WCC Faculty Senate Meeting
Palanakila 117
September 15, 2009, 12:40pm

Attendees
Kanani Baker (STU SRVC), Robert Barclay (LANG), Pam DaGrossa (Recording Chair), Paul Field (CCAAC), Toshi Ikagawa (SOC SCI), Ellen Ishida-Babineau (Presiding Chair), Malia Lau-Kong (HUM), Leslie Lyum (ETC), Ellen Nagaue (ETC), Tara Severns (Academic Support), Johnny Singh (MATBUS), Libby Young (Off-Campus Chair)

Excused
Ross Langston (NAT SCI), April Sandobal (ETC)

Guests
Jan Lubin (Dir. of Planning & Program Evaluation)

1. Call to order 12:40pm
2. Approval of September 1, 2009 meeting minutes

   MOTION TO ACCEPT MINUTES OF SEPTEMBER 1, 2009 AS CORRECTED WITH MINOR CHANGES [1ST LESLIE L.; 2ND KANANI B.; UNANIMOUS]

3. CCAAC (Paul Field)

   MOTION TO ACCEPT PROPOSALS FOR PREREQUISITE CHANGES FOR ENG 21 (INTERMEDIATE READING), ENG 22 (INTRODUCTION TO EXPOSITORY WRITING), AND ENG 97B (WRITING ESSENTIALS) [1ST TARA S.; 2ND KANANI B.; UNANIMOUS]

   MOTION TO ACCEPT PROPOSAL FOR PREREQUISITE CHANGES FOR ICS 101 DIGITAL TOOLS FOR THE INFORMATION WORLD [1ST LESLIE L.; 2ND TARA S.; UNANIMOUS]

A. CCAAC reps will be approaching departments to request archiving courses that have not been taught in years. All active courses in Banner will be dumped into Curriculum Central; CCAAC does not want to import classes that are no longer taught.

B. The new CCAAC guidelines for putting together a program or certificate will assist in their creation. It is important that people know this is available. The new course proposal forms indicate exactly who needs to sign off so requestors will know when things have been approved. CCAAC also now has an Authorization to Plan (ATP) form. This clarifies the forms and signatures required.

4. Subcommittee Reports

A. Constitution Revisions Task Force – Leslie L. reported that the ETC will meet on September 30 to get things moving.

B. Planning, Budget, and Accreditation

   • Tara S. reported that the subcommittee read and discussed the proposal for a combined Planning and Budget Council. She read the subcommittee comments (attached) and forwarded them to the Presiding Chair to report to Administration. In sum, the subcommittee does not object to the combining of the Strategic Planning and Budget Committees. They offered some suggestions for revisions, primarily involving clarification. They do not think this Council should oversee accreditation. Jan stated that “oversee” in the proposal means to track the accreditation schedule.

   • Malia L-K. reported that Humanities discussed the proposal and is leery about concentrating too much power in one committee. She also noted that Ke Kumupali was previously represented on the Strategic Planning Committee, but is not now. They requested that Jan hold a faculty forum to explain and allow for questions and discussion.

   • Ellen N. reported that there was also concern from one of her constituents about the amount of power concentrated in one committee.
C. New Initiatives

- Tara S. shared that someone approached her with concern about an alleged coral quarantine project. This project may involve building a new structure, which could potentially delay the process of constructing the new library due to new planning and permitting requirements.
- Libby noted that this relates to the purpose of the New Initiatives Committee. This is a fairly sizable project in which WCC is a partner. People are going to be asking about it. It would be good if campus members were informed about its status. The question then is at what point in time does a project lead let the campus know what’s in the works. Another example is the State Hospital’s long-term care facility proposed for the site under and in front of Hakipu’u Learning Center. What should the process be and how should it be initiated? Copies of the draft form from last year were distributed (attached). The NI Subcommittee will attempt to come up with a proposal.

D. Procedures and Policies

- Sabbatical Review Committee and Process for Handling Reassigned Time – This has not been taken up yet.

E. ACCFSC/CCCFSC

- Libby will be meeting this Friday about Strategic Planning for the community colleges and will report back.

5. Old Business

A. CIL Update

- Tara S. offered background on the situation: The College is facing budget constraints and so laid off Bryan Shon, former CIL coordinator. Faculty temporarily handled testing over the summer. Tara, Emi Troeger, Brian Richardson, Jerry Levinson, and Paul Field will be meeting to try to figure out what can be done in the short term to ensure that students can meet this requirement for graduation.

B. CCAAC Chair / Acting Dean of Instruction Conflict of Interest

- Senators reported back from their departments. Malia L-K. stated that in the Humanities Department, a motion was passed to keep Paul Field as chair of CCAAC with a statement that Paul should allow Margie to sign off on the CCAAC material and that having an administrator as CCAAC chair is not to serve as precedence. Robert B. reported that Language Arts has no problem with Paul holding the two positions. Toshi I. reported that Social Science prefers a clear distinction. Student Services (Kanani B.) thinks he should choose one role or the other. Math and Business will meet Friday and will discuss this then. Tara S. reported that a number of people from Academic Support do not want the precedent set and would prefer to avoid the appearance of conflict of interest, whether one exists or not. The Chairs received an email from Ross L. reporting that Natural Sciences is split in their position. Some discussion ensued highlighted by concerns over setting a precedent by allowing the same individual in two positions that may sometimes hold conflicting interests.

**Motion to take no action at this time on removing Paul Field as CCAAC Chair [Unanimous]**

- The Senate Constitution Task Force will consider including a recommendation on handling these kinds of conflicts of interest in the revised constitution.
6. New Business

- **ETC students** have had difficulty getting **U-Passes**. Since summer, ETC students have spent a considerable amount of money on full-fare passes. The problem seems to be, based on information reported, that non-credit students do not appear in Banner. Derek Inafuku at HCC has said he will issue bus passes to students, but students must indicate that they are WCC ETC students. It was reported that last week Bernadette said that WCC will now issue student IDs with bogus student numbers to temporarily resolve the issue. The concern is that these bogus numbers will encounter complications later. ETC students also do not pay activity fees, so should not have access to the student lounge. The library also has concerns. Ellen I-B. will follow up on this with administration. The deadline for U-Passes is September 30.

7. Adjourned 1:32pm

The next meeting will be in October 6, 2009, 12:40pm, Palanakila 117.

Respectfully submitted by Pamela DaGrossa, Recording Chair
9/17/09
Approved 10/6/09
Comments on the Proposed “Planning and Budget Council”
from the Faculty Senate Subcommittee on Planning, Budget & Accreditation (FSSPBA)

1. The FSSPBA has no objections to combining the Strategic Plan and Budget committees.
2. We wonder if the resulting body should be called a “committee” or a “council”.
3. We’d like a more robust mission statement.
4. The PBC should have clearly stated goals and measurable objectives.
5. We strongly believe oversight of the accreditation process beyond the scope of this committee.
6. We recommend some statements in the document could be edited to be more clear and concise
   (see attached document for proposed edits: Planning and Budget
   Councilrev2_FSSPBA_091409.doc)
7. Regarding membership:
   • The document should specify how members are appointed or elected, by whom, and when.
   • We recommend a two year term of service.
   • We recommend staggered terms to maintain continuity from year to year.
   • We believe having all department chairs as members would make the committee an unwieldy size, would give faculty a greater representation than necessary, and would add to the DCs’ already heavy workload. Instead, we recommend a faculty member from Division I and from Division II represent the credit instruction faculty.
   • Because Information Technology pervades nearly all aspects of the College, requires diligent ongoing planning, and accounts for a large percentage of the budget, we feel Coordinator of Computing Services should be a member of this committee.
   • We believe the Library Director needn’t necessarily be on this committee. A representative from among the Academic Support units should be sufficient.
Proposal for All New Initiatives (3rd draft)

Once approved by the CCAAC, all new academic initiatives must be sent to the Faculty Senate Chair who will then forward them to the New Initiatives Subcommittee (NIS). All other new initiatives involving the use of facilities, requiring funding, or impacting scheduling of courses must also be sent to the Faculty Senate Chair who will then forward them to the NIS. Initiators can do this by using the New Initiatives Form.

Mini-version of the New Initiatives Form:

<table>
<thead>
<tr>
<th>Name of Initiative</th>
<th>Rationale for Initiative</th>
<th>Authorization to Plan</th>
<th>Course(s) Offered</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
