

FACULTY SENATE MEETING
Tuesday, May 5, 2015
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)
Ka'ala Carmack (Humanities)
Kathleen French (CC Chair) Ex-Officio
Kathleen French (Social Sciences)
Lisa Gillis-Davis (Student Affairs)

Senators Absent: Jaimie Boyd is out but her proxy is Char Akina

Guests Present: Lance Uyeda, Jean Okumura, Kate Zane

1. **Minutes from 4.21.15 were not approved, for Jenny forgot to make copies. Jenny will bring copies of the minutes to the first Faculty Senate meeting of the Fall 2015 semester.**

2. **Reports**

- A. **ACCFSC/CCCFSC** (Dave Krupp)
No report

- B. **Curriculum Committee** - (Kathleen French)
For the year-end summary of all course changes, system-wide changes, including an assessment of the goals from AY 2014-2015 and ideas for the committee in Fall 2015, see Attachment #1 below.

- C. **Writing Advisory Board** – no report

- D. **Foundations Board Report** – (Jean Okumura)

For a year-end summary which includes, but is not limited to, course renewals and new Foundations courses, an update on the charter, a summary update to the UH Manoa Quantitative Reasoning Working Group and a recommendation to update the Foundations Board website, please see Attachment #2 below.

- E. **Aloha Committee Report** – (Diane Sakai)

Ellen Nagaue submitted Diane's end-of-the-year report. This year the Aloha Committee carries a balance forward of \$675.66. In total, between July 2014 and May 4, 2015, the Aloha Fund expended \$161.38 for the following events:

- Two retirements - \$47.42
- Zero weddings - \$0
- Eight babies - \$60.55
- Three hospitalizations - \$11.23
- Five Bereavements/Memorials - \$42.18

There were zero donations received in AY2015
The total year-end balance is \$514.28

3. Old Business - none

4. New Business

A. Introductions of new representatives:

- Floyd McCoy - Chair
- Dave Krupp - Off-Campus Chair
- Jenny Webster - Recording Chair and Language Arts Representative

- Lance Uyeda - Curriculum Committee Chair and Representative
- Jane Uyetake - Aloha Committee Chair
- Susan St. John – Writing Advisory Board Chair
- Jean Okumura - Foundations Board Chair
- Jaimie Boyd – OCCE Representative
- Mariko Kershaw - Academic Support Representative
- Christian Palmer - Social Science Representative
- Kate Zane - Student Affairs Representative
- Ka’ala Carmack -Humanities Representative
- Letty Colmenares/Sam Craddock (alternating) - Natural Sciences Representative
- Laura Sue - Math/Business Representative (Fall 2015)
- Deacon Hanson - Math/Business Representative (Spring 2016)

Kalawaia thanked everyone for serving on Faculty Senate during a particularly challenging year.

B. Ke Kumu Pali

It was noted that the Faculty Senate should explore having a representative for Ke Kumu Pali for Faculty Senate. Ka’ala is interested in being the Windward Faculty Senate representative should we choose to designate one.

C. New Course Evaluation Proposals

There was a conversation concerning the memo that came out about the new course evaluation proposal specifically because some of the questions seemed inappropriate to ask students. It appears that the memo asked for feedback by May 15th. Yet while the Faculty Senate is concerned, we have yet to have a formal discussion concerning the proposal.

Kalawaia suggested that he send out an all campus message to get people to weigh in on the issue.

There was a motion made for Faculty Senate to respond to the system stating that the system proposal for faculty evaluations not be rushed until representatives can seek feedback from their constituents.

Motion to approve submitted by Floyd; Seconded by Ka’ala. Motion passes via voce.

5. Announcements-

A. Special Thanks to Kathleen French

The Faculty Senate would like to commend and thank Kathleen French for all of her hard word streamlining the Curriculum Committee processes and doing such a great job in general.

B. Student Graduation Luncheon

Lisa-Gillis Davis announced that students who are graduating are able to invite faculty or staff members as a guest; thus, keep your eyes out.

C. Graduation Location Change

The graduation ceremony will be held in the Akoakoa Pavillion, which will be in the parking lot so that students can invite more guests. Honored guests expected to attend will be David Lassner, John Morton, the President of the BOR.

6. The meeting was adjourned at 2:25 pm

Next Meeting: Tuesday, 9.1.15

Faculty Senate Meeting Schedule:

FALL 2015:

- September 1
- September 15
- October 6
- October 20
- November 3
- November 17
- December 1

SPRING 2016:

- January 19
- February 2
- February 16
- March 1
- March 15
- April 5
- April 19
- May 3

Minutes submitted by: Jenny Webster
Recording Chair

Attachment #1:

WCC Curriculum Committee End of Year Report

Submitted by Kathleen M. French, Curriculum Committee Chair

The members of the Curriculum Committee for the 2014-2015 Academic year were:

Chair: Kathleen French
Math and Business: Vanessa Cole
Humanities: Ryan Koo
Social Sciences: Christian Palmer
Student Affairs: Patricia Chong
Academic Support: Mariko Kershaw
Natural Sciences: Sam Craddock
Language Arts: Janine Oshiro
Guest: Kevin Morimatsu, Curriculum Coordinator, attended meetings regularly
Guest: Michael McIntosh, Information Technology Specialist, attended meetings regularly

I am pleased to offer the following summary of Windward CC's Curriculum Committee activities and achievements over the past academic year (2014-2015) ¹ :

□ 80 Course Changes (alphabetically, by Alpha)

ANTH 150, *Human Adaptation* (Course Deactivation) ANTH 151, *Emerging Humanity* ANTH 152, *Culture and Humanity* ANTH 200, *Cultural Anthropology* (Course Deactivation) ANTH 210, *Archaeology*

ANTH 296, *Special Topics in Anthropology* ANSC 140, *Introduction to Veterinary Technology* ANSC 142, *Anatomy and Physiology of Domestic Animals* ANSC 142L, *Anatomy and Physiology of Domestic Animals Laboratory* ANSC 191, *Veterinary Office and Computer Skills* ANSC 258, *Clinical Laboratory Techniques II* ANSC 262, *Clinical Procedures for Large Animals* ANTH 150, *Human Adaptation* (Course Deactivation) ANTH 200, *Cultural Anthropology* (Course Deactivation) BUSN 89, *Electronic Calculating* (Course Deactivation) BUSN 123, *Word Processing for Business* (Course Deactivation) BUSN 160, *Telephone Techniques and Communication* (Course Deactivation) BUSN 166, *Professional Employment Preparation* (Course Deactivation) BUSN 188, *Business Calculation* ENG 280, *Book Production: Puelo Literary and Art Journal*

¹ The approved curricula listed in this report reflect the actions of the Curriculum Committee for AY 2014- 2015, and don't necessarily reflect what has been approved by the Chancellor.

ICS 50, *Basic Computer Skills* (Course Deactivation) ICS 100, *Computing Literacy and Apps* ICS 101, *Digital Tools for the Information World* ICS 111, *Introduction to Computer Science I*

ICS 115, *Advanced Computing Applications* (Course Deactivation) ICS 120, *Spreadsheet Fundamentals* (Course Deactivation) ICS 123, *Introduction to Digital Audio/Video Production* ICS 140, *Elementary Operating Systems* (Course Deactivation) ICS 141, *Discrete Mathematics for Computer Science I*

ICS 211, *Introduction to Computer Science III* ICS 214, *Fundamentals of Design for Print and Web* (Course Deactivation) ICS 215, *Introduction to Scripting* IS 103, *Introduction to College* IS 160A, *Polynesian Voyaging and Seamanship* IS 160B, *Polynesian Voyaging and Seamanship* IS 160L, *Polynesian Voyaging and Seamanship Lab* IS 260A, *Polynesian Voyaging and Stewardship* IS 260B, *Polynesian Voyaging and Stewardship* IS 260L, *Polynesian Voyaging and Stewardship Lab*

JOUR 205, *Media Writing* (change in course number to 250) MATH 19, *Developmental Mathematics I* (Course Deactivation) MATH 20, *Basic Mathematics* (Course Deactivation) MATH 21A, *Basic College Mathematics I*

MATH 21B, *Basic College Mathematics II* MATH 22, *Pre-Algebra Mathematics* (Course Deactivation) MATH 24, *Elementary Algebra* IMATH 115, *Introduction to Statistics and Probability* MATH 135, *Precalculus: Elementary Functions* MATH 140, *Precalculus: Trigonometry and Analytic Geometry* MATH 231, *Calculus II* MUS 121F, *Beginning Slack Key Guitar* MUS 121Z, *Beginning Ukulele* MUS 122F, *Intermediate Slack Key Guitar* IPSY 202, *Psychology of Gender* SOC 218, *Introduction to Social Problems* SOC 231 *Introduction to Juvenile Delinquency* SOC 250, *Community Forces in Hawaii* (Course Deactivation) WS 151, *Introduction to Gender and Women's Studies* WS 200, *Culture, Gender and Appearance* WS 202, *Psychology of Gender*

System-Wide Changes

System Course Modification ART 189, *Ka Unu Pa'a — Introduction to Hawaiian Art and Design*

(changing alpha from IS to SCI)

(changing alpha from IS to SCI)

(changing alpha from IS to SCI)

(changing alpha from IS to SCI)

(changing alpha from IS to SCI)

(changing alpha from IS to SCI)

JOUR 150, *Media and Society* (Course Reactivation and modification)

System Course Modification ART 243, *Ceramics Studio Handbuilding II* System Course Modification ART 244, *Ceramics Studio Wheelthrowing II* System Course Modification ART 253, *Figure Modeling* System Course Modification ART 105B, *Ceramics Studio Handbuilding I* System Course Modification ART 105C, *Ceramics Studio Wheelthrowing I*

Implemented UHCCP #9.237, Teaching Equivalencies for the following courses: HAW 101; 102; 201; 202 / JPNS 101; 102; 201; 202 / SPAN 101; 102

□ **15 Course Additions (alphabetically, by Alpha)** ANSC 258L, *Clinical Laboratory Techniques II Lab* ANSC 262L, *Clinical Procedures for Large Animals Lab* ANTH 152, *Culture and Humanity* ART 202, *Introduction to Digital Imaging* ENG 197 *Supplemental Instruction* ENG 200 *Composition II* ENG 204C, *Introduction to Creative Writing (Screenwriting)* GEOG 252, *Landscapes of Japan* HWST 140, *Mahi' ai I: Kanu' ai* HAW 221, *Hawaiian Conversation* ICS 105 *Introduction to Computing Skills* (Course Reactivation) MATH 26, *Elementary Algebra* SOCS 225, *Statistical Analysis for Social Sciences*

□ **5 Program, Certificate, and Other Changes** New ACT placement score for English 100 ATP: *Certificate of Achievement in Web Development* ATP: AA in *Information Computer Science* *Certificate of Competence in Web Support* (Modification) *Certificate of Competence in Applied Business and Information Technology* (ABIT) Archive

□ **Other Business**

1. Implemented the revised Curriculum Policies and Procedures in March 2015 to shorten length of posting time on the Discussion Board, and to allow for minor modifications to be made to curriculum proposals after they've passed through the Curriculum Committee, along with other minor changes.

System Course Modification MATH 115, *Statistics*

Course Modification MATH 135, *Precalculus: Elementary Functions*

Course Modification MATH 140, *Precalculus: Trigonometry and Analytic*

ANTH 210, *Archaeology*

ANTH 296, *Special Topics in Anthropology*

2. The Curriculum Committee decided that the Chair will strongly encourage all proposers to attend the Curriculum meeting in order to expedite the proposal's assessment. If the proposer cannot attend, a representative is encouraged to attend so that the proposal can be discussed.

3. Continued working with Kevin Morimatsu on Curriculum Central so that the college has a smooth transition to the new curriculum approval system.

4. Working with Michael McIntosh to improve WCC's new online course proposal database. Currently making changes to the question regarding programs so that the online form is easier to complete and to assess.
5. Continued using Curriculum Central's online approval process in lieu of the Microsoft Word signature forms; processed all course proposals using the new online approval process.
6. Continued using the Discussion Board to obtain college feedback for all curriculum proposals. The use of the Discussion Board has assisted the college in many ways: it provides transparency of all curriculum proposals; it allows for a broad range of feedback on all proposals; it allows the committee specifically to help the proposer to create a sound proposal before the proposal is formally submitted.
7. Kevin Morimatsu spearheaded discussions at the system-level concerning the proposed move from Curriculum Central to a Quali-based curriculum management system. The implementation is expected to happen soon.
8. The Committee wrote and submitted to the Faculty Senate a Statement of Appreciation for Brian Richardson, Academic Affairs Designee for Curriculum: "The Curriculum Committee affirms that Brian Richardson, the appointed representative from Academic Affairs, has been an effective liaison between the committee and the administration. He performed key administrative functions, including the development of a new curriculum process, and demonstrated keen facility with both policy and technology. He is to be commended for his achievements in support of the curriculum at Windward".

□ Assessment of goals submitted for the prior AY (2013-2014):

1. Work with Kevin Morimatsu to facilitate a smooth transition to the Quali-based curriculum management system
 - a. Result: Kevin attends system-level meetings and is helping the college towards this transition.
2. Improve WCC's internal database curriculum form to help faculty through the curriculum proposal process
 - a. Result: Michael McIntosh is redesigning the question on the form that asks about programs.
3. Create an electronic curriculum approval system for all programs and certificates, similar to the course approval system
 - a. Result: Once the system-level Quali Course Database is in place, the college can ideally use that system for program and certificate proposals.
4. Work with the Office of Academic Affairs to facilitate their feedback on proposals while proposals are still on the Discussion Board. This feedback would include, for example, a timeline given to the proposer as to when the course or program can first be offered.
 - a. Result: The Curriculum Committee created a space on the course proposal form to allow the proposer to indicate when they'd like the proposal to take effect, after which time the Office of Academic Affairs decides when the proposal can take effect.

□ Idea for the Curriculum Committee beginning Fall 2015

1. Look at the entire course, even if it's just a modification: Currently, the committee only assesses that part of the course/program that is being modified. One suggestion would be for the committee to assess at the whole course, paying special attention to SLOs to make sure they are clear and measureable. Suggestions to the proposer can then be made.

Kathleen French Curriculum Committee Chair

Attachment #2:

Foundations Board Annual Report

Submitted by Jean Okumura, Foundations Board Chairperson

This report summarizes the work of the Windward Community College (WCC) Foundations Board during the 2014—15 academic year.

Course Renewals & New Foundations Courses

ANTH 151 was approved for Foundations - Global & Multicultural Perspectives Designation (FGA) from Spring 2015 to Summer 2019. ANTH 152 and GEOG 102 were approved for Foundations - Global & Multicultural Perspectives Designation (FGB) from Fall 2015 to Summer 2020.

The WCC Foundations Board decided that the starting effective date will always be in the fall. This policy will be effective beginning fall 2015. Since catalogs and program sheets are done for an academic year(s) beginning in fall, it would be less confusing for students if changes became effective in the fall.

Foundations Board Charter

The Foundation Board learned in spring 2015 that Chancellor Dykstra approved the Foundations Board Charter.

Multi-campus Foundations Board

The Multi-campus Foundations Board (MFB), composed of the Foundations Board chairs of UH Manoa (UHM), UH West Oahu (UHWO), Honolulu Community College (HonCC), Kapiolani Community College (KapCC), Kauai Community College (KauCC), Leeward Community College (LCC), Maui Community College (MCC), and WCC, met on December 5, 2014 and April 2, 2015.

At the December meeting, MFB members were provided with an update to the UH Manoa Quantitative Reasoning Working Group.

There are plans to transition from Curriculum Central to Kualii Curriculum Management. The goal is to have all campuses come online with the Kualii Curriculum Management at the same time. It is not certain when that will occur as progress was stalled when it was uncertain whether the Curriculum Management part would be under the non-profit or profit making arena of Kualii.

A draft Foundations Articulation Agreement was discussed but UH Manoa and UH West Oahu had concerns with that draft.

There is a need for each Foundations Board to research new courses applying for Foundations designation to see what the Foundations designation of that same is at other campuses. This is to avoid confusing students.

At the April meeting, each participating campus Foundation Board chairperson or representative summarized the year's work and discussed relevant issues.

- It was clarified that each campus can edit the hallmarks. However, if a campus deviates dramatically, then the MFB could say that that campus is no longer part of the articulation agreement.
- Kauai CC's chair asked if an approved Foundations course is modified, does it require review for the designation. It was felt that the modifications need to be looked at and discussed to determine if it possibly makes the course no longer meet all the hallmarks of the designation.

The MFB unanimously agreed to extend the Articulation Agreement of the MFB for one more year.

Kuali Curriculum Management update: There are plans to finalize testing in late May or early June. Each campus can do their own testing. It is hoped that implementation will occur in Fall 2016 if all goes well. ITS will service Kuali.

The MFB was provided with an update to the UH Manoa Quantitative Reasoning Working Group. The group is recommending to UH Manoa's Faculty Senate Model 1 – replace FS with FQ based on strong feedback for this model and against the other model.

- Under the May 2010 General Education Memorandum of Agreement (MOA), if a student completes the entire general education package at one campus then the student's general education requirement is satisfied at any other campus. That MOA is supposed to be reviewed this year.
- There was discussion about the effective date of the change from FS to FQ. It was stated that the effective date would be fall 2018. However, there is discussion that it might be better to have the effective date be fall 2017 or even fall 2016.

A UH system website is available and each of the participating Foundations Board chairs is responsible for maintaining current information about the courses approved for Foundations designation by their respective Boards. Chairs were informed that the original date of designation was needed.

This website can be found at <http://www.hawaii.edu/offices/app/aa/afc/>

UH Manoa faculty member, Matthew Romaniello, was elected to be the MFB chair for two years.

WCC's annual report to the MFB is attached.

WCC Foundations Board Website

The WCC Foundations Board website needs to be updated. Since it was uncertain who to contact to make changes, changes have not been submitted. The site will be updated this summer in preparation for the new academic year. The website should have a listing of the courses that have been approved for the Foundations designation and its effective dates. Minutes of the Foundations Board need to be available at the website. The detailed procedure for applying for Foundations Designation is available at the website. In addition, the approved Charter needs to be posted and a listing of the current Board members. A number of Board members terms are ending at the end of this academic year.

The Foundations Board website is found at <http://windward.hawaii.edu/Committees/Foundations/>