



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, January 11, 2023

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), Cara Chang, Matthew Egami, Leon Florendo, Jiajia Garcia, Fa‘amaile Ickes, Ann Inoshita, Christina Keaulana, Alyssa MacDonald, Michele Mahi, Nolan Miyahara, Erika Molyneux, Allan Nebrija, Don Oberheu, Michael Oishi (Chair), Luca Preziati, Michael Scully, I-Chia Shih, Irwin Yamamoto

Senators Absent: Kathleen Cashman, William Castillo, Michelle Igarashi

Student Government Representatives:

Student Government Representative Absent: David Alex Williamson, Student Government President

Senators-Elect: Petersen Gross, Sandro Jube, Tasha Willams Moses, Reina Ojiri, Bryson Padasdao, Ralph Toyama, Natalie Wahl

Invited Guests: Carlos Peñaloza, Chancellor

Guests: Igor Nikitin

Zoom Meeting : <https://hawaii.zoom.us/j/93268653844>

Meeting ID: 932 6865 3844

Passcode: 760272

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:02 p.m.

- II. Review of meeting [minutes from December 7, 2022](#)
 - A. **The minutes from December 7, 2022 were accepted to the record without amendment.**
- III. Introduction of senators-elect (Fall 2023-Spring 2025): Petersen Gross, Sandro Jube, Tasha Williams Moses, Reina Ojiri, Bryson Padasdao, Ralph Toyama, Natalie Wahl.
- IV. Election of Faculty Senate Executive Committee members (Chair, Vice Chair, Secretary) for 2023-2024 AY
 - A. Chair: Kelsie Aguilera
 - B. Vice Chair: Peterson Gross
 - C. Secretary: Allan Nebrija
 - D. **All nominees were elected by acclamation.**
- V. Senate confirmation of Faculty Senate Curriculum Committee Chair appointment for 2023-2024 AY.
 - A. Jiajia Garcia
- VI. Chancellor Peñaloza on equity in Tenure and Promotion Review Committee (TPRC) assignments.
 - A. Concern over an unfair number of TPRC assignments for Native Hawaiian and Pacific Islander faculty, women in particular.
 - B. Issue earlier emerged in Spring 2021, which prompted Michelle Igarashi, (Interim Student Services Program Officer, Interim Welcome Center Co-Coordinator, and Deputy Title IX Coordinator for Students) to consult with Christine Chun (JD, the UHCC Director of Compliance, EEO/AA, and Title IX) on February 16, 2021, and Tom Hirsbrunner (JD, Leeward CC Title IX).
 - 1. Resulted in a [memo](#) dated February 17, 2021 (updated March 9, 2021).
 - C. Questions from faculty:
 - 1. Do white and Asian men on our campus serve on three TPRCs per term as frequently as women of color? If the answer is no, how often is this discrepancy realized and how do administrators track this? Is it arbitrary or purposefully selected based on demographics?
 - 2. Response from administration: Administration does monitor the number of TPRCs faculty are assigned.

- a) Often it is the cross campus selection of TPRCs where some faculty are picked with higher frequency.
- b) In addition to demographic representation, administration must contend with other criteria such as rank, discipline/field of expertise, and exclusion lists. Additionally, programs with fewer faculty of the appropriate rank and discipline, such as those in CTE programs, can present assignment challenges.
- c) Chancellor Peñaloza tracks the TPRC assignments at Leeward.
 - (1) Assignments are capped at three. He provided two years of data for Leeward faculty who were asked to serve on three TPRCs. See [table](#).
 - (a) The Chancellor noted that sharing additional information may allow individuals to be identified.
 - (2) At the Campus Council meeting on December 16, Chair Oishi made the recommendation for Chancellor Peñaloza to track TPRC assignments more closely (perhaps by way of a spreadsheet shared among chancellors) year after year to determine patterns of high volume and/or high frequency assignments.
 - (3) Chair Oishi also recommended that chancellors need to balance workloads against demographic needs by avoiding trying to fulfill all or many desirable demographic and institutional requirements such as race, ethnicity, and gender. The desire for representation of underrepresented groups has led to a different type of institutional inequity: excessive workloads.

D. Carlos Update

- 1. Provided an overview of the individuals who had to serve on 3 TPRCs per academic year, over the last two years (refer to [powerpoint](#)). Data is represented in percentages because numbers would allow us to identify the individuals who served. Shared the following information on the 12 individuals that had to do 3 TPRCs over the last year:
 - a) 44% female, 56% male
 - b) 11% Native Hawaiian, 33% Caucasian, 56% Asian

- c) 0% Rank 3, 56% Rank 4, 44% Rank 5. This is because the members of the TPRC must be the same rank or higher.

2. Summarized key points:

- a) Contributing factors to some faculty having to serve on multiple TPRCs:
 - (1) Disciplines and Rank: Only faculty in Rank 4 or 5 can serve. Smaller disciplines get pulled on more. For example: in Automotive, which is a small discipline, it is hard because we do not have as many faculty system wide so when one is going up for full professor, it becomes a bottleneck. Rank 5 & discipline leads to some serving on 3 TPRCs every year.
 - (2) Being Part of a System: Since we are a large campus, other campuses request our subject matter experts. For small disciplines like CTE, the frequency of having to serve on TPRCs gets higher.
 - (3) Small pool of faculty who can serve. We do not assign those: on sabbatical, on leave without pay, retiring in the timeframe, applying for tenure or promotion, who served on candidate's DPC, those on the exclusions lists.
- b) The administration follows a process to try to reduce the number of TPRC assignments. Some request to be taken off 1 of 3 assignments and we try our best to do this. The overall faculty numbers asked to serve on 3 TPRCs has reduced during my time here. I will continue to push on reducing that number.
- c) Carlos will bring this issue up at the next UHCC System Chancellors meeting. Let's take a grace period to try to reduce the frequency. This could also be addressed through collective bargaining.
- d) Carlos cannot provide compensation for people serving on 3 TPRCs. This would need to be a UHCC System effort.

3. Question: Do we have a certain percentage of women or people of color that need to be on the TPRC? There is no equal representation of women of color at Rank 4 or higher within our faculty. Answer: We do not have a formulaic equation. When creating TPRCs, we do want an ethnic and gender balance. We are trying to avoid all male or all Asian TPRCs. We could work a bit more here.
4. Question: Could we have a spreadsheet sorted by tabs so we can see who served on 3 TPRCs the prior semester, etc.? Answer: We do have that type of tracking. The challenge is, once we identify the TPRC members to serve, then we find out some individuals cannot serve because they are retiring, etc.
5. Discussion around the cap at 3 TPRCs/academic year not being acceptable. This is excessive. This is too much work given faculty's Even 2 TPRCs/academic year seems high. Would like to go even further than what we are discussing. If this has to be the way things are where gender and ethnicity is part of the equation, women of color will be tapped on a lot more. Continue to push at the UHCC System level for release time or compensation.
6. Discussion around the need for the diversity sought in TPRCs to be reflective of the actual faculty make up of UH. Answer: In some disciplines, the ethnic background and gender is pretty disproportionate. This is a systemic issue and broader challenge that needs to be addressed long term through hiring and faculty moving through the ranks. We lose some fairness through building equity in the TPRC process.
 - a) We need a partnership at the UHCC level. Carlos wants to get a sense of the frequencies on the other campuses. Does this elevate to an issue of what we do on a UHCC System level?
 - b) Through Leeward CC's Strategic Plan we could try to build Leeward a little bit more.
7. Question: Have the swept positions, retirements, and hiring freezes lowered the numbers able to serve? Answer: Yes.

E. Academic and Institutional Support (AIS) Committee

1. Discussion around the upcoming Parking Policy. Receiving emails from faculty worried about potential fees and the need for increased security. If we are trying to encourage students and faculty to return to campus, a parking fee will push back this effort. Fa'amaile will provide the Faculty Senate with updates when she has them.

F. Assessment Committee

G. Budget and Planning Committee

1. [Notes from meeting of 01-11-23](#)
2. Discussion around the UH Proposed budget for 2023 being “restored”. There are no capital improvement projects included for Leeward CC. Confusion about if the total UH budget is “restored”, what is the breakdown for how much money each campus gets. Does the money get moved around? Perception that the budget restoration was just for the 4-year Universities and Leeward CC’s money went to them. Does this mean we still need to hire via permission?
 - a) Michael will ask Debora Halbert for clarification.
3. Discussion around Leeward CC having a new Resource Request procedure. Deans will convene the prioritization meetings, then the priorities will go to the Campus Council.
4. Discussion around the ISER Standard III team needing more members.

H. Curriculum Committee

1. [Report](#)
2. **Motion:** On behalf of the Curriculum Committee, Senator Garcia moves to approve the proposals contained in her report of January 11, 2023.
 - a) **Motion approved by unanimous consent.**

I. Distance Education (DE) Committee

J. Elections Committee

K. Faculty Committee

L. General Education Committee

1. [Report](#)
2. Discussion around senators needing to submit their thoughts to Michelle on solutions for the problems with the General Education Redesign plan. Look for the email from her with the survey link.
3. Discussion around a division chair meeting where people present shared their feelings that there was no point to providing feedback since the proposal is already written. There is a feeling that this Gen Ed Re-design is going to be implemented and our efforts to inform the plan will be fruitless.

4. Question: From Michael Oishi's conversations with the other Faculty Senate Chairs, what is the actual feeling here? Is the BOR really going to look at our feedback? The Guardrails are so restrictive.
 - a) Many of the members of the Conference Committee are former UHPA members and are concerned about workload issues. They are fighters and are principled. They will try to ensure the General Education Redesign plan is something fair, though there is no assurance that everyone will like the final result.
 - b) There are several issues that need to be worked out. The plan has a maximum of 31 credits for General Education but they're going to have to increase this to 34 credits to meet the ethical reasoning competency which is required by ACCJC. The OC designation moving to Foundations will result in a loss of our ability to have WI courses. Also, we do not know what the hallmarks are for the different requirements. Will the FW2 be the WI or not? Will we need to write it into the disciplines or write it across different areas?

M. Lecturer Group

N. Legislative Relations Committee

1. [Breakdown of Proposed UH Budget by Governor Green](#)

O. Student Affairs Committee

1. **Motion**: Senator Nebrija moved to postpone the vote to approve the [Student Discrimination Complaint Pre-Filing Checklist](#) until the next Faculty Senate meeting on February 8, 2023.
 - a) **As there were no objections, the motion was approved.**
2. Discussion around Student Discrimination Complaint Pre-Filing Checklist being still under development. The committee members reviewed Summer's comments. I-Chia will work on referencing the Student Academic Grievance policy in the Student Complaint Process document. Based on OPPA's recommendation, the committee will also include at the bottom of the document who created the document and when it was approved. One of the subcommittee members is also working on a Kuali Form.

P. Student Government

VII. Chair's Report

A. Leeward CC Campus Updates

B. UH System Updates

1. [Workplace Wellness Telework Policy](#) (replaces the Revised COVID-19 Telework Policy; effective January 3, 2023)
 - a) The Workplace Wellness Telework Policy allows employees who are fully capable of working to perform their duties and responsibilities off-site, if they are unable to report to campus because of symptoms related to infectious disease, or recent close contact with a person with an infectious disease. This is intended to reduce the risk of potential transmission of illness to faculty, staff, or students at any University site.
2. Hawai'i CC Faculty Senate approved a [vote of no confidence](#) in Chancellor Rachel Solemsaas.
 - a) Copies of the resolution have been sent to Christian Fern, Executive Director of UHPA; Erika Lacro, UHCC VP; David Lassner, President of UH; and Randolph Moore, Chair of the UH Board of Regents.
3. UHPA administrator survey results expected in January

C. All Campus Council of Faculty Senate Chairs (ACCFSC) (no December meeting)

1. Course Evaluation Surveys (CES) set up time
 - a) [Memo to VP Yoshimi to request earlier set up date for CES \(12-13-22\)](#).
 - b) [Response to CES Survey Setup Date](#).
 - c) Discussion around 5-week courses not getting notices to set up their CES. Automotive did not get a notice on setting up its CES last semester.
 - (1) Some program coordinators already take responsibility for notifying faculty teaching part-of-term courses of the survey setup period. Michael will inquire with Maggie Kaleleiki whether CES can be opened for all courses near the beginning of the semester. Maggie has noted that this would be a problem.

D. Campus Council (from meeting of December 16, 2022)

1. Drafts of rubrics for resource requests in the categories of [Operating Budget](#), [Personnel](#), and [Repair and Maintenance](#).

- a) Please provide your suggestions for revision of these rubrics via the following [Google form](#) by 5 p.m., March 3.

2. [Pūko‘a nō Nā ‘Ewa Council Report \(Pokipala\)](#)

- a) Revised Charter and Bylaws approved.
- b) Council approved and presented explanations to terms in the college’s draft mission and vision statements, including mālama, indigenous-serving, and Hawaiian sense of place.

3. [EP 2.202](#) Safety and Protection of Minors

- a) [Synopsis](#) of revisions
- b) Chancellor Peñaloza said that only a few campus events and activities currently fall under this policy.
- c) Dean Kami Kato noted Discovery Fair is an example of an exempt event since minors are supervised by parents/guardians/teachers. Early College is considered a “covered program” and falls under this policy. Community partners renting campus facilities for programs with covered minors would fall under this policy.
- d) Chancellor Peñaloza is the “Responsible Campus Official” under this policy. Tom Hirsbrunner, Title IX Coordinator, was tapped by the Chancellor to advise/monitor policy adherence.

VIII. Vice Chair’s report

- A. Community College Council of Faculty Senate Chairs (CCCFSC) (no December meeting)

IX. Secretary’s Report

X. Old Business

XI. General Announcements

- A. Catalog Production will begin between February through April (Summer)

- 1. Courses due for updating in Kuali System Curriculum Management need to be updated according to the Curriculum Committee’s timelines in order to be printed correctly in the catalog via a new system called Kauli Co.

2. Please let OPPA know if there are any accrediting bodies or government agencies that have requirements for the catalog. OPPA is already aware of the ACCJC requirements and the accrediting bodies for the four CTE programs.
3. Question: When Adam sends out the links for revisions, can you double check that there is nothing missed? Answer: yes.

XII. Notice of next meeting: 3:00-5:00 p.m., Wednesday, February 8, 2023, via Zoom

XIII. Adjournment - Meeting adjourned at 4:29 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.