

**FACULTY SENATE MEETING**  
**Tuesday, February 17, 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 (OCCE)  
Jenny Webster (Language Arts)  
Kathleen French (CC Chair) Ex-Officio  
Kathleen French (Social Sciences)  
Lisa Gillis-Davis (Student Affairs)

Senators Absent:

Kate Zane is standing in for Lisa Gillis-Davis representing Student Affairs. Ka'ala Carmack (Humanities)

Guests Present:

**1. Approval of 2.03.15 minutes**

**Motion to approve 2.3.15 minutes submitted by Dave Krupp; Seconded by Jamie Boyd.**  
**Motion passes via voce.**

**2. Reports**

**A. ACCFSC/CCCFSC (Dave Krupp)**

Dave reported that at the CCCFSC there was further discussion concerning the issue of making a special designation for online labs. John Morton is worried that giving special designation to online labs will make it so that those courses might not be accepted at other campuses. The ad hoc committee has not yet convened to discuss this issue, for they are still soliciting members. However, their discussions will likely discuss the purposes of labs and whether or not online labs meet the mission of lab classes.

Another outcome of the CCCFSC was that multiple members of the ACCFSC were invited to make a presentation to the BOR in Kauai regarding the workings and dealings of the ACCFSC. There was a discussion about how important this move is to give the ACCFSC a regular spot at the BOR meetings. Dave reported that the ability to interact more with the BOR and communicate faculty concerns and interest was one of the main goals of the ACCFSC for the year.

In regards to HB 552, the higher education committee moved unanimously to move this forward and to move discussions to the finance committee. The senate bill version is the same as the house bill and hasn't received much attention yet.

The policy on academic residency requirements for graduation was discussed. See UHCCP #5.208 attachment below.

There was a discussion regarding whether or not anyone from our college was interested in giving testimony on this bill. There was a question about whether we could submit testimony online and quite a few more questions about how to submit testimony in general. Jenny said that she'd get in touch with the UH Manoa graduate representative

who suggested that one of us give testimony on the bill for further information on the process of giving testimony. Jenny said she'd also try to find out about other legislation that is likely to affect our campus. It was pointed out that the Ombudsman bill was one piece of legislation that could extend beyond Manoa to the community colleges as well.

Dave reported that the MOA document has been signed off and there is now an official agreement between UHPA and Manoa.

Finally, the ACCFSC is looking for volunteers to serve on the search advisory committee for the Vice President of Legal Affairs.

#### **B. Curriculum Committee - (Kathleen French)**

Kathleen reported that the following curriculum proposals were approved.

1. Course Modification: MUS 121F, *Beginning Slack Key Guitar* (make the class repeatable twice for credit towards the AA)  
<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121f>

2. Course Modification: MUS 121Z, *Beginning Ukulele* (make the class repeatable twice for credit towards the AA)  
<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121z>

3. Course Modification: MUS 122F, *Intermediate Slack Key Guitar I* (make the class repeatable twice for credit towards the AA)  
<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=122f>

4. Course Archive: ANTH 150, *Human Adaptation*  
<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=150>

5. Course Archive: ANTH 200, *Cultural Anthropology*  
<http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=200>

6. Issue of repeatability towards AA degree (see attached memo). No changes are being proposed, just formalizing what faculty requested.

#### **Motion to approve curriculum proposals and modifications submitted by Floyd McCoy; Seconded by Ellen Nagaue. Motion passes via voce.**

In addition to the curriculum approvals and modifications, Kathleen reported that the Curriculum Committee is discussing ways for improving the process of modifying and approving courses. They are considering making the discussion board availability one week instead of two weeks though they are happy with the speed by which the committee is able to approve new curriculum.

**C. HAP 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

While Academic Support sustained from making recommendations, all other departments voted unanimously for keeping the “N” grade. While the majority of the departments do not support the academic renewal policy, Humanities voted for it and OCCET suggested we adopt the renewal policy and extending it to a full year. Nevertheless, since a majority of departments voted against the academic renewal policy and for keeping the “N” grade, Faculty Senate will report to Patty Chong that the majority votes to maintain the status quo.

#### B. WCC Evening Curriculum

There was a discussion concerning the availability of evening classes. Kate Zane reported that she works with a large number of students who need night courses rather than online courses. Floyd reported that one of the problems of evening classes is that there is no tech support for evening classes, nor are there many other services including adequate lighting and security. Floyd reported that the committee is still examining what other colleges are doing in the system. The Faculty Senate is looking forward to the upcoming report.

#### C. Accreditation and Strategic Planning, Policies and Procedures

Nick Logue and Makanani Sala volunteered to join Kalawaia Moore, Ka’ala Carmack and Paul Briggs on the committee. God bless them all.

#### D. Lecturer Assessment and Peer Evaluations

The policy for lecturers states, *“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.”*

### 4. New Business

Dave reported that John Morton is still looking into the issue of the 360 evaluations. It is noted that the 360s are not the only tools used to evaluate administrators. Yet, Morton sought advice and suggestions on what approach he could take to solicit feedback from various bodies about their administrators that maintains privacy. Dave asked us to take it back to our departments and solicit suggestions and ideas.

Kalawaia asked for there to be some guidance for the Faculty Senate representative on the PBC, for Kalawaia realized that as a voting member, he could potentially support his department’s needs alone. One suggestion is to make a Faculty Senate prioritized list. Another suggestion is that the Faculty Senate representative becomes just a reporting member and not a voting member. Another option is that the representative vote for the top priorities. Kalawaia added that he won’t vote until he gets a recommendation from Faculty Senate.

There was a discussion concerning the sustainability of the college and how to create a policy that will change WCC’s energy dependency. Dave reported that there is a new system-wide sustainability policy that, while not having been accepted yet, expects each campus to develop its own sustainability policy, and thus, its own sustainability committee with a compensated chairperson on each campus. It is unclear whether or not this position will be funded or unfunded. WCC’s current student-led sustainability club is making progress though it is still not a committee of faculty and staff. Faculty Senate expressed concern over these issues and asks the senators to take these issues back to their departments and seek feedback about making moves towards coordinating a sustainability policy.

### 5. Announcements – no announcements

**6. The meeting was adjourned at 2:21 pm**

Next Meeting: Tuesday, 3.03.15

**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

Attachments:

## **UHCCP #5.208 Academic Residency Requirements for Graduation**

January 2015

### **I. Purpose**

The purpose of the policy is to facilitate and promote degree and certificate completion across the University of Hawai'i Community Colleges (UHCC) by standardizing academic residency requirements for graduation.

### **II. Related University Policies and Regulations**

- A. UH Systemwide Executive Policy, E5.209, University of Hawai'i System Student Transfer and Inter-campus Articulation  
<http://www.hawaii.edu/apis/ep/e5/e5209.pdf>

### **III. Responsibilities**

Exceptions to the policy, to reduce the number of required credits, may be made on a case-by-case basis by the Vice Chancellor for Academic Affairs, or designee, in consultation with the appropriate campus personnel, at the degree-granting college.

#### IV. Procedures

##### A. Graduation Requirements

1. To graduate with a degree from a UHCC, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college
2. To graduate with a certificate from a UHCC, a student must have earned a minimum of twenty percent (20%) of program courses in the certificate/major from that college.

- B. Colleges may not impose additional academic residency requirements for graduation with a degree or certificate.

#### MEMORANDUM

TO: Kathleen French (Curriculum Committee Chair)

FROM: Patti Chong

DATE: February 10, 2015

SUBJECT: Repeatable Courses

#### **ACTION:**

1. This is a request to add the "Repeatability Statement" to the catalog descriptions for courses created during and after the transition to the online course database. The update is to make the faculty proposer's original intent of how many credits may be applied to the Associate's degree "visible" to students, faculty, and staff.

**Repeatability Statement currently in the catalog: \_\_\_\_\_ credits may be applied to the AA degree.**

An example: ART 123 Six credit may be applied to the AA degree.

If it is a course where the content may change, then the statement was modified to \_\_\_\_\_ credits may be applied to the AA degree (with different topics).

An example: HWST 296 Nine credits may be applied to the AA degree (with different topics).

**2. Online course database form #30. Maximum number of credits acceptable towards the AA Degree**

In the process of copying the course information from the hard copy “Proposal to Initiate, Modify or Delete a Course” form to the online course database form; the number inserted was not necessarily accurate. This memo would update #30 to reflect the faculty proposer’s original intent.

3. The repeatability statement was created when Windward Community College (WCC) had only the Associate in Arts degree. Now there are more two-year degrees. I propose that we expand the application of the repeatability statement to all WCC 2-year degrees’ electives which are not designated for specific courses. This would change the repeatability statement to:
- a. All courses except Topics Courses: May be repeated up to \_\_\_\_\_ credits.
  - b. Topics Courses: May be repeated up to \_\_\_\_\_ credits with different topics.

**HISTORY:**

The hard copy Course Proposal Modification form did not have a place to indicate if the course was repeatable for credit. Instead there was a repeatability statement which indicated how many credits could be applied to the AA degree. Currently the statement reads: “Six credits may be applied to the AA degree.”

When the campus changed from hard copy to an online course proposal form, #30 “Maximum number of credits toward AA degree” was created. This was a field in Banner, the Student Information System, that the UH System purchased. In this conversion, the repeatability statement was not added to the course description and #30 had no matching item on the old form. For most courses, a student can only receive credit once for the course.

**RATIONALE FOR CHANGE:**

- ❖ The change in the catalog will implement the faculty proposer’s original course proposal.
- ❖ The repeatability statement in the catalog is the only venue to inform the students, faculty, and staff how many times a course credit may be applied to a degree.