Faculty Senate Meeting
Palanakila 117
1/22 12:40pm-1:20pm
MINUTES

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, Toshi Ikagawa, Frank Mattos

Not Present: Ryan Perreira, Ellen Nagaue, Ron Loo

1. Approval of Minutes-December 4, 2007
   a. Minutes approved unanimously.
      i. Motion-Emi
      ii. Second-Paul

2. CCAAC Report
   a. The committee has not yet met this semester, thus there is nothing to report.

3. University Partner Resolution discussion
   a. In Chancellor Meixell’s response to the UP resolution (10-30-07), there was concern that there is going too large a committee to handle the concerns of University Partners. Winston Kong wants to have a smaller committee that will be more responsive to faculty concerns.
   b. Winston Kong will write a short response to Angela’s response (10-30-07), draft response.

4. Sabbatical Committee discussion
   a. There seems to be no clear policy on sabbatical decisions, the current sabbatical committee (Toshi Ikagawa, Kay Beach, Floyd McCoy) have not seen all of the sabbatical applications.
   b. Chairs will verbally bring this issue at the Chancellor’s meeting to the Chancellor’s response.
   c. Many Faculty Senators feel that there should be a standard set of procedures for sabbatical review as well as for other committees (i.e., Excellence in Education).
   d. The desire to have a policy manual has been an issue for the entire 2007-2008 year. There is a new faculty orientation manual, but there is no policy manual.
   e. There is also no documentation for the sabbatical or Excellence in Education committees on the WCC website (i.e., directives).
f. Faculty Senate suggestion is to make a list of all of the committees and try to glean missing items from that list.  
   i. Example committees are the Sabbatical and the Excellence in Education committees.  
   ii. Letty Colmenares suggests that three small teams review policies and procedures with regard to students, faculty and facilities, separate teams, respectively.

5. Department Chair workload discussion
   a. Draft 2 of DC Workload Resolution was passed out by Emi Troeger for Faculty Senate review. HANDOUT ONE  
   b. Faculty Senate is to distribute this resolution to the DCs and get their reaction. Faculty Senate will then vote on the resolution in one month (2nd meeting in Feb. 2008).  
      i. Emi Troeger is to send electronic copies to the DCs for review.

6. Review of Faculty Evaluations
   a. There have been reports that the Dean sees student evaluations of faculty first and then makes comments to the faculth  
      i. Libby Young obtained clarification from John Morton that faculty sees the evaluations first and then submits the evaluations to administration for the contract renewal.  
   b. What about lecturers?  
      i. Deans may see the evals first, and not faculty. Notes from the Dean were included in the evaluations.  
   c. Dave Ringuette will mention this to Chancellor Meixell for clarification and/or correction of this policy.

7. Libby Report (results of effective Senates)
   a. Effective trait results WCC Faculty Senate as a result of an informal rating back in October. HANDOUT TWO  
      i. We overall rated ourselves as average.  
   b. Systemwide notes were distributed by Libby Young (ACCFSC). The main issues are as follows:  
      i. The formal role of the Faculty Senate is that of consultation. There is a need to formalize what consultation means?  
      ii. Does UH Manoa body FS chair vote mean more than WCC FS Chair vote because there are more faculty members at UH Manoa?  
      iii. What is the nature of the relationship between WCC and ETC with regard to FS?  
         1. Does WCC FS represent ETC appropriately?

8. Other Handouts
   a. Follow-up questions for Strategic Planning HANDOUT THREE  
   b. UH System Strategic Outcomes SEPARATE PDF HANDOUT
9. **Campus Closure procedure (12/5/07)**
   a. Will be brought up at next meeting as there is no longer a quorum.

Meeting adjourned at 1:45 pm
A Resolution In Support Of Department Chairs
HANDOUT ONE

Whereas, the responsibilities of a department chair have more than doubled since the positions were created at Windward Community College, and

Whereas, the increase in responsibilities can hamper teaching effectiveness at times when administrative duties conflict with teaching responsibilities, and

Whereas, department chairs guide departmental faculty in endeavors related to retention, marketing and recruitment, and curriculum development (alternative methods of curriculum delivery) and

Whereas, department chairs need time to work on his/her courses, course assessment, etc., just as much as other instructors, and

Whereas, it is difficult to persuade faculty members to serve as department chairs as a result of the existing policy (three credits per semester), and

Whereas, each faculty member who serves as a department chair provides a necessary and valuable service to the College, and

Whereas, reassigned time devoted to service as a department chair has not increased in proportion to the increase in responsibilities for a department chair,

Be it resolved, that department chairs be granted a minimum of six credits of assigned time per semester, and

Be it further resolved, that this policy be implemented by fall 2008.
ACCFSC Report – January 11, 2008 meeting
HANDOUT TWO

I. Standing Committee Reports:

a. Business Processes – The good news is the UH system is attempting to streamline business processes in several areas, including hiring of new faculty and staff, reimbursement for faculty travel and other areas. To speed payment, faculty are reminded to save all receipts for reimbursement.

b. CCCFSC Report from Dec. meeting – 1) The faculty classification plan has been approved by the Regents. CCCFSC chair Harry Davis said it was the first time input was solicited from faculty and significant that there was no mention of SLO’s anywhere in the document — to put more responsibility for learning on the student.

2) VP John Morton would like to be able to consult with CC faculty senates as UH President David McClain wants to consult with ACCFSC, but the processes need to be spelled out. This may require a change in charters for both groups.

II. Continuing Business

a. ACCFSC chair David Chin distributed copies of the latest draft of GenEd SLOs for Foundations and Focus areas at Manoa. The drafts are available at http://www.hawaii.edu/gened/ on the right side of the page under “What’s New,” “Assessment planning (draft stage)” and feedback is welcome.

b. President McClain has requested that the ACCFSC explore ways it can operate as a definitive faculty consultative body and strong faculty voice. Currently, the members of ACCFSC act as a group of “informed” individuals. Amendments to make the ACCFSC a “governance” body to give input for decision-making. The current charter constrains what actions can be taken by the ACCFSC. Need to define ACCFSC and CCCFSC roles (consultation vs. discussion, individual vs. constituency opinion, etc.)

The individual campus charters may predate the ACCFSC and CCCFSC so changes may be needed at the campus level as well. This issue is being referred to the Governance Committee of the ACCFSC for further discussion.

III. New Business

a. UH system strategic plan outcomes/ measures – VP Linda Johnsrud presented the latest iteration of the UH system strategic outcomes with assessment measures. They include:
   1) Support access and success of Native Hawaiian educational attainment (measured by degree attainment and level of financial aid)
   2) Increase Hawaii’s educational capital by increasing participation and completion of students, particularly low-income students and those from
underserved regions (Increase going rate from high schools and number of
degrees and certificates of achievement)
3) Contribute to the state’s economy through research and training (extramural
fund support, UH patents & licenses)
4) Address critical workforce shortages (UH, including CC associate degrees in
STEM fields, and UH/CC output in critical workforce shortage areas
(teachers, nurses, social workers, computer/IT and hospitality).
5) Exercise exemplary stewardship over university resources for sustainable
future.

For more information, see website: www.hawaii.edu/ovppp/uhplan

b. Next policy to be worked on: What should the non-resident enrollment cap be?
Currently, it is 30 percent for four-year campuses and 15 percent for CC’s, taking the cc’s
as a group.

CCCFSC Report – Friday, January 11, 2008 Meeting

I. Student Learning Outcomes – VP John Morton pointed out that Manoa Gen Ed
SLO’s should eventually go to Foundations boards. Reason for agreeing to
Hallmarks was to keep the discussion at a higher, broader level.
II. CC Campus Senate Charters/Role of faculty senate chairs– Need to clarify
role of CCCFSC as speaking on faculty’s behalf.
III. What’s on Your Mind/?
a. TPRC’s – The possibility of having TPRC’s reviewed “blind” with the name
of the candidate omitted was raised. In some instances, TPRCs have included
convenors from the same campus as the faculty member being reviewed,
which could lead to bias.
b. Legislative request – Focus will probably be on health and safety items for cc
system and equipment, especially in light of projected lower revenues for the
state.
FOLLOW-UP QUESTIONS (FOR DEPARTMENTAL MEETINGS)
HANDOUT THREE

1. How do your unit’s goals relate and contribute to Windward CC’s mission and vision?

2. What elements are necessary to meet your goals in the next 5 years? Next 10 years?

3. Why are your unit’s goals necessary?

4. How can you evaluate whether or not your unit is meeting those goals?