Faculty Senate Meeting  
Palanakila 117  
12/4  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, Toshi Ikagawa

Not Present:  Ryan Perreira, Ellen Ishida-Babineau

Guest:  Frank Mattos (substituting for Ellen and Spring 08 LA representative),

1. Approval of Minutes for 11-20-07
   a. Minutes approved with minor changes.
      i. Motion-Emi, Second-Mari

2. CCAAC Report (Handout One)
   a. CCAAC courses approved for 11-27-07
      i. Motion-Winston, Second-Mari

3. Class schedule resolution vote (Handout Two)
   a. Motion to approve the Class Schedule
      i. Motion-Toshi, Second-Mari
      ii. There was some discussion regarding the length of time the trial period should be and at what point a determination will be made as to whether the revised class schedule is successful.
      iii. Motion approved unanimously.

4. DC workload Resolution Discussion
   a. Motion to take the DC Workload Resolution to a subcommittee.
      i. Motion-Emi, Second-Tara
      ii. Motion approved unanimously.
      iii. At MCC and Kauai CC, there are differences in the duties among the Department Chairs at those schools vs. WCC. MCC has a faculty coordinator for individual departments, WCC does not have faculty coordinators anymore.
      iv. Emi Troeger, Tara Severns and Ron Loo have volunteered to be on this committee, Dave R. wants there to be a limit of 3 people on this committee and a Department Chair as well.
   b. Libby Young question to Joanne Itano regarding specific duties/responsibilities and Joanne Itano response (via email 11-27-07)
      i. A letter of appointment from the Dean/Director or Vice Chancellor/Dean of Instruction to the department/division
chairpersons will outline the specific duties and responsibilities and form the basis of evaluation.

5. Traits of effective Senates
   a. Libby Young gave a hard copy handout that shows a check-off list of appropriate traits for effective senates.
      i. Best practices from American Association University Professors, given to Libby Young from the UH System level.
      ii. For the WCC Faculty Senate to look at and see if these traits apply to us. Asking us to evaluate ourselves based on this list, will not be discussed until the January UH system survey.
      iii. Libby had the FS respond to three areas with a Ranking of 1-3, with 3 being the highest and 1 being the lowest ranking. Libby will report the results at the next Faculty Senate meeting.
         1. Is regarded by the campus as dealing with crucial issues
         2. Provides an effective forum for controversial issues.
         3. Is seen as an agent for necessary institutional change.

6. Libby Report
   a. December 14-all day session at WCC for all of the Chancellors, Faculty Senates, and student body chairs to discuss the latest UH Strategic Plan.

7. End of Semester Merriment
   a. The WCC Christmas party is being planned for December 13 at approximately 3:30 pm. Staff Development is being asked to give $500 for the party and Chancellor Meixell has contributed $300 to the party.

8. Meeting adjourned at 1:30 pm
To: Faculty Senate Chairs (HANDOUT ONE)
From Jean Shibuya, Credit Curriculum and Academic Affairs Committee Chair

The CCAAC met today and moved on the following items.

1. Approved the new course proposal for ICS 115 Microcomputer Applications (3 credits)
2. Approved the new course proposal for ICS 214 Fundamentals of Design for Print and Web (3 credits)
3. Approved the Program Action Request to establish an Information Computer Science Certificate of Competence for Web Support.

This certificate requires three ICS courses and is a competency based program for the novice or professional information worker.
The program learning outcomes are
  Design a professional website with Web 2.0 tools
  Successfully upload the website with the interactive Web 2.0 components
  Modify and update the website and add new components as needed.

4. Approved the program Action Request to establish an Information Computer Science Certificate of Competence in Applied Business Information Technology (ABIT).

This certificate requires three ICS courses and is a competency based program for the novice or professional information worker.
The program learning outcomes are
  Develop advanced skills in industry-standard computer programs
  Integrate Web technologies into business applications to modernize information technology skills
  Integrate design elements in publications and Web projects.

Please bring these items before the Faculty Senate for further action.
<table>
<thead>
<tr>
<th>Degree or Certificate</th>
<th>Min. credits</th>
<th>Max. credits</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Associate in Arts (A.A.)</td>
<td>60</td>
<td></td>
<td>2 yr liberal arts degree that provides students with the skills and competencies essential for successful completion of a baccalaureate degree, entirely at the baccalaureate level. Must meet the core reqs. (E5.209) GPA of 2.0 or greater.</td>
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<tr>
<td>2. Associate in Science (A.S.)</td>
<td>60</td>
<td></td>
<td>2 yr technical-occupational-professional degree which provides students with skills &amp; competencies for gainful employment entirely at the baccalaureate level. Must meet CCM#6004 Appendix 2 GPA of 2.0 or greater.</td>
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<tr>
<td>3. Associate in Applied Science (A.A.S)</td>
<td>60</td>
<td></td>
<td>Ibid: Provides students with skills and competencies for gainful employment. Not intended or designed for direct transfer into baccalaureate program. GPA of 2.0 or greater.</td>
</tr>
<tr>
<td>4. Associate in Technical Studies (A.T.S)</td>
<td>60</td>
<td></td>
<td>Ibid: Customized degree from existing programs targets specialization &amp; provides students with skills and competencies for gainful employment. GPA of 2.0 or greater.</td>
</tr>
<tr>
<td>5. Academic Subject Certificate (ASC)</td>
<td>12</td>
<td>60</td>
<td>Specific sequence of credit courses from A.A. curriculum. May not extend credits req. for AA degree.</td>
</tr>
<tr>
<td>6. Certificate of Achievement (C.A.)</td>
<td>24</td>
<td>45</td>
<td>Designated medium-term tech-occupational-professional education credit course seq. to provide entry level skills or job upgrading.</td>
</tr>
<tr>
<td>7. Certificate of Completion (C.C.)</td>
<td>10</td>
<td>23</td>
<td>Designated short-term tech-occupational-professional education credit course sequence for entry level skills or job upgrading.</td>
</tr>
<tr>
<td>8. Certificate of Competence (CoC)</td>
<td>4</td>
<td>9</td>
<td>Designated short-term credit or non-credit courses that provide job upgrading or entry level skills for students.</td>
</tr>
<tr>
<td>9. Certificate of Professional Development (CPD)</td>
<td>4</td>
<td></td>
<td>Designated short term credit or non credit courses industry specific upgrade.</td>
</tr>
<tr>
<td>10. Certificate of Participation (C.P.)</td>
<td></td>
<td></td>
<td>Non-credit courses or activities which don’t meet other certificate requirements.</td>
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</table>

**Authorization:**
- The A.A. Degree, A.S. Degree, A.A.S. Degree, A.T.S. Degree, and the Certificate of Achievement require approval by the Board of Regents and therefore an Authorization to Plan, following guidelines in CCCM 6000 and 6001 (under revision).
- The Certificate of Completion and Academic Subject Certificate require approval by the Chancellor (VP) if they a) represent work taken within existing Board authorized academic programs, or b) are a sole credential in a vocational-technical program area that does not require the allocation of significant resources. However, a program whose sole credential is a Certificate of Completion requires Board of Regents’ approval if it meets the definition of a new program as described in CCCM #6000 and CCCM #60001 (being rev.)
- The Certificate of Competence and the Certificate of Professional Development require approval by the Provost (Chancellor) and certify that the student’s performance has been evaluated. This approval may not be delegated.
- The Certificate of Participation is approved by the Provost (Chancellor), but does not certify that the student’s performance has been evaluated. This approval may be delegated to a Dean/Director if appropriate.
A Resolution to Modify the WCC Class Schedule to a 75-Minute Format

Whereas, a WCC student survey in Spring 2006 demonstrated that the majority of WCC students prefer the 75-minute format for classes;

Whereas, a WCC faculty survey that followed in Fall 2006 also strongly supported the 75-minute format;

Whereas, there is evident consensus on campus that class scheduling should primarily be for the benefit of students;

Be it resolved, that WCC will adopt the 75-minute format for a trial period of 3 years;

Be it resolved, also, that if the adopted 75-minute format is considered to be successful at the end of the trial period (see stipulation 3 below), WCC will then continue with the 75-minute format.

Stipulations:

1. Instructors who prefer MWF, MTWRF, or another format will be accommodated.

2. At the beginning of the trial period, classes moved to later time slots than typically scheduled at the WCC campus (e.g., later in the afternoon) should be given assurance that those sections, even if their enrollments are below the minimum, will not be automatically cancelled without careful consideration, because it may take time to build enrollment in the new time slots. At the same time, this decision should be made sufficiently ahead of the beginning of a semester, so that both students and faculty members have enough time to adjust.

3. The WCC Office of Institutional Research will conduct annual student and faculty surveys to evaluate student, faculty, and staff satisfaction with the implemented 75-minute format. If the data shows it to be successful at the end of the trial period of 3 years, WCC will then continue with the 75-minute format.