Faculty Senate Meeting Minutes
Palanakila 117
9/4 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, Kaleo Lum (Interim Student Representative), Ryan Perreira

Guests: Mike Tom

1. Approval of Minutes
   a. Minutes of 8-21-07 are accepted with corrections.

2. Strategic Planning/Budget motion
   a. The motion before the Faculty Senate was to accept or reject the Draft Recommendation for Membership in the Strategic Planning and Budget Committees (Appendix A). Concerns brought up by the Faculty Senate included the degree of faculty representation with respect to the total committee, the selection process and the definition of eligible faculty. It was suggested that there be a nomination process for current changes to the document include changing the number of representatives from two to one each for Units 1 and 2, and putting a comma between Academic Support and Student Services as opposed to a +. Ellen Ishida-Babineau will rewrite the recommendation incorporating the changes for a vote on the Draft Recommendation for Membership in the Strategic Planning and Budget Committees. **Motion is tabled until that time.**

3. University Partners
   a. The Faculty Senate is concerned about the process by which University Partners came into being on the WCC campus. The concern is the lack of faculty input from conception to implementation of the University Partners program. **Winston Kong will draft a motion addressing this issue for the next Faculty Senate meeting.**

4. Schedule
   a. Toshi Ikagawa passed out the Final Report on WCC Schedule Review #3 to the Faculty Senate. **There will be a WCC forum on this issue in about 1 month, with the projected date being October 4.** Faculty and administration from other Hawai’i CCs who are using the MW-TTH schedule will be invited to the forum to explain the costs and benefits of a four day schedule to the WCC Campus Community.
5. Faculty Evaluations  
   a. **Faculty Senate needs to get input from the departments on the appropriate method of faculty evaluation.** Is the main issue the content of the questions or the method of delivery (i.e. Scantron or CAFÉ system)?

6. Libby Young-Off Campus Meetings  
   a. Libby will submit the minutes to the FS which will be included in the minutes. Libby submitted minutes for the ACCFSC (Appendix B) and the CCCFSC (Appendix C).

Meeting adjourned at 1:35 pm.
Recommendation for Membership and Selection for the Strategic Plan and Budget Committees

Strategic Planning Membership-Appendix A

**Representation:** The committee will have a representative from each of the following: Administrative Services, APT/Civil Service, Academic Support, Student Services, the student body, Budget Committee. Two representatives are selected from Vocational and Community Education, and Credit instruction. One recommendation was that four representatives from Credit Instruction (2 from Unit I and 2 from Unit II) be selected. The chancellor will serve as an ex-officio member.

**Selection of faculty representatives:** Using a process similar to selecting membership for Division Personnel Committees on the credit side, all eligible faculty is contacted. Those who do not wish to serve are to submit their rationale in writing. The Chancellor selects representatives from the remaining faculty.

One faculty member will serve on both the Budget Committee and the Strategic Planning Committee.

**Reassigned Time:** Faculty representatives are given one credit of reassigned time/overload for the fall, spring, and summer terms. The individual who sits on both the Strategic Plan and Budget committees will be given two credits of reassigned time/overload per semester.

**Terms:** Staggered terms of two years. To facilitate integration, new members will receive an orientation regarding the process, including the Committee’s charge and procedures.

**Minutes:** Minutes will be taken by someone other than the chancellor.

Budget Committee Membership

**Representation:** The committee will have a representative from each of the following: Administrative Services, APT/Civil Service, Academic Support + Student Services, Vocational and Community Education, Credit Instruction, a representative from the Strategic Planning Committee, and a student. All deans and directors are included. The chancellor will serve as an ex-officio member.

**Selection of faculty representatives:** Using a process similar to selecting membership for Division Personnel Committees on the credit side, all eligible faculty are contacted. Those who do not wish to serve are to submit their rationale for not serving in writing. The Chancellor selects representatives from the remaining faculty.

One faculty member will serve on both the Budget Committee and the Strategic Planning Committee.

Last revision: 4/27/07
Recommendation for Membership and Selection for the Strategic Plan and Budget Committees

Reassigned Time: Faculty representatives are given one credit of reassigned time /overload during the fall, spring, and summer terms. The representative to both the Strategic Plan and Budget committees is given two credits per semester.

Terms: Staggered terms of two years. To facilitate integration, new members receive an orientation regarding the process, including the Committee’s charge and procedures.

Minutes: Minutes will be taken by someone other than the chancellor.
I. **UH Community College preliminary Fall 2007 enrollment figures/ CC marketing campaign** - To date, enrollment is up 2.18 percent overall. All campuses, except Honolulu and Kauai CC, showed increases. **Windward CC is up 1.84 percent at 1,837 as of Aug. 24.**

CC marketing coordinator Susan Lee reported on the comprehensive campaign launched this year that includes a new web site <uhcc.hawaii.edu>, a career exploration website <careerconnections.hawaii.edu>, coordinated TV spots and print ads, shopping mall kiosks, and high school visits. The first phase targeted younger students, but the next phase will be aimed at older adults.

II. **UHCC Strategic Initiatives** -VP John Morton summarized UH community college strategic initiatives in four areas: access, success, workforce and support:

A. **Access** – Includes enrollment growth funding (money for adding new classes), the American Diploma Project (to align high school graduation requirements with college entrance requirements), increased use of programs such as Running Start, distance education, financial aid, dual enrollment between campuses (e.g.,MOU template between Kapiolani CC and Manoa).

B. **Success** – Includes launching Achieving the Dream, improving remedial/developmental education (CC’s White Paper group).

C. **Workforce** – Includes Act 283, passed by the 2007 state legislature, that requires the DOE and UH to create 5-year plans that relate to the state’s economic and workforce needs; CC/DOE academies (such as the construction academies); the governor’s innovation initiatives relating to STEM fields (science, technology, engineering and math); Rapid Reponse Workforce Training Fund available to campuses who want to help with employee training or retraining.

D. **Support** – Includes addressing repair and maintenance and renovation needs, streamlining business practices and data reporting, tracking high school students into community colleges and beyond.

E. **Other legislation relating to the community colleges** – SB 1922 relating to creative media and MELE (Music and Enterprise Learning Experience) at HonCC (funds not yet released by governor); SB885 relating to establishing a science and technology academy pilot program administered by KauCC in partnership with DOE; and HB767 relating to scholarships and counseling for Running Start students.

III. **Program Improvement Fund** – Being used to support White Paper work on remedial/developmental education, curriculum central and other initiatives.
IV. **Faculty Turnover Task Force** – A committee has been formed to assess the situation and propose ways to address anticipated UHCC faculty turnover, including training new CC teachers, providing incentives such as coverage of housing/moving expenses, and funding graduate assistantships for community college teaching.

V. **Faculty Classification** – Draft III being discussed to meet accreditation standards and clarify duties of non-teaching faculty as well as duties of department/division chairs.

VI. **Supplemental budget request to the 2008 state legislature** – Across-the-board requests for each campus included 1) Emergency response- campus security funds; 2) Accreditation - equipment funding (20 percent of request) ; 3) first priority in Tier 3 requests from the last biennium budget. For Windward CC, that means: Campus security - $309,196; Equipment - $150,380; and 3) Web development - $71,031 (includes salary and other costs).

VII. **UHCC Strategic Planning Council** – On Sept. 21, this council, consisting of UHCC chancellors, faculty senate chairs and student government reps, will meet to begin updating the UHCC strategic plan to provide “access with success.”

VIII. **CCCFSC 2007-2008** – Among the suggested topics for future discussion were best practices for assessment and administrative evaluation. Campus faculty senates can suggest other subjects.
All-Campus Council of Faculty Senate Chairs Meeting (ACCFSC)
Appendix C
Windward Community College
August 24, 2007, Hale ‘Akoakoa 201

I. Committee Report Highlights

A. Community College Council of Faculty Senate Chairs (CCCFSC)

1. New initiatives - Kapiolani CC signed a memorandum of understanding with UH-Manoa for “dual enrollment” of KCC students at Manoa; however, details are still being worked out. The plan is to extend this to agreement to all UH community colleges. The rationale is to provide a “seamless” admissions approach for students, who are then considered continuing students at Manoa for registration purposes, not transfer students.

   Also, Kapiolani CC has moved ahead with an Associate in Science Degree in Natural Science, aimed at cc students who want to eventually pursue a bachelor’s of science degree.

2. Key CC Task Forces – Discussion is continuing on a UH community college strategic plan, faculty classification, and faculty turnover, with reports back to ACCFSC.

B. Best Practices – This ACCFSC committee will focus on best practices in governance for the coming year and explore ways to improve faculty participation in campus governance.

II. Continuing Business

A. Student readiness for higher education – Concern continues over how to best serve students throughout the UH system who come underprepared for college coursework. Recent efforts include the cc’s “White Paper” report on remedial/developmental education, the P-20 initiative and others. More work needs to be done to bring faculty together to devise comprehensive, not piecemeal strategies to address current problems.

B. Administrative evaluation – Discussion continues on ways to evaluate administration. UH-Hilo is working with its chancellor to develop a constructive process that provides feedback for improvement. The UH Shidler College of Business uses “executive coaches” paid through the Dean’s office who interview stakeholders and come up with a personal action plan based on feedback and concerns.

C. Hamilton Library financial crisis – The library is making budget cuts, because the cost of journal subscriptions, among other things, keeps rising. Increased funding is hoped for in the UH supplemental budget.

III. New Business
A. **UHPA data on faculty future plans** – Executive director J.N. Musto provided results from the recent UHPA survey of faculty, to help the state in planning for large numbers of faculty who may retire or leave for other reasons over the next few years. The figures will be made available through the UHPA website, and more detailed follow-up surveys are planned. He noted some of the main reasons given for faculty turnover included cost of housing/living and lack of academic support.

B. **Department/Division Chairs and new executive policy** – Linda Johnsrud, UH vice president for academic planning and policy, and Joanne Itano, director for academic planning and policy, asked for feedback from campuses by September 30 on a new executive policy that describes the duties and responsibilities that may be assigned to department/division chairs as they apply to a particular campus; criteria for selection; and compensation (see attached).

Besides updating the policy, part of the rationale for revisions was to confine the Board of Regents policy to broad, general statements and to include more detailed descriptions in the executive policy.