WCC Faculty Senate Meeting
Palanakila 117
October 6, 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), Ross Langston (NAT SCI), Malia Lau-Kong (HUM), Leslie Lyum (ETC), Ellen Nagaue (ETC), April Sandobal (ETC), Tara Severns (Academic Support), Johnny Singh (MAT BUS), Libby Young (Off-Campus Chair)

Guests
Dave Krupp, Marine Options Program

1. Call to order 12:40pm

2. Approval of September 15, 2009 meeting minutes
   
   MOTION TO ACCEPT MINUTES OF SEPTEMBER 15, 2009 AS CORRECTED WITH MINOR CHANGES [UNANIMOUS]

3. New Business
   
   A. Coral quarantine station on campus (Dave Krupp, guest)
      WCC already has a pilot coral quarantine facility, which was funded in part by NOAA and the Papahānaumokuākea Marine Refuge, to prevent the introduction of any pathogens into Hawaiian waters. This also provides some equipment that Dave uses in his classes and summer programs. The pilot project developed some problems due to weather. The project director, Joanne, now wants to identify a more protected site.
      The entire project also now involves the Waiakalua Loko fishpond. There is a fishpond class on the books and WCC will be offering it in the spring. The aquaculture class has been offered successfully twice in the last two years; these utilized the aquaculture ponds. Dave has suggested to the director that any new site include an instructional laboratory and classroom.
      Dave reports that he will be meeting with Joanne and a few others to talk about this soon. He realizes that to have the support of the campus, it must have an instructional component and support WCC students. Dave stated that this will not be a CIP issue since funding will come from grants and possibly the federal government.
      The question was raised as to how the kalo lo'i, which is in the same area, relates. Paul Field reported that the lo'i will have to be moved from its present location when the land is returned to the State Hospital.
      Tara noted that the concern on campus is primarily that the fishpond project not impact the new library building in any negative way.

4. Reports
   
   A. CCAAC (Paul Field) There is nothing official from CCAAC.
   
   B. New Initiatives Subcommittee (Robert Barclay)
      • Ellen I-B. noted this group does not yet have a convener. Some pressure was put upon Robert to accept this role. The subcommittee will meet and choose a convener.
      • Robert noted that Pam D. had provided him with all information relating to the New Initiatives Subcommittee from last year. Neither the purpose nor process was clear to this year’s subcommittee, so it collected feedback from various people on campus. They distributed the attached description of its purpose and process. In sum, the committee will maintain and nurture a forum for any new initiative (that impacts campus resources or infrastructure) as means of disseminating information.

   MOTION TO ACCEPT THE ATTACHED NEW INITIATIVES PROPOSAL [1ST TARA S., 2ND JOHNNY S.; UNANIMOUS]
C. **Constitution Revisions Task Force (Leslie L.)**

Leslie asked if the task force is to make a recommendation only regarding the ETC amendment or is it to look at the entire constitution. It was agreed that the task force is to review the entire constitution.

Members of the task force include Leslie Lyum, Tara Severns, Malia Lau Kong, and Pam DaGrossa, with Procedures and Policies member Toshi Ikagawa as a consultant.

D. **Planning, Budget, and Accreditation Subcommittee**

- Tara S. reported that the subcommittee did not yet meet. Members did attend the forum on the Strategic Planning and Budget Council and are fine with the newly combined council.

E. **Procedures and Policies Subcommittee**

- Toshi I. reported that last year the subcommittee worked on the new registration procedures with Lui and also the Excellence in Education Committee, but neither was put into the online policies. Malia L-K., who sat on last year’s Excellence in Education Committee, reported that the Committee did draft a recommendation for procedures and policy, which was sent to the Chancellor. The subcommittee will attempt find this recommendation and move it into policy, along with Sabbatical Review Committee procedures.

- Toshi noted that they are also looking into the process for handling reassigned time; policy and procedures for GSIEC; and policy and procedures on academic probation, suspension, and dismissal.

5. **New Business**

A. **Administrator sitting on personnel hiring committee**

Chair Ellen I-B. asked if any department discussed the issue of an administrator sitting in on a hiring committee. Currently, VC Richard Fulton is sitting in on the Division I Dean interviews. Robert noted that there is an administrator on the hiring committee already (a Dean). The question was raised as to what harm might come from it. It was noted that the administrator may know some of the candidates and/or may somehow influence the process, intentionally or unintentionally. Ellen noted that if the purpose is to expedite the process, it is not a good reason. Johnny stated that the process is well underway so cannot be changed for this particular hire.

4. **Reports** (cont.)

F. **ACCFSC/CCCFSC (Libby Y.)**

- Everyone received the Memorandum of Agreement (attached) regarding the Transfer of General Education Core Requirements. Libby reported that the first part is generally advantageous to WCC’s students. The second part indicates, in a non-specific way, that Faculty Senates must develop a plan to ensure cross campus faculty consultation regarding curricular changes that impact transfer students.

- Tara asked if there is an assumption in this MOA that WCC must adopt Mānoa’s foundation requirements. Malia, who sits on our Foundations Board, said that is not the case.

- **Senators should take this back to their departments for discussion and feedback.**

- If anyone wants to see the overview of what the Regents are being told, the first summary of VP Todo in Libby’s ACCFSC report of September 18 (where the university sees itself in terms of fiscal constraints) is a good start.
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• Libby is concerned that WCC is not counted in much of the STEM data because we primarily have academic subject certificates (not Board of Regents approved) – agriculture and the vet tech program are the exceptions. We do count in terms of our students who go on for STEM majors. Libby is bringing this to our attention so we can take it into consideration when planning new certificates and programs.

6. Adjourned 1:38 pm
The next meeting will be in October 20, 2009, 12:40pm, Palanakila 117.

Respectfully submitted by Pamela DaGrossa, Recording Chair
October 8, 2009
Approved October 20, 2009
Role of the New Initiatives Subcommittee

The role of New Initiatives Subcommittee is to nurture and maintain an informal New Initiatives Forum, located within the college’s website, wherein WCC faculty, staff, and administrative personnel can learn about, comment on, or disclose any new initiatives being considered for the college. A new initiative is defined as anything that will impact campus resources or infrastructure. This includes new grants, certificate programs, outreach activities, and long-term facility or grounds commitments such as a day care center. Faculty, staff, or administration personnel who undertake such new initiatives are asked to submit to the forum’s webpage a brief statement on the initiative and its rationale, including the anticipated impact on the college, or its resources, and a disclosure on funding. A simple form for this purpose will be available at the webpage, and once the initiative is posted, there will be a running message board below it where interested parties may make comments, ask questions, or provide advice. Also, when a new initiative is posted to the forum, a fac/staff email will be generated with a link to the page and an invitation to participate in the forum. Given that personnel undertaking a new initiative may neglect to visit the New Initiatives Forum, members of the New Initiatives Subcommittee will maintain communication with the Chancellor’s office, the CCAAC, the Faculty Senate, and the Strategic Planning and Budget Committee, in order to identify any new initiatives, at their earliest possible development, and to invite the responsible parties to post appropriate information on the New Initiatives Forum.

Additionally, forms commonly associated with new initiatives, such as the Authorization to Plan, will be available at the New Initiative webpage. It is, however, not the New Initiatives Subcommittee’s role to shepherd parties through their various planning or procedural processes, or to analyze their relationship or relevance to the college’s Strategic Plan. That is, in part, what the forum invites. Once a new initiative enters formal consideration by representative bodies of the college, such as the CCAAC or the Faculty Senate, it will be moved from the New Initiatives Forum and archived.
MEMORANDUM OF AGREEMENT
Transfer of General Education Core Requirements

The University of Hawai‘i (UH), as a comprehensive state-wide system, offers instruction in a wide variety of programs located at campuses throughout the state of Hawai‘i. It is committed to functioning effectively as a system, which requires facilitating the informed and transparent transfer of students who move among the campuses, colleges or schools of UH campuses. According to Board of Regents (BOR) policy, the transfer experience should be as simple and predictable as possible (BOR Policy Chapter 5, Section 5-13 and Executive Policy E5.209).

This MOA further clarifies E5.209 (http://www.hawaii.edu/apis/ep/e5/e5209.pdf) which states the completion of an Associate of Arts degree from a UH Community College with a cumulative GPR of 2.0 or higher admits students to UH Mānoa, UH Hilo and UHWO but not necessarily into the program of the student’s choice. A UH Associate of Arts degree is accepted as fulfilling lower division general education core (foundations/basic and diversification/area) requirements at all UH baccalaureate degree-granting institution.

Each campus requires general core requirements to earn an Associate of Arts or Bachelor’s degree. General education core requirements include foundations/basic and diversification/area requirements.

The following outlines the transfer of general education core requirements within the University of Hawai‘i System. It is based on the principle of mutual respect and trust of faculty who collaboratively developed general education core requirements for their own campus.

Core Requirements

1. Students who have completed the general education core requirements at one UH campus have satisfied the general education core requirements at any UH campus. Upon transfer, the core requirements are not subject to course-by-course review. Students must satisfy the degree requirements of the campus from which they wish to graduate.

This agreement amends Executive Policy E5.209 Section IV. B. 3. which states,

“Students who transfer from one UH campus to another must satisfy the general education requirements of the campus from which they wish to graduate. The requirements that apply shall be those in force at the time the student entered the UH system, provided that the student has maintained continuous enrollment since that time and does not elect to graduate under requirements adopted more recently by the campus.

The above statement will now apply to students who transfer from one UH campus to another UH campus without an AA degree or completion of core GE requirements at the sending campus.
Foundation/Basic Requirements

2. Students who have completed the general education foundations/basic requirement at one UH campus have satisfied the general education foundations/basic requirement at any UH campus. Upon transfer, the core requirements are not subject to course-by-course review. Students must satisfy the program, degree and graduation requirements of the campus from which they wish to graduate.

Diversification/Area Requirements

3. University of Hawai‘i courses with diversification/area or equivalent designations that transfer to another UH campus are accepted with the sending campus’ designation. Across the ten campuses, the diversification or area designations are sufficiently consistent in content and disciplinary category that they may be deemed equivalent. All campuses approve the designations of their courses and complete a review process at least every five years.

This agreement is in effect of five years until XXXX and subject to review in XXXX.

Signed by
Faculty Senate Chairs
VCAAs/DOI
Chancellors of each UH campus.

Requesting campus Faculty Senates endorsement of the above MOA.
Communication and Coordination

E5.209 states:

…… coordination and communication regarding curriculum changes must be undertaken to ensure no inter-campus conflicts are created via inconsistencies in course numbering systems.

Proposed changes in general education or degree requirements and other academic policies at one campus, college or program which affect students transferring from other UH campuses must involve prior consultation with faculty and administrators affected by the changes. Consultation implies timely and active discussion with all affected parties prior to a final decision on the proposed change. Campuses implementing curricular changes must notify other UH campuses when the changes are approved. There must be at least one full academic year between notification and implementation of the approved change to allow other campuses to initiate appropriate curricular changes.

Request the Faculty Senates to develop an implementation plan to ensure cross campus faculty to faculty consultation regarding curricular changes that impact transfer students.