



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, November 18, 2020

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Secretary), Weirong Cai, Matthew Egami, Jiajia Garcia, Petersen Gross, Junie Hayashi (Vice Chair), Betty Ickes, Warren Kawano, Genai Keli'ikuli, Gholam Khaleghi, Alyssa MacDonald, Michele Mahi, Erika Molyneux, Michael Moser, Michael Oishi (Chair), Suzette Scotti, John Signor, Kale'a Silva, Christine Walters, James West, Evelyn Wong, Naiad Wong, Danny Wyatt

Senators Absent: Summer Barrett and Michelle Igarashi

Student Government Representatives: Kealohilani Leleo, Student Government President

Invited Guests: Carlos Peñaloza, Chancellor

Guests: Jayne Bopp and Wayland Quintero

Join Zoom Meeting: <https://hawaii.zoom.us/j/92320802139>

Meeting ID: 923 2080 2139

Passcode: 535831

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:02 p.m.
- II. Review of meeting minutes from [October 14, 2020](#)
 - A. The minutes from October 14, 2020 were accepted to the record without amendment.
- III. Chancellor's updates

A. Budget

1. On Thursday, November 19, 2020 the Board of Regents is meeting and should work toward solidifying our budget. In December 2020, the Governor constitutionally must lay out a balanced budget.
2. Chancellor Peñaloza asked Vice Chancellor of Administrative Services Mark Lane to build out budget scenarios for fiscal year 2022 and identify a budgetary goal. Campus leaders will then participate in an exercise in balancing the budget based on the scenarios. This will be just an exercise; the scenarios are not actuals nor will the exercise be a decision-making mechanism.
3. A campus Zoom meeting will be scheduled for next week (week of November 23, 2020).

B. Vice Chancellor for Academic Affairs (VCAA) Position

1. We received a temporary green light to permanently fill the VCAA position. The intention is to revitalize the prior search cycle, as it was never closed.

C. Vice Chancellor for Administrative Services (VCAS) Position

1. As a UH System, the backfilling of campus positions with permanent people has been frowned upon. Instead, realigning and cost saving, as a system, is the approach encouraged.
2. Despite VCAS Mark Lane's upcoming retirement, we do not have a green light to permanently fill the position. In interim, Chancellor Peñaloza will be appointing someone very soon. This will not be a permanent nor lengthy solution.
3. Question: Why was the Faculty Senate not consulted on the VCAS Faculty interim position?
 - a) Answer: A permanent search is not possible right now. Time constraints and the lack of internal candidates are challenges. [Faculty Senate Resolution 19.2](#) only addresses academic executive positions.

IV. Standing Committee Reports

A. Academic and Institutional Support (AIS) Committee

1. [Notes and comments from AIS Committee \(10-23-20\)](#)
2. [Report \(key card issue\)](#)
3. Updates on [Resolution 19.1](#)
 - a) VCAS Mark Lane shared that he and his team will work with our recommendations. For example, the facilities request form will also indicate when the applicant will hear back regarding their request. Additionally, some rooms will be in control of divisions so that secretaries can book those rooms rather than having to go through the regular facilities request process. Large common rooms, like GT-105, will still require the regular facilities request process.

B. Assessment Committee

1. No report.

C. Budget and Planning Committee

1. [Minutes](#) from 11-12-20 meeting.
2. The committee intends to introduce a motion at our December 9, 2020 meeting regarding an accelerated intersession during the winter break.
3. The next Budget and Planning committee meeting is December 15, 2020.

D. Curriculum Committee

1. [Report](#)
2. **Motion 20.17:** On behalf of the Curriculum Committee, Senator Gross moves to accept the curriculum requests and course proposals enclosed in his November 18, 2020 report.

a) Motion approved.

E. Distance Education (DE) Committee

1. [Report](#)

F. Elections Committee

1. The first election was taken down and there is currently a new

election running from November 17, 2020 through November 24, 2020.

2. The committee will begin a formal review of the election process next meeting.

G. Faculty Committee

1. **Motion Introduced:** On behalf of the Faculty Committee, Senators Keli'ikuli and Wyatt move to approve an optional syllabus notification identifying withdrawal deadlines for 16-week and part-of-term courses.
 - a) Motion will be voted upon at our December 9, 2020 meeting.
2. Discussion regarding discrepancies and lack of communication of withdrawal, grading, and CES deadlines for part-of-term courses.

H. General Education Committee

1. [Report](#)

I. Lecturer Group

1. No report.

J. Legislative Relations Committee

1. [Report](#)

K. Student Affairs Committee

1. [Report](#)

L. Student Government

1. Working with the Ad Hoc Committee on the Student Academic Grievance policy.

M. Chair's Report

1. Campus Council updates from meeting on November 6, 2020.
 - a) Organizational and Resource Planning Ad Hoc Committee [Draft Report](#)
 - (1) The draft report represents ideas, not decisions. More discussions and planning will need to occur.

(2) Chancellor Penaloza: Leeward CC is lean and efficient in many of its resources and operations; many ideas being discussed in the UH System may not apply to Leeward CC.

- b) With the recent adoption of [UH Executive Policy 1.207](#) (Executive Policy on Service Animals and Emotional Support Animals), there is no longer a need for [Leeward CC Policy L11.102 \(Animals on Campus\)](#). Mark Lane moved to abolish the Leeward CC policy and to include its protocols regarding the feral cat population to internal procedures. The motion was approved.
- c) Dean Umehira and Chancellor Peñaloza will be presenting on the Wahiawa Development Center at the Wahiawa Neighborhood Board meeting on November 16 at 7 p.m.

N. UH System Updates

1. Feedback on Small Undergraduate and Graduate Course Sections policy

- a) No policy number as the original policy was rescinded in 2014. Policy has not been updated since 1987.
- b) Relevant documents:
 - (1) Consultation for Small Course Policy [Memo](#)
 - (2) Small Course Policy ([Track Changes version](#))
 - (3) Small Course Policy ([Clean version](#))
- c) UHPA is aware of and will monitor this proposed policy as it has acknowledged workload implications. Michael Oishi has been in touch with UHPA President, Ashley Maynard, and will report on any UHPA positions and communications.
- d) [Feedback](#) due by **November 29, 2020** (comments will be sent to Debora Halbert, Associate Vice President for Academic Planning and Policy, on November 30, 2020).

2. UH Manoa Faculty Senate has proposed a [Resolution Censuring the Manoa Chief Executive Officer Over Failure to Conduct Meaningful Faculty Consultation in the Reorganization Process](#). Vote to be taken at the UH Manoa Faculty Senate meeting of November 18,

2020.

3. Student Participation Verification Policy to be implemented Spring 2021.

- a) [Information and Process tutorials](#).
- b) Participation includes, but is not limited to:
 - (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
 - (2) Submitting an academic assignment;
 - (3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
 - (4) Attending a study group that is assigned by the institution;
 - (5) Participating in an online discussion about academic matters; and
 - (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- c) Instructors may use any assignment/activity they wish to determine participation as long as adequate documentation is retained. The assignment/activity can be graded, though it does have to be.
 - (1) Leeward CC is **NOT** currently promoting use of the [sample Laulima assignment](#) created by the UH System. As there are instructors who are uncomfortable with Laulima, and as the sample assignment introduces an additional layer of complexity, the Leeward CC administration has decided not to promote this mechanism this time around.
- d) Questions should be referred to campus Vice Chancellors for Academic Affairs.

4. UH Board of Regents Reserve Policy (Regent Policy 8.203, [slide 19](#))

- a) Policy update approved by Regents at 10/15/2020 BOR meeting.
- b) Substantial expansion of previous policy.
- c) Identifies and defines three levels of reserves: Emergency Reserves, Mandatory Reserves, and Operating Reserves.

5. Fiscal Year 2021 Budget and Spending Guidance ([slide 20](#))

O. All Campus Council of Faculty Senate Chairs (ACCFSC)

1. Updates from meeting of October 16, 2020

- a) Approved [recommendation](#) to eliminate tuition hold for student balances under \$200.
 - (1) Several thousand students will now be able to register as many students have minor balances.
 - (2) Many holds due to IDAP fees, several under \$200, Windward CC technology fee for online courses, etc.

b) [UH Manoa Budget Unit Presentations](#)

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

1. Della Teraoka [presentation](#) on online proctoring

- a) No silver bullet. As most students are online and may be anywhere, there is no way to enforce uniform proctoring practices and ensure student health and safety (e.g., different levels of outbreak in different communities, states, and countries).
- b) UH President David Lassner does not want students to have to pay for proctoring.
- c) Recommendation: Look to forms of evaluation that do not require proctoring. See [“Online Assessment Strategies and Tips.”](#)

2. Trends in Continuing Education

- a) Enrollment trends indicate that fewer students are interested

in degrees awarded by colleges; more unclassified students.

- b) Question: What should continuing education look like for us?
- c) Reimagine Workforce Development Grant (\$13.37 million grant--CARES money devoted to help people get back to work)
 - (1) Short-term pathway to apprenticeship to post-apprenticeship
 - (2) Focus on three recession resilient sectors: healthcare, skilled trades, and technology.
 - (3) Establish more apprenticeships as means to learn and earn.
 - (4) Discussion needed for Career and Technical Education (CTE) pathways alignment and consolidation.

V. Vice Chair's Report

VI. Secretary's Report

VII. Old Business

VIII. New Business

- A. Discussion regarding the upcoming appointment of an interim VCAS without Faculty Senate consultation despite [Resolution 19.2](#). Chair Oishi will draft a resolution for the Senate to review. Voting will take place electronically.

IX. General Announcements

X. Notice of Next Meeting: 3:00-5:00 p.m., Wednesday, December 9, 2020, via Zoom

XI. Adjournment at 5:16 p.m.

Respectfully submitted by Kelsie Aguilera, Faculty Senate Secretary