Faculty Senate Meeting Minutes  
Palanakila 117  
10/16 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 9-18-07.  

2. CCAAC Report  
   a. Jean Shibuya gave the CCAAC Report (Handout 1) for October 14, 2007.  
      i. Discussion ensued about ZOOL 254 and WS 151.  
      ii. Motion to approve ZOOL 254-accepted  
      iii. Motion to approve WS 151-accepted  
      iv. Motion to approve REL 207-accepted  
      v. Motion to approve IS 201-accepted.  
   vi. Moved by Tara Severns, seconded by Ellen Ishida-Babineau  

3. Off-Campus Report-Libby (Handout 2)  

4. Reorganization vote  
   a. The question before the Faculty Senate is whether to recommend to the Chancellor that the current vacant OCET position will be a 2nd Assistant Dean reporting to the Dean of Instruction or a Academic Support Division Dean (ISD) reporting directly to the Chancellor.  
      i. Motion to reinstate Assistant Dean.  
         1. Moved by Tara Severns, seconded by Ron Loo.  
         2. The Faculty Senate supports the vacant OCET position going to Academic Support.  

5. Sabbatical and Staff development vote  
   a. Staff Development Resolution for Staff Development as a line item in the WCC Budget (Handout 3)  
      i. Moved by Toshi Ikagawa, second by Letty Colmenares  
      ii. The Faculty Senate voted to approve this motion.  
   b. Sabbatical Resolution for a set number of Sabbatical positions in the WCC Budget. (Handout 4)  
      i. Discussion-It was noted that a half year sabbatical was more expensive than full year sabbatical as the half-year sabbatical will
be at 100% salary while the full year sabbatical will be only 50% salary.

ii. Moved by Paul Briggs and seconded by Letty Colmenares.
iii. The Faculty Senate voted to approve this motion.

6. University Partner vote (Handout 5)
   a. Discussion-There is concern that the University Partners adopts and initiates programs that affect the WCC campus without consultation with the WCC Faculty. Thus the WCC Faculty Senate is seeking some oversight into the process with a Faculty Senate-University Partners Special Subcommittee
   b. Moved by Winston Kong, seconded by Ron Loo
   c. Faculty Senate voted to approve this resolution.

7. Dept Chair Election Procedure Vote (Handout 6)
   a. Discussion-The issue is whether in the Department Chair (DC) selection process that there be Department open vote vs. secret ballot by the Dean of Instruction (DOI). While there was general agreement about the resolution, there was concern about the specific wording of the resolution. It was noted that the Chancellor has final say in DC selection but not in the DC selection process. Only up to a selection is made, determination of a candidate, afterward revert to the BOR agreement.
   b. Voting on the revised version of the Resolution.
      i. Moved by Ellen Ishida-Babineau and seconded by Mari Nakamura.
      ii. FS voted to approve the revised resolution.

8. Budget/Strategic plan motion
   a. Move to increase the Number of credit members on Budget Committee to two.
      i. Moved by Ellen Ishida-Babineau and seconded by Ryan Perreira.
      ii. FS voted to approve the motion.
   b. Ellen handed out Draft 6 of Budget/Strategic Plan
      i. Vote on this draft next meeting, October 30, 2007.
      ii. There was general consensus to eliminate the minutes portion (Who would take them) from Draft 6.

9. Chancellors’ response to communication resolution (Written response in hard copy form distributed to WCC mailboxes)
   a. FS Comments- There was a feeling by some that the responses were not proactive enough, instead the responses were being prodded by the FS Communication Resolution and the WASC Accreditation.
10. Four-day class schedule
   a. There was a suggestion to convert current Spring 2007 schedule to a four
day schedule for preview purposes.

Meeting adjourned at 2 pm.
To Faculty Senate Chairs  
From Jean Shibuya CCAAC Chair

On April 10 of the Spring 2007 semester, the Credit Curriculum and Academic Affairs Committee approved the new course addition of ZOOL 254 Exercise Therapy (3 credits).

The CCAAC met on September 11 and October 9 and conducted the following business.

1. Approved the new course proposal for WS 151 Introduction to Women’s Studies (3 credits)
2. Approved the new course proposal for REL 207 Understanding Buddhism (3 credits)
3. Approved the modification in general education course designation for IS 201 The Ahupuaa (3 credits) to Biological Sciences DB and Biological Sciences Lab DY status.

Please bring these four actions before the Faculty Senate for further action.
I. UH Board of Regents Meeting – September 27-28, 2007

A. Bank of Hawaii president Allan Landon was elected chair of the BOR and Andres Albano, a senior VP of CB Richard Ellis Hawaii, was chosen vice-chair.

B. The board approved the UH supplemental budget request. See <www.hawaii.edu/budget/B.P.html> WCC's operating budget request includes a UH systemwide initiative for increased campus security and a webmaster.

C. The board approved a UHCC special report to the Accrediting Commission for Community and Junior Colleges that concludes the current structure of a vice president for community colleges and staff with dual reporting by CC chancellors to the VP and UH president is working and should continue with some improvements suggested.

D. After lengthy testimony, the board approved an agreement with the Navy to create an Affiliated Research Laboratory attached to the UH system -- a revision of the controversial former UARC proposal. The All-Campus Council of Faculty Senate Chairs responded by passing a resolution objecting to the lack of consultation on this revised proposal (SEE ACCFSC below).

II. All-Campus Council of Faculty Senate Chairs

Note: Some UH administrators were unable to attend the ACCFSC to discuss strategic planning and the UH supplementary budget because of delays in BOR scheduling related to ARL testimony

A. An ARL resolution drafted and submitted to the BOR was signed by faculty senate chairs as individuals to assert the role of the faculty in academic decision-making and shared governance. The final paragraph reads:

"Be it resolved that all future proposals that affect system-wide academic decision-making or establish new system-wide organizational entities be submitted to the All-Campus Council of Faculty Senate Chairs for consideration, comment, and recommendation before they are considered/approved by the Board of Regents.

B. Assistant VP for Academic Planning said faculty can check the UH Strategic Planning website at for documents and updates.

C. An upcoming systemwide project already being worked on involves assessment and SLO's for General Education courses.

III. Community College Council of Faculty Senate Chairs
A. ACCJC system report - Approved by the BOR. To see a copy, go to <http://www.hawaii.edu/vpaa/system_aa/accreditation.html>

B. WCC's ACCJC accreditation visit to WCC is Tuesday, Nov. 13.

C. Community College inventory - Faculty senate chairs were asked to respond to an inventory on "Characteristics of a College Focused on Student Persistence, Learning and Attainment." The inventory lists "best practices" and asks for a rating on how the colleges are working to meet them.

D. Update on HiEST Academies - A voluntary program for high schools to establish up to 10 academies statewide to work on improving skills in STEM areas. $3.5 million in funds is available for the project to encourage CC partnerships with the DOE to better prepare students for the workforce and to go on to college.

E. Faculty are encouraged to refer students to a new Community College website for career planning and counseling. It helps students learn about future growth areas for jobs and the training they can get in the UH community colleges.

F. We were assured that the latest Faculty Classification Plan has no SLO's mentioned as part of the evaluation of individual faculty.

Next meeting: Thursday, Oct. 25, Kauai CC

CC Strategic Planning Council meeting - Friday, Sept. 21, 2007 (SEE MINUTES ATTACHED).

By December 2007, this Council, composed of chancellors, faculty senate chairs and student government presidents from all seven CC campuses, hopes to complete a draft of a UHCC Strategic Plan in enough detail for the colleges to develop their plan.

Some concern was expressed over the timeline as colleges will be pressed for time to discuss/address assumptions while waiting for the council to decide on system assumptions. Electronic exchange and discussion (using ccsplan-l@hawaii.edu) was encouraged between meetings.

* AT WCC, strategic planning consultant Julie Slark will be on campus Oct. 9, 10 and 11 to work with a group of faculty, staff and students on how the college can work on its own strategic plan.

The UH system strategic planning framework is based on the following goals:

- Increasing the Educational Capital of the State
- Meeting Workforce Development Needs
- Diversifying the State's Economy
- Serving Underrepresented Regions and Populations
- Creating an Efficient, Sustainable Organization
For each goal, a small number of objectives will be set that will:

- Be clearly defined
- Be quantifiable
- Have a baseline
- Have a best practice benchmark
- Have a target
- Have a progress report
- Be derivative to the campus
- Be integrated with other UH benchmarking/goal-setting projects

The timeline for the UHCC Strategic Planning Council and campus feedback is as follows:

Oct. 19 - Council meets to discuss internal/external issues facing UHCC's.

Nov. 9 - Council discusses goals and benchmarks as well as specific implementation activities.

Dec. 14 - Council determines resource requirements.


**ALSO COMPLETION OF WCC's and other cc's 2008-2015 Strategic Plans.**

May 2008 - Completion of UHCC 2008-2015 Strategic Plan and individual colleges' biennium budget requests.

HANDOUT THREE

A Resolution to Request the Chancellor to Include Staff Development Committee Funding as a Line Item in the WCC Budget

Whereas, faculty and staff development is recognized by the college as vital for college growth;

Whereas, the Staff Development Committee has consistently provided and/or funded opportunities for personal and professional development for campus faculty and staff;

Whereas, the contributions of the Staff Development Committee are valued by the WCC faculty, staff, and administration; and

Whereas, development opportunities require expenditure of monies;

Be it resolved, that the Faculty Senate requests the Chancellor to include funding for Staff Development Committee as a line item in the WCC budget, the amount to be calculated based on the formula

\[(\# \text{ full-time faculty} + \# \text{ full-time staff}) \times 200 = \text{SDC budget request}\]
A Resolution to Request the Chancellor to Include Sabbatical Funding as a Line Item in the WCC Budget

Whereas, tenured faculty are, as described in their contract, entitled to sabbatical leaves “to provide Faculty Members with an opportunity for further professional growth and development so that they may serve more effectively on their campuses and in their field of specialization”¹;

Whereas, sabbatical leaves may provide the primarily opportunity for community college faculty to devote sufficient time toward non-teaching educational programs, research, or other professional activities; and

Whereas, in the past faculty who are fully entitled to sabbatical leave, who have planned worthy programs during their leave, have been denied leave due to insufficient College funds;

Be it resolved that the Faculty Senate requests the Chancellor to include sufficient funding for sabbatical leaves for at least four (4) faculty as a line item in the annual WCC budget.

¹ Section A of Article VI, Leaves of Absence with Pay, 2003-2009 UHPA/UH-BOR Agreement
A Resolution to Assist University Partners

Whereas, University Partners, has undertaken a laudable goal in advancing the aspirations of some WCC students by assisting them in taking courses at WCC specific to certain majors; and

Whereas, University Partners originated out of Title III, but without a formal approval process in place; and

Whereas, University Partners could impact other WCC academic programs, resources, academic departments and personnel by entering into commitments with other academic institutions that may have long-term budget and strategic planning implications for the college; and

Whereas, the role of the Windward Community College Faculty Senate, as stated in its constitution, is “to provide formal faculty involvement in educational decision-making, academic policy, and program development”; and

Whereas, University Partners needs to clarify its relation to WCC’s Strategic Plan and the college’s credit program, especially since WCC is beginning a new strategic planning process; therefore,

Be it resolved that a special Faculty Senate ad hoc committee be formed to work with University Partners to clarify its goals and decision-making process, including with whom it consults prior to making commitments with educational partners and the criteria used to select the programs to be offered.
HANDOUT SIX
A Resolution To Align DC Election Procedure with UHPA-BOR Agreement

Whereas, Article XXIII, Section C of the 2003-2009 Agreement between UHPA and the BOR provides for the process of selecting Department Chairs (see below),

Whereas, the current WCC policy of selecting department chairs (see below) effective March 15, 2004 does not agree with the UHPA provisions,

Whereas, Article XXVIII of the UHPA Contract states that “If there is any conflict between the provisions of this Agreement and any rules, regulations, and policies of the Employer, the terms of this Agreement shall prevail;

Therefore, be it resolved that the WCC policy on DC selection be amended to comply with the UHPA-BOR guidelines, specifically that faculty shall meet to consider the recommendation of a Bargaining Unit Member to serve as Chair. These elections shall be held openly in the department and by the department (not by secret ballot conducted by the DOI). The Department shall conduct the election. Furthermore, determination of a consensus as to who shall serve as Chair shall be the exclusive right of the department (not that of the DOI)
UHPA-BOR Agreement, Article XXIII, Section C.

Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendations of a Bargaining Unit Member to serve as Chair. Prior to the appointment or reappointment, the chancellor of a Community College, the Chancellor of UH-West Oahu, and the Dean/Director at UH-Hilo and UH-Manoa shall consult with all the Faculty Members wishing to participate to receive their recommendation. If there is no consensus among the faculty, the Chancellor, Dean/Director shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, and the recommendation is rejected, the Chancellor, Dean/Director shall meet with the Faculty members and provide a written statement setting forth the reasons for selecting another Faculty Member.

WCC Description of Duties and Responsibilities of Department Chairs in Credit Instruction, Section III, Paragraphs 1, 2, and 3.

Elections for Department Chairs will be conducted by the Office of the Dean of Instruction during the second week of March in alternate years. In case of a vacancy during a term, a special election will be held for the affected department as soon as possible. The term of service for such a vacancy will be for the remaining period of the term.

The elections will be conducted by a secret ballot of all instructional faculty members (excluding lecturers) in the department. All eligible faculty members who do not decline are candidates.

The departments’ votes are a recommendation. The Dean of Instruction may choose from the candidates receiving the highest number of votes, or under special circumstances, the Dean may select another eligible faculty member. The names of the faculty members recommended for Department Chairs shall be forwarded to the Chancellor for approval.