

FACULTY SENATE MEETING
Tuesday, November 18th, 2014
1:00-2:00 pm Palanakila 117

Senators Present:

KALAWAIA MOORE (PRESIDING CHAIR)
DAVE KRUPP (OFF-CAMPUS CHAIR)
JENNY WEBSTER (RECORDING CHAIR)
Floyd McCoy (Natural Sciences)
Jamie Boyd (OCCE)
Jenny Webster (Language Arts)
Kathleen French (CC Chair) Ex-Officio
Kathleen French (Social Sciences)
Lisa Gillis-Davis (Student Affairs)
Ka'ala Carmack (Humanities)
Deacon Hanson (Math/Business)
Ellen Nagaue (Academic Support)

Senators Absent: none

Guests Present: Jan Lubin, Jean Okumura

1. Meeting was called to order at 1:05 p.m.

**Motion to approve 10.21.14 minutes submitted by Dave Krupp; seconded by Jamie Boyd.
Motion passed *via voce*.**

**Motion to approve 11.6.14 minutes submitted by Jamie Boyd; seconded by Jenny Webster.
Motion passed *via voce*.**

2. Reports

A. ACCFSC/CCCFSC (Dave Krupp)

Dave reported that there was a delay over our transition to Kualii, the replacement system for curriculum central; however, the senate was informed that it appears that we will not transition and continue using curriculum central for the time being.

Dave reported on the MOA and the relationship between Faculty Senate, Admin and UHPA. Recommended changes were made by Leeward that all faculty senates have signatories.

Dave also reported that there was a question concerning how Faculty Senate chairs are compensated on different campuses.

B. Curriculum Committee (Kathleen French) no report

C. HAP Committee (Kalawaia Moore)

Kalawaia reported that Teena Michael's Botany 105 class was approved.

D. Writing Advisory Board: no report

E. Foundations Board Report: no report

F. Aloha Committee Report: no report

3. Old Business:

- A. Jan Lubin informed us that in the past, the Accreditation and Strategic Planning, Policies and Procedures Subcommittee would review reports, summarize them for Faculty Senate, and Faculty Senate would vote based on those summaries. Jan asks Faculty Senate to revive this committee because we have had two follow-up reports, we have an upcoming mid-term report and we have an upcoming self-study. Also, the standards for accreditation have changed. Jan reported that the next report must be completed by August or early September so that it can go to the discussion board. Kalawaia suggested that we ask members of our departments if they would like to serve on this subcommittee. It was mentioned that two or three people would be sufficient.
- B. The discussion regarding the 360 reviews will be tabled until the next meeting because a number of departments have yet to meet.

4. New Business

- A. Patti Chong reported that last March, an email was sent to all WCC faculty asking whether the system should be more standardized in terms of grading. WCC faculty voted that we should further standardize. As a result of this vote, Patti asked us to take the following issues to our departments.

1. The "N" grade varies among campuses. Maui CC, Hawai'i CC and Leeward CC use the "N" grade solely for remedial/developmental courses. Kapiolani CC has no "N" grade. Honolulu CC, Kauai CC and Windward CC all use the "N" grade for any level. Patti asked the senators to take the following question back to their departments: should WCC alter its policy on the "N" grade to make it match with the Maui CC model essentially extending that option solely to students in remedial courses?

There was a discussion concerning how the "N" grade affects financial aid, how it affects GPA and how it is viewed at other campuses. It appears that the way it is viewed at different campuses varies. Also, Patti reported that there are some students, such as those getting benefits from the VA, that might prefer an "F" to an "N," for an "N" will require them to pay back their tuition.

There was a discussion concerning what happens when a student takes the same two classes at WCC and gets different grades. Patti reported that the higher grade is used to calculate his or her GPA at Windward CC. However, when a student transfers, his or her GPA will be averaged.

2. There was also a discussion regarding the academic forgiveness policy, which allows a student to "erase" an entire semester of grades. It appears that this can only happen once and a student is not allowed to pick and choose which classes he or she wishes to keep on his or her record.

- B. Foundations Board (Jean Okumura)
Jean informed us that Anthropology 152 received the designation of Foundations Global/Multicultural Group B (FGB).
- C. There was a discussion concerning the Faculty Senate's decision to give Doug the anonymous letters collected by the senators concerning the Richardson issue. Kalawaia reported that he had been approached by a concerned faculty member, and as a result, he retrieved the letters from Doug. There was a discussion concerning the anonymity of the letters and all senators agreed that the letters contained no identifying information. Likewise, because many of the letters dealt with issues that had not been solicited by Faculty Senate, it was impossible for Faculty Senate to aggregate the responses. Thus, all senators are in agreement that the purpose of the letters was to communicate the

faculty and staff concerns to Doug and that giving Doug the letters seemed the most effective way to accomplish that goal.

- D. Jenny and Dave reported on the issue of low enrolled and canceled classes. They reported that some classes are canceled if multiple sections are offered and not enough students sign up for one or more. To save students from having to disrupt their schedules at the last minute it is often viewed as prudent to get rid of classes early so fewer students experience that problem.

The date to cancel classes is somewhat determined by system. Our class cancellation dates happens after the purge, when students who haven't paid or lose financial aid get dropped. The system does it because multiple students sign up early and don't pay and don't decide to actually come to school. This stops paying students from enrolling in courses. Still, many of the students who are purged tend to re-enroll.

The Winter 2014 purge is December 12; thus, the evaluation of courses will be on Friday, December 19. It usually happens right before or right after Christmas break.

It was reported that Ardis recommends that department chairs need to be really honest and critical about what classes might fill. Ardis highlighted to department chairs that it hurts lecturers more to lose potential classes than to give them classes at the last minute.

Finally, there was a discussion about 13-week courses that can be added after the semester starts. It works especially well for night courses. This was offered as a possible solution for helping to add classes after the semester starts should it appear that there is great need.

Essentially, the only classes that are allowed to run that are under-enrolled are funded through outside sources. Ardis said that "10 doesn't make a class for sure; 10 doesn't pay for a class. 20 is the goal."

- E. The discussion of evening classes was tabled until the next meeting.

5. **Announcements:**

Floyd is the representative on the PRU and he announced that the new master plan is just about formulated and will be available soon. There was a discussion concerning whether or not Faculty Senate or other constituents will be allowed to review the plan.

Dave made a motion that we have Kevin come to review the Master Plan with Faculty Senate. Jamie seconded. A vote was taken and it passed via voice. Floyd, Deacon and Ka'ala abstained.

Motion to adjourn made by Kalawaia Moore and seconded by Ka'ala Carmack. Motion passed via voice.

6. **The meeting was adjourned at 2:30 pm**

Next Meeting: Tuesday, 12.02.14

Faculty Senate Meeting Schedule:

FALL 2014:

9.02.14

9.16.14

10.07.14

10.21.14

11.06.14 (Thursday) (Note: 11/4 is a holiday)

11.18.14

12.02.14

SPRING 2015:

01.20.15

02.03.15

02.17.15

03.03.15

03.17.15

04.07.15

04.21.15

05.05.15

Minutes submitted by: Jenny Webster
Recording Chair