WCC Faculty Senate Meeting
Palanakila 117
May 5, 2009, 12:40pm

Attendees

Pam DaGrossa (Recording Chair), Paul Field (CCAAC), Toshi Ikagawa (SOC SCI), Marvin Kessler (NAT SCI), Ron Loo (HUM), Leslie Lyum (ETC), Kalani Meinecke (LANG), Ellen Nagaue (ETC), Dave Ringuette (Chair), April Sandobal (ETC), Tara Severns (Academic Support), Johnny Singh (NAT SCI), Libby Young (Off-Campus Chair)

New Senators

Robert Barclay (LANG), Malia Lau-Kong (HUM), Ross Langston (NAT SCI)

Guests

Jean Okumura (HAP Board), Jan Lubin (Dir. of Planning & Program Evaluation), Paul Briggs (observer), Brian Richardson (observer)

Distributed

Faculty Senate Year End Report (attached)

1. **CCAAC Year End Report** (Paul F.)
   A. **HAP and Foundations Report** (Jean O.)
      * The HAP committee has been working on defining procedures and guidelines. They will circulate something at the beginning of next semester.
      * The HAP Board renewed Botany 105. Kalawaia Moore, Hawaiian Studies instructor, was given an approved HAP designated course outline for Spring semester. Since then he’s submitted his own proposal, which will be voted on next week.
      * Jean was receiving 3 credits of reassigned time for HAP Board and Foundations Board. She was informed that assigned time will no longer be provided because they are now well established.
      * Dave noted that reassigned time has not come through Faculty Senate this year (for 09-10).

   B. **Writing Advisory Board Report** (Paul F.)
      * Jean Shibuya submitted their required report and the college received approval to continue offering writing intensive courses in the coming year.

   C. The **CCAAC report** will be posted and available shortly. Paul read highlights from it, including new courses, course revisions, and one new program. The CCAAC has been designated to work on Curriculum Central for WCC. This is a full-system operation – even Manoa and Hilo are going to use it.

2. **Approval of Minutes of Meeting 4/21/09**

   MOTION TO APPROVE MINUTES OF 4/21/09 WITH CHANGE [1ST RON L., 2ND MARVIN K.; UNANIMOUS]

3. **Chancellor Selection**
   A. The **Natural Sciences Department has requested that the Faculty Senate start a petition** to call for reopening the Chancellor Selection Process. Response from department representatives was as follows: Academic Support is not in favor of the petition; it was not discussed widely among Senators Lyum and Sandobol’s constituents, but some felt it will not matter; Language Arts did not discuss; Social Sciences’ opinion is divided evenly; Senator Nagaue’s group is not in favor; Humanities has not held formal a discussion, but generally is not in favor; Math/Business has not discussed it. Marvin reported that the Natural Sciences Department may be more divided than is suggested by the petition.

   Some discussion ensued which recognized the contributions of the selection committee members and that faculty had strong numerical representation on the committee and perhaps we should trust our representatives to select the best candidates. Thus, the request made by Natural Sciences was not taken up by Faculty Senate.

   B. Jean stated that she summarized all the feedback and forwarded it to VP Morton’s office.

   C. A related question arose as to how Administrators are held accountable in their positions. Jan Lubin noted that the service outcomes for administrative offices are available on the IEC website. Many people (including Jan until recently) are not aware that they exist. Jan stated that these outcomes will be front and center in the future so that everyone will know what is required of each office. Ron asked how the service outcomes were created. Paul said it was done at the same time as the SLOs and that he hopes that eventually these will be part of the governance surveys.

   It was suggested that the Faculty Senate and IEC work hand in hand to ensure that appropriate assessments are done.
D. Jean said the primary mechanism provided to elicit campus feedback was the Forum Feedback Forms. A faculty survey was suggested to determine how faculty members feel. After a vigorous and lengthy discussion, it was agreed to trust the Selection Committee’s decision and hold our new Chancellor accountable for meeting his or her service outcomes. Jean O. also noted that anyone who wishes to provide additional feedback may still do so directly to Vice President Morton’s office.

4. **Constitutional Amendments**  
   All amendments passed – add in.

5. **Faculty Senate Year End Report** (Libby Y.)  
   Libby distributed hard copies of the Faculty Senate Year End report (attached). It will be posted on the website.

6. **Items to take up next year**  
   A. Reassigned Time  
   B. **Constitutional Changes** (including those suggested by Letty)  
   C. CIL  
   Tara reported that people with some stake in this have met and have proposed an alternate way to handle CIL until a longer term solution can be found. Modifications to the AA degree requirements cannot be done in haste and must go through CCAAC and Faculty Senate.
   D. Election of members of the **Sabbatical Review Committee**

7. It was agreed that Faculty Senate will send a letter to Jean to thank her for her hard work on the Chancellor Selection Committee.

8. Adjourned 1:35pm.

The next meeting will be in August 2009.

Respectfully submitted by Pamela DaGrossa, Recording Chair

5/5/09
At the outset of the 2008-2009 academic year, the WCC Faculty Senate sought to develop a process for more open, constructive campus communication and decision-making. In the spirit of shared governance, the Senate identified certain goals to help monitor the progress of major issues and find ways to address concerns in a collaborative, non-adversarial atmosphere.

The following was accomplished:

I. Created a system of three working sub-committees to better discuss and proactively resolve issues.
   a. Planning, Budget and Accreditation Sub-Committee
      1. Monitored progress and assisted the college’s IEC, strategic planning and budget committees to ensure ACCJC progress report requirements were met.
      2. Monitored progress on the new Library Learning Commons.
   b. Policies and Procedures Sub-Committee
      1. Helped clarify questions regarding what were current WCC policies — now Web-based with a procedure for policy changes.
      2. Facilitated discussion and establishment or clarification of policies regarding WCC’s excellence in teaching award, late course additions, and sabbatical leaves.
   c. New Initiatives Sub-Committee
      1. Established a process to provide shared information and transparency concerning new campus initiatives that may impact college resources and/or facilities.
      2. Worked with the Vice Chancellor for Academic Affairs to discuss potential new programs.

II. Approved, upon recommendation of the Credit Curriculum and Academic Affairs Committee, certificates in Veterinary Assisting, Clerical Employment Success, and numerous new course proposals.

III. Instituted electronic elections and a Laulima system for posting minutes. Also initiated the practice of having the off-campus senate chair share reports directly to the entire wcc-facstaff listserv.

IV. Participated in the governance self-assessment survey, which suggested the senate was strong in its openness to new ideas but also indicated that it could improve campus knowledge of senate working procedures and responsibilities.

V. Clarified campus questions such as the status of campus reorganization and administrative titles, and student involvement on the senate and ways they could communicate their concerns.

VI. Held forums and a vote on establishment of an Employment Training Center curriculum committee as a standing committee of the WCC Faculty Senate.