Faculty Senate Meeting Minutes  
Palanakila 117  
9/18  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, Ryan Perreira

Guests: Mike Tom

1. Approval of Minutes  
a. Minutes accepted as corrected for 9-4-07.

2. Vote budget/strategic plan  
a. Ellen Ishida Babineau passed out a 4th Draft (appendix) of the Membership for Strategic Planning and Budget Committee Recommendation for Faculty Senate consideration and a possible vote. But there was much discussion as to who would select the members of such a committee. The draft states that departments will nominate a representative to sit on the committee. There will be two representatives from VCE and from Credit Instruction. Other ideas were presented such as having the Department Chairs be the representatives for more faculty representation. But a counterargument was raised for the Budget Committee having a overall picture of the campus, while the DCs would just represent their departments.

b. There were other points of discussion. If the two committees (Strategic Planning and Budget) get merged, there will even be more of a need for faculty representation. There is a very large overlap between the two committees, and thus how do we get someone to serve on both committees. According to the FS draft, a person who sits on both committees will get 2 credits of release time while the other faculty representative will get 1 credit.

c. Faculty Senate decided not to vote on the recommendation and instead Ellen Ishida-Babineau, Tara Severns and Ron Loo will rework the draft to make it clearer (especially the faculty selection process) for a possible vote on the October 16 meeting.

3. Reorganization  
a. There will be a Reorganization Forum on October 2 at 12:40 pm in Akoakoa 105 in lieu of a scheduled FS meeting. Nancy Heu of Support Services and Interim Dean Elizabeth Ashley will each present a proposal for the reorganization. FS representatives go back to departments and
secure a vote on one of the two proposals after the forum with discussion at the October 16 FS meeting.

b. There will also be a Schedule Review forum on October 4 in Akoakoa 105 at 12:40 pm.

4. University Partners
   a. Winston Kong sent out a resolution on University Partners to FS on 9-18 for a vote at the 9-18 meeting. Discussion centered on the process by University Partners came into being, whether there needs to be a FS subcommittee to oversee any new programs that come out of University Partners and whether this is a Faculty Senate issue or a strategic planning issue. There was concern that University Partners is having an impact on WCC space and faculty time without any consultation with the faculty. Libby Young suggested that the resolution needed some editorial reworking, especially the duties of the proposed FS subcommittee.
   b. Motion-To accept the draft as is. Motion and second withdrawn.

5. Administrative minutes on the web
   a. The administrative minutes (FS Chairs Meeting Minutes with the Chancellor) will be posted on the FS website once the parties agree to the wording of the minutes.

6. Faculty Evaluations (CAFÉ Hae Okimoto/ hae@hawaii.edu)
   a. Interim Dean Elizabeth Ashley has stated that departments can do as they wish with regard to Faculty Evaluation, it depends on the departments. So, if a department wants to try the e-CAFÉ system, they are free to do so.
   b. CAFÉ is a pilot program, so there may be more responsibilities (i.e. surveys on effectiveness)

7. Dept Chairs Policy
   a. Libby Young is reviewing the Department Chairs Policy document and making recommendations for rewording. It was stated that the wording was vague and it was up to each campus to interpret the Department Chairs duties. Faculty are invited to inform Libby Young of any changes they would like to see in the document. However, much of the wording comes directly from the UHPA Contract (Article 23), so that language would supercede that of a policy document.
   b. With regard to the document on Department/Division Chair’s duties, the Math/Business Department would like to propose the following:
      i. That service as department chair be considered the equivalent of a teaching assignment
      ii. And that with regard to details concerning compensation, that a Memorandum of Agreement be established between the Faculty Senate and its Chancellor.
8. **Master Planning Committee**  
   a. Faculty Senate agreed that the Master Planning committee is a campus wide committee and thus it the Chancellor’s committee. Thus, it is up to the Chancellor to pick the members of this committee.

9. **Board of publications faculty rep**  
   a. Libby Young reported the WCC Board of Publications has a board of three that meets once a year to approve the budget, board also acts in case there is an issue in regard to publication. There is a student, APT, and a faculty representative on this board. FS appoints the faculty representative. Ellen Ishida-Babineau has volunteered to be the representative.

**Meeting adjourned at 1:30 pm**
Appendix 1
Draft 4

Recommendation for Membership and Selection for the Strategic Plan and Budget Committees

Strategic Planning Membership

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

Selection of faculty representatives: Eligible faculty, defined as full-time and half-time, will be contacted. All departments will nominate a representative to sit on this committee. Each division will then vote for its representative from the pool of nominated faculty. 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 Committees.

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, Strategic Planning Committee, and the student body. All deans and directors are included. The chancellor will serve as an ex-officio member.

Selection of faculty representatives: Eligible faculty, defined as full-time and half-time, will be contacted. All departments will nominate a representative to sit on this committee. Faculty will then vote for its representative from the pool of nominated
faculty. 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 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.

Last revision: September 17, 2007