

FACULTY SENATE MEETING
Tuesday, March 1, 2016
1:00-2:00 pm Palanakila 117

Senators Present:

FLOYD MCCOY (PRESIDING CHAIR)
DAVE KRUPP (OFF-CAMPUS CHAIR)
JENNY WEBSTER (RECORDING CHAIR)
Laura Sue (Math/Business)
Mariko Kershaw (Academic Support)
Jenny Webster (Language Arts)
Lance Uyeda (CC Chair) Ex-Officio
Christian Palmer (Social Sciences)
Kate Zane (Student Affairs)
Sam Geiling (Natural Sciences)
Sarah Hadmack (Humanities)

Senators Absent: Jamie Boyd (OCCE)

Guests Present: none

- I. **The meeting was opened at 1:02 pm.**
- II. **Approval of 2.16.16 minutes by acclaim.**
- III. **Reports**
 - A. **Faculty Senate Boards/Committees**
 - 1) **Aloha Committee** (Jane Uyetake)
No report
 - 2) **Curriculum Committee** (Lance Uyeda)
 1. SSCI 200, Social Science Research Methods (Deactivation)
<https://windward.hawaii.edu/discussions/2016/Curriculum-SSCI200/>
<https://windward.hawaii.edu/curriculum/Details.php?Alpha=SSCI&Number=200>
 2. Proposed changes to curriculum policy
The section of the curriculum policy document that describes the proposal creation and approval process is no longer accurate. The proposed revision accurately reflects the current process.
 3. The committee recommends that current process of submitting curriculum proposals through the college website be maintained. We anticipate that the Kualii interface may create a wide variety of database inconsistencies if all faculty are required to use it. Therefore, it should be treated in much the same way that we now treat curriculum central--by requiring only certain staff, faculty, and administrators to use it.
 4. You're invited to WCC SLO Fest 2016! Please join us on Tues., 3/8, at 1:30 PM in AKOA 107/109.

Sam moved Sarah seconded. All approved via voce.

3) Foundations Board (Jean Okumura)

Sarah reported that there will be a new world art course that will fulfill the Global Multicultural focus course requirement.

4) Writing Advisory Board (Susan St. John)

No Report

5) Sustainability Curriculum Committee (Christian)

There are nine new course proposals.

They will be meeting Wednesday to approve them. They're up to 15 total course proposals.

B. Campus Boards/Committees

1) Accreditation and Strategic Planning (Jenny)

Jenny's putting together the feedback from the Accreditation and Strategic Planning subcommittee. Please consider forwarding department feedback straight to Jan.

2) Aesthetics (Floyd)

No report

3) MapSAC (Floyd)

No report

4) PBC (Floyd)

No report

5) PRC (Master Plan) (Floyd)

Floyd reported that he joined Chancellor Dykstra at a Kaneohe Neighborhood Board meeting and at the meeting. The presentation appeared to link the Bishop Hall property with the larger state hospital property and it looks like Bishop Hall will remain the property of the state hospital regardless of the wishes of the neighborhood board and WCC. While the state hospital has proposed to build a 250-bed private, elderly-care facility on the Bishop Hall property, should that property keep its state historic property designation, the new facility cannot be build. Our current proposal to make a land swap with the hospital for the Sherwood Forest area in exchange for the Bishop Hall property doesn't look promising.

6) Sustainability Task Force (Christian)

The plan is almost complete; we will meet this Thursday, 2/4/16 at 2:00 pm, to discuss implementation and budgeting. There will be a finished first draft by the System-wide Sustainability Conference on Thursday, March 10 and Friday, March 11th. If people are interested in participating, they should contact Christian Palmer. There will be workshops on infusing sustainability issues into curriculum.

***Senators are encouraged to pass this information along to their constituents.**

7) Animals on Campus Task Force (Sam)

The task force met on Wed 2/24/16, and discussed past plans that were drafted regarding animals on campus and other campus Animal Guidelines and how to implement those on our campus. The group will meet again soon, date TBA.

C. System Committees

1) ACCFSC/CCCFSC

The Community Colleges of Council of Faculty Senate Chairs has not met since our last Faculty Senate Meeting.

The All Campus Council of Faculty Senate Chairs (ACCFSC) met on Friday February 19.

University of Hawai'i (UH) President David Lassner gave a presentation to the ACCFSC on proposed reorganization changes involving the University of Hawai'i at Mānoa (UHM) and UH System

(https://www.hawaii.edu/offices/bor/regular/materials/201601280900/Item_VI.B.3_Statu_s_of_Design_Implementatio_for_System_UHM_Organizational_Changes.pdf).

ACCFSC Co-Chair Robert Cooney reported that the University of Hawai'i at Mānoa (UHM) Senate Executive Committee (SEC) submitted a resolution opposing the UH System reorganization proposal to move the Office of Research Compliance to a system-level office (as opposed to being housed within UHM). The UHM SEC is concerned about having many of UHM's administrative functions to the UH System. In spite of this resolution the UH Board of Regents (BOR) approved the proposed reorganization at its meeting on February 25.

President Lassner also described the UH System tuition-increase proposal to be presented to the UH BOR. This proposal, along with other materials presented to the BOR at its last meeting, may be found at

(http://www.hawaii.edu/offices/bor/regular/materials/201602250930/BOR_Meeting_of_02_25_16_Materials_PUBLIC_POSTING.pdf).

The proposed increases were basically the same as presented by Dave Krupp to the Windward Community College (WCC) Faculty Senate (FS) at its last meeting. The proposed plan will now be presented for review and comment at public meetings beginning in April. After considering public testimony and comment, the plan (possibly revised) will be slated for approval at the June meeting of the BOR.

Note that concern was expressed from the ACCFSC membership that tuition increases are only be proposed to address the costs of deferred maintenance. Additional concern was expressed that there did not seem to be any faculty input into developing the tuition-increase proposal. Some of the membership also questioned the underlying rationale for the proposed increases and felt that there were other urgent needs that could have been funded through tuition increases.

There were also concerns expressed by UHM members of the ACCFSC over what has been described as a lack of faculty consultation and the erosion of shared governance, especially in regards to the following issues: the UH System strategic plan, system small program policy, dual Executive/Managerial positions and conflict of interest, Snyder Prime (has to do with renovations and , 5% RTRF "tax" (assessed against the unit return of indirect costs charged on grants), and automated advising.

The UHM SEC approved the UHM Quantitative Reasoning (QR) proposal:

http://www.hawaii.edu/uhmfs/documents/2015_16/20160120_reso_final_gened_hallmark_s.pdf. Explanation about QR hallmark:

http://www.hawaii.edu/uhmfs/documents/2015_16/20160120_Foundations_QR_GenED_Core_Req_Hallmarks_Explanatory_Notes.pdf. Note we will need look at all of this in light of our gen ed requirements - probably need to follow the Mānoa model in order for

general education articulation agreement to be renewed. Old articulation agreement may be found at http://www.hawaii.edu/offices/aa/aapp/articulation/JI_MOA.pdf.

There was a discussion concerning the pathways/automated counseling proposal. Many expressed concern over the “factory-like” way that the system creates a curriculum pathway for students. One issue with the program is that it does not make it evident how a student may veer off the proposed pathway. Likewise, at the last meeting, there was a proposal to use something called “Nudges” that will put classes that satisfy equal requirements in a hierarchical order by the number of students that tend to pass that course and the average grade students receive in that course. This could create artificial competition between instructors to fill their courses and inflate their grades.

Another major concern discussed was that this new proposal seems to be rushed. We don't fully understand the system yet, but students are expected to start using it by Fall 2016. Currently, Ellen Ishida-Babineau and Malia Lau Kong are touring the departments to fill everyone in on it.

Jenny will invite Ellen and Malia to the next meeting to fill us in on pathways. We will ask that they bring in a working example of the GPS system and that if possible senators be able to log into the system individually.

In Section B. our constitution, it states that;

The Senate shall provide advice and recommendations in the following areas:

1. The Strategic Plan and related planning documents;

2. Academic policy and programs;

- and -

10. Other academic policy not listed, which affects the general welfare of the College.

We believe the pathways program clearly falls within the jurisdiction of the faculty senate as stated above and should require consultation with the faculty senate.

The senators wish to adopt a resolution to require the guided pathways system (GPS) to be vetted by the Faculty Senate prior to implementation since it is a curriculum issue that Faculty Senate should be consulted on.

Dave moved; Sam seconded. All in favor via voce.

Dave reported (per UHCC VP John Morton) that it is in our best interest to follow UH Mānoa's move to replace the Foundations Symbolic Reasoning (FS) General Education Core Requirement with a Foundations Quantitative Reasoning (FQ) General Education Core Requirement. This change may be necessary if the UHCCs are to maintain the existing Gen Ed articulation agreement with UH Mānoa. This agreement has been temporarily extended pending UH Mānoa's decision to adopt the new requirement and to allow time for the UHCCs to make the necessary adjustments to their Gen Ed requirements. To facilitate this change, we may need to establish a committee to make a proposal, get it on the discussion board and put it to a vote of the WCC faculty. It's possible that it just needs to go to the Foundations Board (as opposed to creating a new ad hoc committee). Laura is going to touch base with Jean (Foundations Board) and the Math and Business department to find out what they're planning to do in relation to the changes in the quantitative reasoning Gen Ed requirements. Regardless of how the proposal moves forward, it will still require a vote of the WCC faculty to approve it. Target date for implementation is Fall 2018.

Finally the idea of having faculty representation on the BOR was brought up again.

IV. Old Business

A. Adding textbook cost in Banner (Mariko)

Mariko sent the following:

LCC has included the "Textbook Cost: \$0" designation for classes with zero textbook cost since Fall 2015. In Fall 2015, 53 classes (83% Language Arts courses; 17% Social Sciences) had this designation. For Spring 2016, this jumped to 63 courses. 148 CRNs, or 14.35% of all courses, had this designation. LCC estimates a savings of \$131,000 for the semester. More info: <https://sites.google.com/a/hawaii.edu/oer/zero-textbook-cost-adopters>

Is there any feedback from the departments?

Natural Science - not necessarily excited

Social Sciences- mixed feelings

LA - hasn't met yet

Math & Business - hasn't met yet

Counselors- mostly in favor / some hesitation

Humanities- skeptical of the need

Please offer the following options to your constituents:

- It was suggested that instead of putting "This course textbook costs \$0" we can add "This course uses an OER."
- It was also suggested that there be a professional development workshop on how teachers might begin incorporating OERs into their courses.
- It's also possible to let each department decide if this option is appropriate for them.

B. Security Issues/ Escapees from State Hospital

Any feedback from departments on whether this is a FS issue?

Nat Science - we would like an email, and to include a photo of the escapee from State Hospital.

No report from any other department.

Discussion tabled for next meeting.

Jamie Boyd sent an email regarding recent thefts:

Two items, an expensive ladder and a portable table that were stolen in Dec. were returned to the garden last weekend. According to security the cameras were not working during the brief time period that the items would have been returned. Later - the staff of the Dept. of Health next door to the garden told me that they found our items in the bushes outside of their building and they returned the items to our garden guessing that those things must belong to us. The portable table has "WCC" written on it in large letters

C.HB 1625

It was noted in the last FS minutes that if this HB passed through the meeting held on 2.16.16, we should encourage faculty and staff to provide testimony against the bill.

(Companion Bill in the Senate: [SB2406](#)). It passed out of finance committee.
Discussion tabled until next meeting

D. Campus Email Abuse (Lance)

Here's information that may be useful for dealing with facstaff and other listserv emails.

<https://support.google.com/mail/answer/47787?hl=en>

Muting or ignoring conversations

Have you ever been subjected to the 'thread that just won't die!?' If you're part of a long message conversation that isn't relevant, you can mute the conversation to keep all future additions out of your inbox.

How muting works

1. Open [Gmail](#).
2. Open or select the conversation.
3. Click the **More** button above your messages.



- 4.
5. Select **Mute**.

You can also use the [keyboard shortcut m](#) to quickly mute conversations.

When you mute a conversation, new messages added to the conversation bypass your inbox so that the conversation stays archived.

Muted conversations will only pop back into your inbox ready for your attention if a new message in the conversation is addressed to you and no one else, or if you're added to the "To" or "Cc" line in a new message.

Any relevant [filters](#) you have set up will still be applied to muted messages.

<https://support.google.com/mail/answer/6579?hl=en>

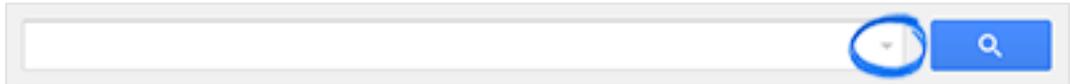
Using filters

Gmail's filters allow you to manage the flow of incoming messages. Using filters, you can automatically send email to a **label, archive, delete,** (<- my emphases) star, or forward your mail, even keep it out of Spam.

To create a filter

1. Open [Gmail](#).

2. Click the down arrow in your search box. A window that allows you to specify your search criteria will appear.



- 3.
4. Enter your search criteria. If you want to check that your search worked correctly, click the search button.
5. Click **Create filter with this search** at the bottom of the search window. If you need to verify the search results, you can click the **x** to collapse the filter options. Clicking the down arrow again will bring the window back with the same search criteria you entered.
6. Choose the action(s) you want the filter to take.
7. To keep organized, many people like to have incoming messages automatically labeled and removed from their inbox until they can look at them later at a more convenient time. If you want to do this, make sure to select **Skip the Inbox (Archive it)** and **Apply the label:** when you create your filter.
8. Click the **Create filter** button.

Please note: When you create a filter to forward messages, only new messages will be affected. Any existing messages that the filter applies to will not be forwarded.

To use a particular message to create a filter

1. Open [Gmail](#).
2. Select the message in your message list.
3. Click the **More** button, then **Filter messages like these**.
4. Enter your filter criteria in the appropriate field(s).

V. New Business

A. Conduct Code (Mariko)

Senators are encouraged to take the following information back to their constituents and collect feedback for the next Faculty Senate meeting.

A representative from Academic Support pointed out that Maui College has recently adopted UHWO's Student Code of Conduct, and I wonder if the Faculty Senate might instigate a review the WCC policy (which is the UH System's Student Conduct Code). This might be something best done at the All Campus Faculty Senate, or maybe it's not a senate issue at all.

She judged UHWO's code superior to the UH code in its transparency about the procedures for all parties to follow to file or appeal a complaint. It also clearly defines many terms that are important in light of the Cleary Act and Title IX.

WCC Student Conduct Code

Choosing to join the Windward Community College obligates each student to abide by the Student Conduct Code. By enrolling at the Windward Community College, students accept the responsibility to become fully acquainted with Windward Community College's regulations and to comply with Windward Community College's authority. The Windward Community College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and university regulations. Please refer to (EP 7.208 Systemwide Student Conduct Code) <http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=208&menuView=closed>

UHWO STUDENT CODE OF CONDUCT

University of Hawai'i - West O'ahu ("UHWO") exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. UHWO supports a positive educational environment that will benefit student success. In order to ensure this vision, UHWO has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, UHWO has established a Student Code of Conduct ("Code") to ensure the protection of student rights and the health and safety of the UHWO community, as well as to support the efficient operation of UHWO programs.

[UH West O'ahu Student Code of Conduct](#)

[UH West O'ahu Code Complaint Form](#)

[UH West O'ahu Code Appeal Form](#)

VI. Announcements

- A. Please remind your constituents to go to SLO Fest 2016- Fun Times! April 8, 2016 in AKOA 107/109 at 1:30PM.
- B. Also, please remind your constituents to participate in the professional development activities. Upcoming activities include:
 - a. Memory Palace (Nick Logue)
 - b. Healthy Cooking (Alex Hamann)
 - c. Financial Planning (James Soong, the rep from AXA Advisors)

VII. The meeting was adjourned at 2:24 pm

Next Meeting: Tuesday, March 15, 2016

Faculty Senate Meeting Schedule:

SPRING 2016:

March 15
April 5
April 19
May 3

Minutes submitted by: Jenny Webster
Recording Chair