



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Agenda

Wednesday, November 16, 2022

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), Kathleen Cashman, Cara Chang, Leon Florendo, Jiajia Garcia, Fa‘amaile Ickes, Michelle Igarashi, Ann Inoshita, Christina Keaulana, Alyssa MacDonald, Erika Molyneux, Allan Nebrija, Don Oberheu (Lecturer Mentor Group representative), Michael Oishi (Chair), Luca Preziati, Michael Scully, I-Chia Shih, Irwin Yamamoto

Student Government Representative: David “Alex” Williamson, Student Government President

Student Government Representative Absent: Chester Leoso, Student Government Vice President

Invited Guests: Keala Chock, Vice Chancellor for Academic Affairs; Adam Halemano, Institutional Assessment Specialist; Erin Thompson, Coordinator of the Innovation Center for Teaching and Learning; Corey Adler, Professor of Sociology and Women’s Studies

Guests: Carlos Peñaloza, Brandi Reyes, Brent Hirata, Eileen Cain, Kelly Kennedy

Zoom Meeting : <https://hawaii.zoom.us/j/99733595599>

Meeting ID: 997 3359 5599

Passcode: 753619

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:00 p.m.
- II. Review of [meeting minutes from October 12, 2022](#)
 - A. **The minutes from October 12, 2022 were accepted to the record without amendment.**

- III. Keala Chock and members of the Assessment Committee on contradictory messaging regarding recommended assessment practices versus actual requirements articulated in [L5.210](#) (Leeward Community College Policy on Assessment). Keala shared the following:
- A. Discussion on the campus deciding to adopt Anthology as our assessment tool. Anthology was piloted with early adopters. They want to ramp up usage of the system and are encouraging people to utilize the system as best as they can. The more people that use this system, the more feedback the college gets based on user experiences. We are in year 2 of a year 3 contract that expires in December 2023. We need to pivot real soon to figure out what to use next.
 - B. Discussion on understanding what the Leeward CC Policy on Assessment is and the FS Assessment committee making some adjustments in their communication to make sure everything is streamlined.
 - C. Discussion on wanting to share with folks what the best practices are in regards to how assessment can be managed. We need to be able to look at assessment data over time. The Assessment office is working on an Assessment Plan that will serve as a guide for instructional and non-instructional areas. It will include what is required and what is considered to be best practices.
 - 1. Comment: If you're talking about practices that people should follow, WASC says we should not assess students too frequently.
 - 2. Comment: Can there be some standards set as to how the classes are assessed? When I give the assignment, some students do not take it. If I give the denominator as the entire class, then it skews the outcome. I am sure everyone does it differently. We should standardize.
 - D. Question #1: Is it optional for lecturers to complete the Anthology process? Answer: Anthology is not a requirement. However, lecturers are obligated to assess their courses.
 - E. Question #2: What would happen if there is a lecturer only teaching a specific course and that course is due for a 5 year review? Answer: It would be good if the Discipline Coordinator has the time to do this.
 - F. Question #3: Anthology is set up by CRN. Is it possible for a Discipline Coordinator to upload information for a lecturer? Answer: Yes, they just need to contact Adam to get permissions for those specific CRNs.

G. Question #4: Will there be guidelines provided for us to meet the December 30 deadline? Answer: The System is open now. We are working on a campus assessment plan as well. You can work on it anytime. If you can get it done by Dec 30, it would be great.

H. Question #5: What are the next steps in terms of clarifying communication from your team? Answer: The campus assessment plan will be a critical document. We will get that out for review regarding when to input, what is encouraged, what is required.

1. Follow-up Question: What are you going to do to clarify the message? We have a policy that was made and that is fabulous. When there is a sudden email that says you are supposed to do this, what now? Answer: We will send out a clarifying email asap.

I. Question #6: Say someone teaches two sections for ENG 100, do we upload information on both sections? What's the workload involved? Answer: One section of ENG 100 is good enough. If you want to complete an assessment on five sections, it is your prerogative to do so.

1. Comment: The way Teacher Ed does it is we pick one signature assignment that is aligned with one SLO. Each course has that signature assignment. Or you can make sure all SLOs are met by that one assignment.

IV. Dr. Corey Adler on [BRIDGE Institutional Assessment Report](#)

A. Link to [powerpoint](#)

B. Discussion on what "Tenure Clock" means? Faculty are required to apply for tenure within a certain period of time. "Tenure Clock" would give someone an extra year, or pause, to accommodate any hardship faced.

C. Discussion on when looking at differences in salary, does that take into account work load? The 27 credits workload at Leeward CC is unusual nationwide. Nationwide, it is 24 credits.

V. Standing Committee Reports

A. Academic and Institutional Support (AIS) Committee

1. [Report](#)

2. Discussion on a new policy being created for parking at Leeward CC when the rail begins next year. It looks like there will be parking fees for faculty. When this policy comes around, Faculty Senate would like to have a chance to have input. We do not need another tax.

B. Assessment Committee

1. [Report](#)
2. Discussion on how instructors find out what courses are due for the 5 year assessment review. The Division Chairs were provided a list by Michele Mahi. They can also contact Adam Halemano for this information.

C. Budget and Planning Committee

1. [Operational Expenditure Plan \(FY 2023\)](#)
2. [Report](#)
3. Discussion around the next steps by the Ad Hoc Integrated Planning & Budgeting committee is working on rubrics. Michael will keep the Faculty Senate posted on the progress.

D. Curriculum Committee

1. [Report](#)
2. **Motion:** On behalf of the Curriculum Committee, Senator Garcia moves to approve the proposals contained in her report of November 16, 2022.

a) Motion approved by unanimous consent.

E. Distance Education (DE) Committee

1. [Progress Report on the DE Course R&R: \(Re\)design and Review Program](#)
 - a) Discussion on how we made it through our last accreditation without a comprehensive quality assurance process for DE. A 3 Year “Self Assessment” pilot was launched 2019-2020. Post-pandemic, we needed to pivot this program. Transitioned from self-assessment model to peer-to-peer review. Recruiting participants for the next cohort now.
2. Temporary APT Instructional Designer, Chelby Onaga, hired (until May 2023)!

F. Elections Committee

G. Faculty Committee

1. [FS Memo of Approval of Revisions to Student Complaint document](#)

2. Discussion around the committee meeting soon to discuss UHWO's model of a 16 week semester to see if this is possible for Leeward CC to adopt.
3. Student Complaint Process document
 - a) Will establish a regular review date for the Student Complaint Process document (suggested once per semester).
 - b) For next draft of the document, will list the date of revision at the bottom.

H. General Education Committee

1. [Report](#)
2. Discussion around senators needing to have their constituents look at this proposed revision in terms of how it will affect their divisions. If we cut requirements down to 28 Gen Ed credits, we will lose enrollment. People will transfer to UHM, etc.
3. Michael and Michelle will convene a break out session during Spring 2023 Convocation if the campus can provide feedback.
4. Question: What is the measuring stick for this new Gen Ed to pass?
 - a) Answer: We do not know. It will go through every Faculty Senate and seek approval. Not sure what will happen if it goes forward to the BOR with a "no confidence" vote. M.Oishi was informed this would have to be a unanimous approval by all Faculty Senates. However, he is getting other messaging that if a portion of Faculty Senates approve the Gen Ed, then it will be formally adopted.
 - b) If only a portion of Faculty Senates approve the Gen Ed, this is problematic because all campuses have to have the same baseline Gen Ed requirements. There has been messaging that each campus can customize its Gen Ed curriculum but you can not do this because you will then have matriculation issues. Lecturer group could be heavily impacted.

I. Lecturer Group

J. Legislative Relations Committee

1. Discussion around the committee unable to meet at this point because the elections are still in progress so the committee does not know who to contact.

2. Discussion around Governor, Joshua Green, and Sylvia Luke attending the last UHPA session. They were very supportive. They knew of the struggles we had in the last session. They are trying to control things. We have allies.

K. Student Affairs Committee

1. [Revised Student Conduct Code Procedures](#) published on the web by the Dean of Student Services (10-25-22)
2. Discussion around focusing on revising the Student Academic Grievance procedure.

L. Student Government

1. Discussion around in person events that were organized going well.
2. Discussion around meeting with Vice Chancellor, Kelli Brandvold, to discuss the Parking Policy. They requested Kelli to involve the different governance groups sooner, rather than later. Want to be engaged early on regarding potential fees to students, faculty, and staff.
 - a) Comment: We have a Policy on Policy Development that requires Kelli to seek counsel from OPPA first, then go through all four governance groups.

VI. Chair's Report

A. Leeward CC Campus Updates

1. [Chancellor's approval of revised Integrated Planning and Budgeting Process](#)

B. UH System Updates

1. [UH Enrollment Update and Multi-Year Enrollment Plan \(Fall 2022\)](#)
 - a) Highlights on pp. 11-12; 18-19; 20-25; 39-44.

C. All Campus Council of Faculty Senate Chairs (ACCFSC) (from meeting of October 21, 2022)

1. General Education Redesign
 - a) From Regent Wilson: Wants to see that feedback is seriously considered and incorporated.

- b) Proposal floated by Windward CC External Faculty Senate Chair to keep OC and WI as focus designations. Allows students in the UH System to acquire certain skill sets deemed important yet doesn't slow down students' time to degree. (This is how Leeward CC General Education curriculum is already structured.)

2. Faculty liaison to BOR

- a) Regent Wilson recommends that, instead of a faculty liaison to the BOR, continue the Regent liaison on the ACCFSC.
- b) ACCFSC co-chairs will speak with Regent Wilson to determine the best path forward.

3. Proposal for CES be opened up for instructor set up at the beginning of the semester (week 2?) (raised by Michael Oishi on behalf of the Faculty Committee)

- a) ACCFSC co-chairs will write a letter to UH IT to request this.
- b) No resolution. Will investigate further.
- c) Discussion around CES being open for a week and a half and then closed. By the time finals come around, the CES is closed. Is there a reason why it is only open for a period of time and closes before the semester ends? Answer: Someone from UH Mānoa expressed concerns that the survey was open too long. UH Mānoa FS Chair sent a memo to UH IT and it was changed. This semester, it should be open for a 2-week period.
- d) Discussion around the problem is with part of term courses (e.g., 5 weeks long) because instructors get no notice of when to go in and set up the questions. Why can't the questions we use every semester just roll over? Perhaps because this could be a liability issue, or too difficult to program, for the CES.

4. Cubicles vs. Office Space

- a) UHM College of Education may move to the main campus of UHM. New space will have a more open, collaborative feeling. Plans for offices for chairs/coordinators and most faculty to have cubicles.
- b) Lack of privacy/confidentiality is the concern. Faculty urged to push back on removal/reduction of office spaces citing FERPA.

D. Campus Council (from meeting of October 21, 2022)

1. Voting Items

- a) Campus Council unanimously approved the proposed revisions to the [current campus budget and planning process](#) (see [redlined](#) and [clean copy](#) versions) at its meeting on October 21, 2022.
- b) Campus Council unanimously approved the proposed Mission and Vision statements.
- c) Campus Council unanimously approved the continued research and gathering of information for a Staff Senate at Leeward CC.
- d) Campus Council unanimously approved the removal of Leeward CC Policy [L1.202](#) (Policy on Nondiscrimination and Affirmative Action) as it is redundant and already covered by [UH System Executive Policy E1.202](#).
- e) [Violation of Electronic Device Assignment Agreement \(EDAA\)](#) Policy rescinded. Looking into whether this is a procedure and the protocol for approval.

2. Chancellor's Updates

- a) UH Strategic Plan imperatives will be voted on at the November BOR meeting.
- b) Enrollment
 - (1) November BOR meeting will discuss enrollment management.
 - (2) Enrollment down as a function of graduating students faster.
 - (3) But reduced time to degree is not completely the reason our enrollment is down. Chaminade is up 7% in enrollment.
- c) Travel is being approved at the UHCC office, which has created a bottleneck. The Chancellor can only approve inter-island travel and extramural-funded travel.
- d) Hiring
 - (1) Positions that are being prioritized: health and safety, unique positions, and workforce development.

- (2) Positions of faculty who have moved to administration but who have return rights are in limbo.
- (3) Generally speaking, positions that are vacated in a unit/division are earmarked for that division. However, the legislature is creating pressure to repurpose existing vacant positions.

e) VCAA's Updates

- (1) 27% classes scheduled face-to-face (adding 100+ sections) for Spring 2023.
- (2) In the process of revising position descriptions of the Dean of A&S and DOSS (position starting Fall 2023)
- (3) Will recruit for the Dean of Academic Services, but did not want to ask for three administrative positions at once.

f) Campus Announcements

- (1) New faculty/staff IDs that double as key cards for access to buildings.
 - (a) Will be issued from the HR Office
 - (b) Predicted to issue in November. Will need to double check if cards can be issued on the spot.

VII. Vice Chair's report

A. Community College Council of Faculty Senate Chairs (CCCFSC) (from meeting of October 21, 2022)

- 1. Concerns over "hub and spoke" being implemented on campuses.
 - a) Official UHCC "hub and spoke" conversations have not been initiated yet, but may happen.
- 2. Concerns over hiring and vacancies.
 - a) Erika Lacro's office has approved all (triple-digit) hiring requests since the pandemic, with the exception of one request. David Lassner has approved all requests coming from the UHCCs.

VIII. Secretary's Report

IX. Old Business

X. New Business

XI. General Announcements

A. One of Erika Molyneux's students worked on the shark design on the Learning Commons. It is related to a story of one of our mo'olelo.

XII. Notice of next meeting: 3:00-5:00 p.m., Wednesday, December 7, 2022, via Zoom

XIII. Adjournment- Meeting adjourned at 5:02 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.