) whereas
            ScanTron only does #2 pencil scanning.
         4. Could ask about rental, or negotiate borrowing TRIO’s one
      ii. Already have ReMark OMR software (left over from other initiatives)
      iii. Requires development and feasibility testing of new format forms
         1. Can I still write freehand comments on back w/o hurting
            scanning?
         2. When I reproduce it, will minor differences from copy machine
            make it unscannable?
3. Need to write software to take the data and process – this may need to be new or modification of current.
c. New alternatives such as “Café”, “KCC form”...

V. Issues to consider in instrument and method of delivery.
a. Response rate
b. Bias
c. Appropriateness
d. Standardization/Comparability (if appropriate)