Senators Present:

**FLOYD McCOY (PRESIDING CHAIR)**  
**DAVE KRUPP (OFF-CAMPUS CHAIR)**  
**JENNY WEBSTER (RECORDING CHAIR)**  
Laura Sue (Math/Business)  
Mariko Kershaw (Academic Support)  
Jamie Boyd (OCCE)  
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: Heipua Ka’ōpua is sitting in for Kate Zane.

Guests Present: Ardis Eschenberg, Jan Lubin

I. The meeting was opened at 1:04 pm

II. Approval of the 1.19.16 minutes

III. Reports

A. Faculty Senate Boards/Committees

1) **Aloha Committee** (Jane Uyetake)  
No report.

2) **Curriculum Committee** (Lance Uyeda)  
   - The committee will be scheduling an SLO/assessment workshop in conjunction  
     with the staff development committee. Please send requests or suggestions to  
     Sam Geiling or Lance Uyeda. Sam will announce the time and date of the  
     workshop soon.
   - The committee is developing language for the catalog on special topics classes.  
     A course proposal process is being developed for special topics not appropriate  
     for catalog inclusion. These courses will be submitted to the VCAA office in much  
     the same way as directed reading courses are. Rather than being 92, 94 and 96, going forward it will be just 96.
   - The system-wide deadline for switching over from Curriculum Central to Kuali is  
     July 1. The committee is participating in a beta test of the Kuali interface.

Kuali is the consortium of schools on the mainland, here and abroad. It is slightly  
more user friendly than Curriculum Central. Specifically, Manoa and the other  
four-year UH institutions are on board and this should make transferring easier.
Kuali should automatically bring up any other course with the same alpha and number and show those course SLOs. It should make it easier for people writing SLOs to write common or at least more common SLOs.

3) Foundations Board (Jean Okumura)
   ● Art 175 was approved for FGA effective Fall 2016 - Summer 2021.
   ● Art 176 was approved for FGB effective Fall 2016 - Summer 2021.

4) Writing Advisory Board (Susan St. John)
   No report

5) Sustainability Curriculum Committee (Christian)
   The following courses were approved as S-designated course for Fall 2016.
   ● BIOL 124 and BIOL 124 L
   ● ENG 209
   ● MUS 177
   ● ANTH 152
   ● ENG 100
   We’re working to have one more round of submissions and acceptances for Fall 2016-February 29th.
   We’re working to implement changes to note S-designation on the transcript.

B. Campus Boards/Committees

1) Accreditation and Strategic Planning (Jenny)

There was a discussion concerning pg. 12. “Exploring a tuition threshold where any credits beyond 12 are free” This is happening at Manoa and the other four-year institutions. It used to happen here, but we changed it.
Is this fair?
How should we write it?
Is this going to hurt us financially? Where can we get the money?
Is it going to hurt our success standards?
The purpose of this proposal is to eliminate obstacles for students.

Jenny reported that during the Accreditation and Strategic Planning Committee meeting, Ardis discussed the issue of putting in requests for more full-time positions into the Strategic Plan and noted that it was an inappropriate place to do it. She stated that rather, it should be done through the PBC. Jan, however, suggested that whatever happens in the PBC, it’s fine to suggest full-time positions in the proposals/action plans. Essentially, any input we give is worthwhile; we’ll simply have to deal with whether it is accepted or not by the PBC later.

Regarding the student pathways, it’s possible for each department to create the pathway for the students in their programs rather than allow the pathway to be software driven.

Makanani Sala volunteered to go through the document to fix all of the diacritical marks.

It’s recommended that senators review this document with their constituents and bring their concerns, questions and feedback. This feedback is due at the March 1st meeting. Doug needs the feedback by March 4th. At this point, Jan revises it and then it goes back through the PBC to get voted on.

2) Aesthetics (Floyd)
No report

3) Map SAC (Floyd)
No report

4) PBC (Floyd)
PBC discussed ways to improve efficiency. The processes and procedures were streamlined.

5) PRC (Master Plan) (Floyd)
No report

6) Sustainability Task Force (Christian)
Goal to finish draft of the WCC Sustainability Plan by March 10th and final plan by April 15th.

C. System Committees

Neither the ACCFSC nor the CCCFSC has met since the last WCC Faculty Senate meeting. However, in my role as co-Chair of the ACCFSC, I attended the recent (1/28) Board of Regents (BOR) meeting and had a meeting, along with the other leaders of the ACCFSC, with UH President David Lassner on Friday January 29.

The BOR meeting seemed dominated by UH Mānoa issues such as the dilapidated condition of Snyder Hall along with perception that the relevant UH Mānoa faculty members were not being consulted about possible renovations, UH Cancer Center business plan, UH System and UH Mānoa Reorganization especially as it pertains to research compliance. It is clear that the UH Mānoa faculty is dissatisfied with UH leadership and governance. Probably as a response to this growing dissatisfaction, the BOR approved the appointment of a task group to investigate the evolution of governance. The BOR also approved RP 5.201 concerning instructional programs (increases the duration of provisional status for BOR-approved certificates and associate degrees). Finally, there was a discussion over the process and considerations involved in setting the future tuition schedule after the current plan expires after AY 2016-17.

The ACCFSC leadership meeting with UH President David Lassner mainly discussed many of the issues covered at the BOR meeting held on the previous day. We shared some feedback regarding the proposed UH Policy of Consensual Relations. These are shared below:

- The relationship between faculty members and students should be the most important element that is addressed. There are necessary boundaries, which should be defined.
- The policy is replete with problems of definition and the standards to be applied. Paragraph 2 under Purpose is a good example. What is "control differential" or "appearance of such conflicts"?
- This policy may have a different impact on the neighbor islands. There are many relationships that this policy would seek to control which simply do not work in small populations.
- The policy speaks to evaluative or supervisory roles. The institution may only control supervisory roles. Department chairs are not supervisory they are first among peers.
- The policy directly undermines established faculty governance inappropriately. There may be conflicts—we have married couples in the same department. The
normative behavior is recusal from being a decision maker on tenure, promotion, and contract renewal.

- It is not a function of supervision. Nor is workload assignment, which requires consultation within the department and with individuals.
- The proposed policy may not comport with Hawaii Civil Rights law for those married couples that are both employees of UH.

IV. Old Business

A. Possibility of paperless contract renewals –
   Language Arts - in support
   Natural Science - in support, but no feedback on specifics of how to implement. Some concern about how much time it would take to train both writers and reviewers and preventing each reviewer from just hitting print.
   Math/Business - only in the new way is easier
   Social Sciences - in support
   Student Affairs - concerned with copies being made anyways and how appendices are scanned in and how easy or difficult it is to flip back and forth.
   Humanities - support in theory, but they don’t understand how to implement it.
   There is concern over training on how to make the document and how to read the document.
   Academic Support - Yeah, but how?

   It was noted that the university is moving toward going paperless. It was also noted that someone has to come up with a prototype. It was suggested that this fall under the Sustainability Committee or the Sustainability Task Force.

   At our previous meeting, Ardis suggested we start with the lecturers’ self evaluations and investigate approaches to make this an easy process for faculty.

   The chairs will bring this up with Doug at their next meeting.

   Feedback from departments?

B. Exclusion Clause and Ballot Options for DPC Guidelines
   No update

C. Adding textbook cost in Banner
   Tabled until next meeting

D. Patti’s request for feedback – (Jenny)
   A summary of our feedback was given to Patti.

V. New Business -

A. Academic Exceptions - Ardis
   Ardis requested that the “Acceptance of Credits in Transfer” policy be modified to place exceptions to degree requirements under the purview of the Vice Chancellor for Academic Affairs. This includes exceptions to degree requirements. The purpose of this change is to be inline with the system and to expedite workflow. Thus, it is necessary to remove it from the kuleana of Student Affairs. However, Student Affairs will still handle personal issues such as changing an F to a W or extended illnesses.

   There was a discussion regarding whether or not exceptions should be run through faculty first. It was noted that since it falls under the office of Academic Affairs, Ardis would therefore be beholden to the faculty.
While it’s not part of policy and procedures, we’ll add “In consultation with appropriate faculty member(s)” to the following “Exceptions to degree requirements at Windward Community College may be made only by the Vice Chancellor of Academic Affairs.”

Faculty Senate appreciates the work that Student Affairs (Patti Chong specifically) has done over the years.

Ardis will put this on the discussion board since it is a policy change. Senators are asked to take this issue back to their constituents and request feedback.

B. New Security Issues: Why no warning about the escapee? Is this a FS issue?  Please seek feedback from your departments on this concern.

VI. Announcements
   No announcement

VII. The meeting was adjourned at 2:18 pm

Next Meeting: Tuesday, February 16, 2016

Faculty Senate Meeting Schedule:

SPRING 2016:
February 16
March 1
March 15
April 5
April 19
May 3

Minutes submitted by:  Jenny Webster
                         Recording Chair