



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, February 8, 2023

3:00-5:00 p.m.

Online via Video Conference

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

Senators Absent: Michele Mahi

Student Government Representatives: David Alex Williamson, Student Government President; Chester Leoso, Student Government Vice President

Guests: Evelyn Wong

Zoom Meeting: <https://hawaii.zoom.us/j/96122840763>

Meeting ID: 961 2284 0763

Passcode: 264250

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:01 p.m.
- I. Review of meeting [minutes from January 11, 2023](#)
 - A. **The minutes from January 11, 2023 were accepted to the record without amendment.**

II. Standing Committee Reports

A. Academic and Institutional Support (AIS) Committee

1. [Report](#)
2. Discussion around the committee being told by Kelli Brandvold that there will be no parking fees for faculty, staff, and students.
3. Discussion around power going out multiple times for the Culinary program and Health Center after power outages. Can we do a sweep of all of our electrical facilities to identify problem areas? Also, can we have an Emergency Process including a back up plan (e.g., amend service contract, pre-purchase equipment) for when things like transformers break? Power went out on Saturday. The Culinary Program did not get a generator until Wednesday. It will take 6-8 weeks to replace the Culinary Program's transformers. Part of the delay is it gets held up by procurement.
 - a) Fa'amaile will write to Kelli Brandvold about these issues.

B. Assessment Committee

1. [Report](#)
2. Discussion around when instructors do assessments, they are making decisions in real time on what to do next. It is hard to go back and revisit what they did when it is time to enter data into the AMS.
3. Question: I inputted my information for ART 277D at the end of January. Why isn't it updated on your table? Answer: We will have Adam update the records.
4. Question: Adam shared he was not happy with Anthology and that the company is not able to do what it had originally promised. Does Anthology look like they are willing to work with us to fix these problems? Answer: Yes. Keala, Adam, and Summer recently met with the Anthology team and have set a preliminary plan in motion. We need more time, and more assessment information inputted into Anthology, in order to work with the Anthology team to see if we can make this system work for us. We are aware that there are data inputting issues. Please be patient with the process.
5. Question: Is Anthology delivering changes a precondition to us extending the contract? Answer: This issue will need to be addressed by Keala who is handling the contract.

6. Question: Why are we hiring these companies to just keep a record of what we are doing? Don't we just need to collect this information for course assessment and accreditation? We can just do our own assessments and keep it for ourselves. I have been through three Assessment companies now. None of them were satisfactory.
Answer: We also need your course information for program level assessment as well as institutional planning purposes. It is likely there is no perfect AMS. OPPA is working with Keala to roll out a new Campus Assessment Plan that will further evaluate our AMS needs over a three year period. We will be asking several campus members to review this plan.
7. Question: Is there any way Laulima can be linked to the AMS? I work for Chaminade and they use Canvas as the LMS. No one asks me to upload information to a TK 20. There is a signature assignment we all do and Canvas just pulls the grades for the College's assessment needs. Answer: Adam shared he is on the UH System LMS review committee. There are some LMS that UH is considering that can extract the data.
 - a) Discussion around what to do if there is more than one learning outcome to assess? Also, student success rates and grades are not a good reflection of learning outcomes. Lastly, Laulima is limited in terms of what assessments it can do (e.g., for math, it is very hard to use).

C. Budget and Planning Committee

1. Report
2. Discussion around needing to work with division chairs to find additional funding.
3. Discussion around the need for the campus to be more transparent in its expenses (e.g., provide disaggregated budget reports) in relation to the combined resource request process. Otherwise, we do not know what funds are available. The UHCC System office only reports on expenses in terms of an aggregate whereas the University provides disaggregated reports.

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 February 8, 2023.

a) Motion approved by unanimous consent.

E. Distance Education (DE) Committee

1. [Report](#)
2. Discussion around people needing to provide feedback on the various LMSs being considered via consider.it forum
3. Discussion around needing to ensure there is continuity for our students in online courses via DE Guidelines and the platforms we are using. UH has its own program. Leeward CC has its own program. UHCC will offer its own program in the summer. Della wants the UHCCs to have a common rubric of what defines a good quality DE course but every campus has its own way to get there.
4. Discussion around needing to encourage people to apply for the Excellence in Teaching Online Award.

F. Elections Committee

G. Faculty Committee

1. [Report from December 9, 2022](#)

H. General Education Committee

1. [Report](#)
2. Discussion around people needing to provide their feedback by this Thursday, 4:30pm. If someone who is knowledgeable about the topic could write a “template” for responses, that would be helpful.
3. Question: Saw there’s a consider.it on the website. How is this information being utilized? Answer: Not sure.
4. Discussion around a recent Counselors meeting.
 - a) We are going from 2 DA/DH/DL to 1 in the last revision. We used to have 1 DA, 1 DL, 1 DH which was then modified to 2. The Gen Ed Redesign says we should encourage students to take courses in DH and DA which means DL will really suffer.
 - b) Most schools on the continent ask for 2 writing intensive courses beyond the ENG 100 so what impact will decreasing this requirement have on our students?

- c) A lot of students shared that they are glad they took a course. If courses are not required, then what? Students going from 29 electives to 32 electives. Students most of the time just want the “easy out” for electives. So now we are giving them an “easy out”. Students do not do optional. How will they know, if they are not forced to try?

I. Lecturer Group

J. Legislative Relations Committee

- 1. [Report](#)

K. Student Affairs Committee

- 1. **Motion:** On behalf of the Faculty Senate Student Affairs Committee, Co-Chairs Nebrija and Florendo move to approve the [Student Discrimination Complaint Pre-Filing Checklist](#).
 - a) Senator Don Oberheu seconded the motion.
 - a) **Motion approved by unanimous consent.**
- 2. Discussion around the committee now focusing on reviewing the Student Academic Grievance Policy. Committee will aim to present proposed changes to the Faculty Senate in March to meet the catalog revision deadline (April). The committee will revise the Graduation policy next school year.

L. Student Government

- 1. [Report](#)
- 2. Discussion around asking Alex to share the “How can Leeward help you: Spring 2023?” survey results with the senators. \$25 Foodland gift card seemed to have been a good incentive for participation.

III. Chair’s Report

A. Leeward CC Campus Updates

- 1. Drafts of rubrics for resource requests in the categories of [Operating Budget](#), [Personnel](#), and [Repair and Maintenance](#).
 - a) Note that resource requests that fall under Safety and Compliance will be routed directly to the VCAS. As such, the Ad Hoc Committee is not developing a rubric to rank requests in this category. **However, resource requests in this area will continue to be included in the Resource Request Template.**

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

B. UH System Updates

1. UHPA

- a) [UHPA administrator survey results \(aggregate\)](#)
 - (1) Discussion around Michael seeking to get disaggregated results for Leeward CC and UHPA considering reinstating campus visits.
- b) Sarah Beamer hired as new UHPA Associate Executive Director.
 - (1) Has a JD degree, has worked in the state senate and as Director of the Democratic Party of Hawaii, has many contacts in the legislature.
 - (2) Is shadowing Debi Hartmann and will succeed Debi upon her retirement at the end of legislative session.

2. [UH Regents Approve New Tuition Schedule](#)

- a) The UH Board of Regents approved a new four-year tuition schedule for the 10 UH campuses on January 19, 2023. The new schedule freezes tuition at the community colleges for the next four academic years and freezes tuition at UH Mānoa, UH Hilo and UH West O‘ahu for the next two academic years followed by a 2% increase in each of the final two years beginning in Fall 2025.

C. Community College Council of Faculty Senate Chairs (CCCFSC)

1. [Deadlines for UHCC Strategic Plan 2023-2029](#)

- a) No updates.

2. Hub and Spoke and Academic Master Plan

- a) Hub and Spoke
 - (1) Questions coming from legislators, such as Donovan Dela Cruz, about leveraging hub and spoke.
 - (2) Questions from legislators, and responses from administrators, are NOT about eliminating or diminishing programs. Rather, efforts are aimed at reaching and serving as many students as possible.

- (a) Note: Hub and spoke, in the way some legislators use the term, is not consonant with the way most faculty understand the term, resulting in confusion. Suggested use of a different term to avoid faculty confusion and alarm.

b) Academic Master Plan

- (1) Focused on identifying areas of growth, particularly in workforce needs in the community, with the goal of developing strategic enrollment projections (e.g., where do we need to hire to meet workforce development and other community needs, etc.).

- (2) UHCC system is contracting with Ruffalo Noel Levitz to do an Academic Program Demand Analysis and Strategic Enrollment Projections. This will become the basis for moving toward a system Academic Master Plan.

- (3) Considering having an advisory board (folks from industry) that can provide guidelines for certain campus programs (e.g., Information Technology, etc.).

- (a) All introductory classes could be taught the same way, though the more specialized classes could be individualized and tailored. Would facilitate articulation and transfer for students.

- (4) Focus is on increased collaboration and cooperation statewide. Possibility of cross-registration (e.g., UHM students can take a course at a community college and yet pay nothing if exceeding 12 credits).

- (a) Discussion around how there are lots of issues to figure out (e.g., Who gets paid for the course? Who does conduct/Title IX investigations?) Currently, we get the revenue from UH Manoa students who take our classes.

3. Early CES setup period

- a) [Maggie Kaleleiki responses](#) to questions about changing setup period in CES.

- (1) Important to note: In Fall 2022, the survey period changed from 7 to 14 days, which led to a failure to notify instructors in part-of-term courses of the survey setup period.
- (2) Concerns about opening setup period to earlier in the semester:
 - (a) Some lecturer hiring paperwork is not completed until after Week 3, which means they may miss the set up period as their names are not listed in Banner (division chairs' names are sometimes listed as a placeholder).
 - (b) At UHM, some students in clinical courses change sections after Week 3, which means that they may complete the course evaluation for the wrong instructor if the set up occurs that early in the semester.
- (3) Maggie notes that it may be possible to classify all Leeward courses as non-traditional (short-term) to open survey period earlier yet not require this for the entire UH System.
 - (a) This will require a campus-wide vote, as well as a vote in Faculty Senate.
 - (b) Recommend that program coordinators keep track of deadlines for CES survey setup.
- (4) Discussion around why UH Manoa is allowed pre-filled CES. This is because they have larger programs.

4. Shortening to 15-Week Semester

- a) [Background](#) for UH West Oahu 15-week semester.
- b) Movement to a 15-week semester will require synchronous classes to move from 75 to 80 minutes, and breaks between classes reduced from 15 to 10 minutes, to meet accreditation requirements for contact hours. Classroom scheduling will also be impacted.
- c) Christian Fern, Executive Director of UHPA, will inquire about this with President Lassner.

- d) Della Teraoka would like to keep the option of having 8 week programs.

- (1) Ancillary issue: Della is working on the idea of subsidizing summer tuition (to make the cost equivalent to Fall and Spring) to see what the impacts are. But long-term will need to look at sustainability of lower summer tuition.

- (2) Could we have 9 month faculty work during periods such as Spring and Summer with Fall semester off?

5. Kaua'i CC Restructuring

- a) Kaua'i chancellor will be recruited starting in summer 2023. No plans to consolidate administrative teams or campuses.

6. Campus process for Senate resolutions.

- a) Hawai'i CC Faculty Senate's vote of no confidence was devised by its executive committee and presented to its Faculty Senate the same day for a vote. There have been some complaints that the vote was rushed. Issue not presented to faculty at large for consideration (Hawai'i CC's Faculty Senate is their entire faculty).
- b) Consider formalizing procedures in Leeward Faculty Senate's Bylaws for votes of no confidence. Who must be notified? What is the process of consultation?

- 7. Question: Is there a standard for how many peer evaluations and student evaluations are required for promotion dossiers? Answer: Our contract states you must get 2 peer evals per semester until you get tenure. Once tenured, it is recommended to have 1 peer eval per semester. For student evaluations, ideally you would have them every semester but it is not technically required.

IV. Vice Chair's report

- A. Committee Chairs: [Please review our Faculty Senate Bylaws](#) and email Vice Chair Aguilera kelsieag@hawaii.edu any needed revisions by March 13, 2023.

- B. All Campus Council of Faculty Senate Chairs (ACCFSC)

- 1. SCR 201- Task Force on Non-Instructional Faculty

- a) Classifications will become policy and what needs to be negotiated with UHPA is figuring out how to provide job

security for non-teaching faculty and non-tenure track faculty.

(1) Possibly recommended to be only one classification for “S” faculty.

(2) 5-Year faculty review process will possibly be looked at as well.

b) Changes will be moving forward and not impact current faculty.

2. Gen Ed Revision

a) Conference committee has been formed with a representative from each campus plus extra from UHM.

b) In recognition that campuses have issues with the current proposal, the goal is to revise the proposal, not throw it out and write a new one.

(1) Revisions should not add credits to the proposal.

c) The intention is for the campuses to vote on the proposal in May.

d) The outcome of the votes will be presented to the BOR whether the revised proposal has systemwide support or not.

3. [EP 5.230](#) Small Undergraduate and Graduate Course Sections

a) The intention is not to automatically cancel course sections that have under 10 students, but to think deeply about running them.

(1) In some cases, there is justification for running courses that have under 10 students.

4. Learning Management System Review

a) Concerns were raised that it is inevitable that Laulima is “going away” and will be replaced with a new LMS.

b) [LMS Review FAQs](#)

(1) Is Laulima going away? No decisions have been made yet.

- (2) The purpose of the LMS review is to determine whether Laulima meets the needs of our faculty and students, and if not, to select the best LMS solution for the University of Hawai‘i based on a wide range of criteria. Should a better solution be identified through the LMS review process, then Laulima would be replaced.
- (3) If the decision is made to move to another LMS, there will be a transition phase of approximately one year to ensure a smooth transition.

5. UH Strategic Plan

- a) <https://www.hawaii.edu/strategic-plan/>

- (1) Intention is to keep the UH Strategic lean (there may not be a longer narrative).
- (2) Resource allocation and implementation talks will begin soon.

6. Concerns raised on the lack of transparency in the hiring process.

- a) Idea to use Kualii to track vacancies and where the vacancy is within the filling/hiring process.

V. Secretary’s Report

A. Campus Council (from meeting of January 20, 2023)

1. The two dean positions have gone to ad in the Chronicle of Higher Ed, etc.
2. [EP 8.200](#) Policy on Contracts and Signing Authority
 - a) Provides forms we are required to use that protect us in terms of liability: [appendices](#)
 - b) Most popular forms are:
 - (1) Appendix 5 - Facilities Use Agreements,
 - (2) Appendix 7 - Risk and Release waivers,
 - (3) Offer Letters (when hiring)
 - c) There is a template for lecturer contracts that division chairs should be using every year.

3. "[Guidelines for Developing & Revising Procedures that Affect Multiple Units](#)" being developed by OPPA
 - a) Feedback due to OPPA via this [Google Form](#) by February 16, 2023
4. Proposed Changes to College Catalog by OPPA
 - a) Want to slim down the catalog sections on campus services and resources based on the website and catalog serving different audiences.
 - (1) Catalog: Accreditors, Governmental Agencies, Peer/Transfer Colleges
 - (2) Website: Students, Public
 - b) Will seek further consultations from various groups including the administration and counseling unit. Target date either 2023-2024 catalog or 2024-2025 catalog.

B. Results of [Leeward CC Employee Satisfaction Survey \(Fall 2022\)](#)

- VI. Old Business
- VII. General Announcements
- VIII. Notice of next meeting: 3:00-5:00 p.m., Wednesday, March 8, 2023, via Zoom
 - I. Adjournment - Meeting adjourned at 5:19 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.