

FACULTY SENATE MEETING
Tuesday, February 3, 2014
1:00-2:00 pm Palanakila 117

Senators Present:

KALAWAIA MOORE (PRESIDING CHAIR)

DAVE KRUPP (OFF-CAMPUS CHAIR)

JENNY WEBSTER (RECORDING CHAIR)

Laura Sue (Math/Business)

Ellen Nagaue (Academic Support)

Floyd McCoy (Natural Sciences)

Jamie Boyd (OCCET)

Jenny Webster (Language Arts)

Ka'ala Carmack (Humanities)

Kathleen French (CC Chair) Ex-Officio

Kathleen French (Social Sciences)

Senators Absent: Lisa Gillis-Davis (Student Affairs).

For the next two meetings, however, Kate Zane will be standing in for Lisa Gillis-Davis representing Student Affairs.

Guests Present: Jan Lubin

1. Approval of 1.20.15 minutes

Motion to approve 1.20.15 minutes submitted by Floyd McCoy; Seconded by Kathleen French. Motion passes via voce.

2. Reports

A. ACCFSC/CCCFSC (Dave Krupp)

Dave reported that the ACCFSC has met and that the Board of Regents voted to establish a task force to look into the possibility of the UH divesting from its investments in fossil fuel industries.

Dave also reported that there was a discussion regarding Obama's free tuition proposal. The effects on the UH campuses will be looked into. There are no further details to report at this time.

At the meeting, the UH sustainability coordinator discussed the most recent draft of our system sustainability policy. Likewise, there was a discussion concerning the fusing of Manoa's president and chancellor position. Lassner was not supportive of this move.

Dave reported that UHCC VP John Morton is working on rewording a discrepancy in the draft of an MOA document that outlines which topics may be discussed between the Faculty Senates and UH Admin versus those between UHPA and UH Admin.

Dave also reported that the ACCFSC discussed issue that has to do with providing an identifier for online lab classes. While there has been no final resolution, an ad hoc committee was formed to discuss it and report back to the council.

Dave further reported on Senator Choy's House Bill 552 that asks that the Board of Regents expand to 18 members with two additional voting faculty regents and one additional voting student regent. It was noted that the undergraduate representative may come from any four-year or any two-year college. The other student representative will

represent graduates from one of the four-year colleges. Regarding the two faculty representatives, one could feasibly come from any campus in the UH system. There was a discussion concerning any bills or legislation that may affect our programs or curriculum and whether or not members of the community college are receiving updates or information on them. It was noted that Chancellor Dykstra is provided a report of all legislation likely to influence the college. The senators wish to be informed about these bills and to have the opportunity to participate in the discourse surrounding them. The chairs will take this issue up with Chancellor Dykstra in their meeting.

B. Curriculum Committee - (Kathleen French)

Kathleen reported that the following curriculum proposals were approved on Jan 27, 2015

1. Modification of *Certificate of Competence (CoC) in Web Support* (see Attachment #1)

2. Archive Course: BUSN 89, *Electronic Calculating*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=89>

3. Archive Course: BUSN 123, *Word Processing for Business*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=123>

4. Archive Course: BUSN 160, *Telephone Techniques and Communication*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=160>

5. Archive Course: BUSN 166, *Professional Employment Preparation*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=166>

6. Archive Course: BUSN 188, *Business Calculations*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=188>

7. New Course: MATH 26, *Elementary Algebra*

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MATH&Number=26>

8. Course Modification: ANTH 152, *Culture and Humanity* (Gen Ed alignment)

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=152>

9. Course Modification: ANTH 210, *Archaeology* (Gen Ed alignment)

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=210>

10. Course Modification: ANTH 296, *Special Topics in Anthropology* (Gen Ed alignment)

<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=296>

11. New Course: ENG 204C, *Introduction to Creative Writing (Screenwriting)*

<http://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=204C>

12. Course Modification: PSY 202, *Psychology of Women* (modifying title, description, SLOs, Gen Ed alignment)

<http://windward.hawaii.edu/curriculum/Details.php?Alpha=PSY&Number=202>

13. Course Modification: WS 202, *Psychology of Women* (Cross listed with PSY 202) (modifying title, description, SLOs, Gen Ed alignment)

<http://windward.hawaii.edu/curriculum/Details.php?Alpha=WS&Number=202>

14. Course Modification: WS 151, *Introduction to Women's Studies* (modifying course title, description, SLOs, Gen Ed alignment)

<http://windward.hawaii.edu/curriculum/Details.php?Alpha=WS&Number=151>

15. Course Modification: WS 200, *Culture, Gender and Appearance* (modifying SLOs, Gen Ed alignment)

<http://windward.hawaii.edu/curriculum/Details.php?Alpha=WS&Number=200>

Motion to approve curriculum proposals and modifications submitted by Jenny; Seconded by Jamie Boyd. Motion passes via voce.

- C. **HAO Committee** – no report
- D. **Writing Advisory Board** – no report
- E. **Foundations Board Report** – no report
- F. **Aloha Committee Report** – no report

3. Old Business

- A. **N Grade and Academic Renewal Policies** - (Tabled until all departments have had a chance to respond.)

- B. **WCC Evening Curriculum**

Floyd reported that the Evening Curriculum Committee is looking into what other campuses are doing across the UH system. There are no further details.

- C. **Accreditation and Strategic Planning, Policies and Procedures**

Ka'ala volunteered to be on the Accreditation and Strategic Planning, Policies and Procedures subcommittee.

There was a discussion concerning whether or not our courses and programs have been assessed to reflect the new WCC mission statement, specifically the portion that states our campus works to make “a special commitment to support the access and educational needs of Native Hawaiians...” Jan Lubin stated that while the classes and programs have yet to be assessed in this way, assessing whether or not courses and programs meet the hallmarks of the WCC mission statement shall be a part of the assessment process in the future.

- D. **Lecturer Assessment and Peer Evaluations**

The WCC policy on lecturer assessment and peer evaluations was recently emailed to all faculty from the Vice Chancellor's office. In the policy, it states, “[a]ll lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance.” Likewise, in regards to peer evaluations, it states, “[t]he lecturer evaluation submittal must include one peer evaluation [minimum].” See Attachment #2 for the complete UH system policy on lecturer assessments and peer evaluations.

On the WCC website, under Lecturer Evaluations, the following is stated: “This policy supersedes past practices at WCC.”

4. Announcements

Dave announced that the Science Olympiad is this upcoming Saturday, Feb 7 on the WCC campus.

Ka'ala announced that the jazz concert organized to raise funds for the new Steinway was so successful, they almost raised enough to pay for it in full. There will be another upcoming concert to raise the rest of the funds. No date is set as of now.

5. The meeting was adjourned at 2:15 pm

Next Meeting: Tuesday, 2.17.15

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

Attachment #1:

MEMO

To: Kathleen French, Chair, WCC Curriculum Chair

From: Vanessa Cole, Business Computing Instructor

Date: November 20, 2014

RE: Amendment of Certificate of Competence in Web Support

Please amend the Certificate of Competence in Web Support by modifying its Required Courses and Program Outcomes as described below. The reasons for the proposed modification are to offer students more options to complete the certificate and to better align the Program Outcomes and Course Student Learning Outcomes.

Courses

Original Courses	Proposed Courses
<ul style="list-style-type: none">ICS 107: Web Site DevelopmentICS 123: Introduction to Audio and Video EditingICS 208: Website Design	<ul style="list-style-type: none">ICS 107: Web Site Development (required) Choice of two of the following: <ul style="list-style-type: none">ICS 123: Introduction to Audio and Video EditingICS 208: Website Design

	<ul style="list-style-type: none"> • ICS119 Introduction to Social Media • ICS 203: Digital Image Editing • ICS 207: Building Web Applications
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Program Outcomes

Upon successful completion of this program, students will be able to:

Original Program Outcomes	Proposed Program Outcomes
<ul style="list-style-type: none"> • Design a professional website with Web tools. • Upload the website with interactive Web components. • Modify and update the website and add new components as needed. • Develop and produce a published product. 	<ul style="list-style-type: none"> • Use appropriate web development tools to support publishing an effective website that communicates a message, incorporates appropriate media, and adheres to usability and accessibility standards. • Create and edit web-publishable media such as audio, video and apps. • Describe related terminology, practices and ethics involved in web publishing

Approved by Math/Business department at 11/20/2014 meeting.

Attachment #2

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES POLICY

UHCCP #9.104 Lecturer Evaluation I. Purpose

December 2013

As lecturers may be employed by more than one community college, this policy sets minimum evaluation standards to ensure consistency in the lecturer evaluation process within the University of Hawai'i Community Colleges (UHCC).

II. Related University Policies None

III. Definition

Lecturer – Person employed to teach individual credit classes to meet demand that cannot be met by regular faculty or because of special expertise that the lecturer may bring to a class. The lecturer appointment is for the duration of the class.

IV. Responsibilities

1. The Vice President for Community Colleges will maintain oversight of the evaluation process to include:
 1. Monitoring the compliance of the evaluation policy by the campuses;
 2. Providing assistance in resolving any discrepancies in recommendation for lecturers teaching at multiples campuses; or
 3. Conducting a review of the evaluation policy at least once every three years.
2. The Chancellor or designee shall establish campus procedures and evaluation schedules for the lecturer evaluation process in accordance with this policy.

V. Guidelines

A. Lecturers must meet the same academic qualifications as faculty members.

1. The job responsibility for lecturers is limited to teaching the class and providing for a limited amount of student contact through office hours or other communication means.
2. The lecturer position does not include curriculum development, development of student learning outcomes, college service, or other professional duties expected of faculty members.
3. Lecturers are expected to follow the course, program and institutional student learning outcomes and assessment methodologies as adopted by faculty members for the courses they are teaching.
4. Submittal Requirements
 1. All lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance.
 2. Minimally, the lecturer evaluation submittal must include one peer evaluation, results of student evaluations for all classes taught, and a self analysis of:
 1. Degree of attainment of student learning outcomes in the classes taught. It is understood that the lecturer is not solely responsible for the attainment of student learning outcomes by all students;
 2. Instructional strategies and their effectiveness in the class;
 3. Results of the peer and student evaluation and any planned actions as

a result of the comments; and
 4. Responses to prior evaluation recommendations, if any.

Campuses may reduce the frequency of peer evaluations for lecturers at Step B or Step C.

3. The lecturer shall submit to the Department/Division Chair a self- assessment, and peer and student evaluations. The Department/Division Chair will provide feedback to the lecturer, including strengths and weaknesses, and make a recommendation on hire/re-hire to the Vice Chancellor or designee. The lecturer will be notified by April 30 whether he/she remains in good standing and is eligible for assignment to classes.
4. Submission of an evaluation document by April 1 is a condition for re-hire in subsequent semesters.
5. Lecturers hired in the fall semester but who do not have spring assignments are responsible for submitting an evaluation document by April 1.
6. Lecturers hired in the spring semester are responsible for submitting an evaluation document by April 1. Campuses may choose to reduce the requested information based on availability at the time of submission, as appropriate.
7. In situations where lecturers are employed by more than one community college, the reviewing parties will consult with the other campus(es) on the lecturer's evaluation.