Faculty Senate Chairs Meeting

Meeting Minutes

Friday, August 28, 2020

12:00-2:00 p.m.

Online via Video Conference

A special meeting of standing committee chairs of Leeward CC's Faculty Senate was held via video conference. Senate Chair, Michael Oishi, was present and presiding with Senate Vice Chair, Junie Hayashi. A quorum being present, the Chair called the meeting to order at 12:05 p.m.

Chairs Present: Kelsie Aguilera (Secretary), Summer Barrett, Matthew Egami, Petersen Gross, Junie Hayashi (Vice Chair), Michelle Igarashi, Genai Keliʻikuli, Gholam Khaleghi, Alyssa MacDonald, Michele Mahi, Erika Molyneux, Michael Oishi (Chair), John Signor, Danny Wyatt

Zoom Meeting : https://hawaii.zoom.us/j/99366827105

Meeting ID: 993 6682 7105

Passcode: 955353

Agenda

I. Call to order

II. Mahalo and introduction of standing committee chairs

A. Betty Ickes, Chair, Academic and Institutional Support (AIS) Committee

B. Michele Mahi, Chair, Assessment Committee

1. Purpose: Ensuring the campus is up to date with assessment for accreditation.

C. Gholam Khaleghi, Chair, Budget and Planning Committee

1. Purpose: Reporting budget information provided to the Faculty Senate.

D. Petersen Gross, Chair, Curriculum Committee

1. Purpose: Processing new courses, programs, modifications, and deletions.

E. Kelsie Aguilera and Evelyn Wong, Co-Chairs, Distance Education (DE) Committee

1. Purpose: Supporting the quality of Distance Education at Leeward.

F. Matthew Egami and Alyssa MacDonald, Co-Chairs, Elections Committee

1. Purpose: Reviewing policies and procedures concerning elections. Conducting Faculty Senate elections.

G. Danny Wyatt and U‘ilani Keli‘ikuli, Co-Chairs, Faculty Committee

1. Purpose: Dealing with anything that is a faculty concern, including sabbatical leaves.

H. Michelle Igarashi, Chair, General Education and Foundations Committees

1. Purpose: Dealing with course requirements, transfer, and articulation issues.

I. Erika Molyneux, Chair, Legislative Relations Committee

1. Purpose: Creating a rapport with the legislature and advocating for the college.

J. Summer Barrett and John Signor, Co-Chairs, Student Affairs Committee

1. Purpose: Reviewing policies that affect students.

K. Junie Hayashi, Michael Oishi, and Kelsie Aguilera Executive Committee

III. Duties, responsibilities, and authority of Standing and Special Committee Chairs (Article 4, Section 5, Faculty Senate Bylaws) (Oishi)

A. Serve as liaison between committee and Faculty Senate, and as the primary spokesperson of said committee.

B. Preside at and conduct all meetings of their respective committees.

   1. It is important to have regular meetings.

C. Schedule committee meetings.

D. Appoint committee members including any appointed by the Senate Chair.

   1. Look for broad committee members, ideally with a representative from each division.

E. Keep records of committee meetings.

   1. Important for transparency.

F. Notify Faculty Senate Chair of meeting dates, times, places, and other relevant information.

G. Provide written committee recommendations to the Faculty Senate for review, and adoption, modification, or rejection.

   1. Review the bylaws for accuracy concerning your committee. Send Junie any amendments.

H. Provide a year-end written report to the Executive Committee.

   1. Faculty Senate acknowledgement letters for service are often based-off these reports.

IV. Committee Work (Oishi)

A. Please review the description of your committee's duties and responsibilities in the Faculty Senate Bylaws

   1. Work with the Vice Chair to amend errors, inaccuracies, and to provide updates to descriptions.

   2. Any amendments to the Bylaws need to be reviewed by the Faculty Senate Ad Hoc Committee to Review the Bylaws and need to be approved by the Senate.

B. Ensure that a broad range of faculty serve on your committees (exceptions: Elections, General Education, Legislative Relations): "Membership on standing and special committees should be representative of a broad range of Faculty and constituencies" (Article IV, Section 6, Faculty Senate Bylaws)

1. Communicate committee membership to Vice Chair at our October 14, 2020 meeting.

2. If looking for representatives from divisions, it is best to contact division chairs.

3. Exception: Some committees may have more specialized membership, such as the Student Affairs committee, which is fine composed mainly of student services employees.

C. Review issues in committees ***before*** bringing them to Senate.

1. Avoid brainstorming in Senate: "The work of the Faculty Senate shall be conducted largely in committees. The purpose of the Senate committees is to research, discuss, and recommend policies and/or provide information on academic policy matters to the Senate for its review and adoption" (Article IV, Section 1, Faculty Senate Bylaws). Failure to do so frequently results in unnecessarily long and desultory meetings.

2. Exception: You want clearance or approval from the Senate before proceeding with a lengthy or involved exploration of an issue.

   a) Reminder: Robert's Rules exist to facilitate discussion and take the "emotion" out of the process.

3. Motions should be reviewed by all members of committees before bringing them to the Senate.

   a) You want to be clear as to what you're asking the Senate to do. The "Motions" page on the Senate website has examples.

D. Motions should be worded to indicate that they are coming out of committee (e.g., "On behalf of the Student Affairs Committee, senators Barrett and Signor move to. . . .") to distinguish them from motions from an individual senator.

V. Communication and Actions

A. Questions or concerns for the Leeward CC administration, UH System administration, and/or the UH Board of Regents (BOR) should be raised in Senate. The Faculty Senate Executive Committee will raise the issue with the Leeward CC administration, UH System administration, and/or the UH BOR. These groups want centralized and consistent contact people. (In particular, the BOR wants communications to come to them through the All Campus Council of Faculty Senate Chairs (ACCFSC).)

B. No chair should attempt to negotiate or cut deals with the Leeward CC administration, UH System administration, and/or the UH Board of Regents (BOR). These bodies want issues to have been thought through and vetted before coming to them.

C. If a committee motion or resolution fails in the Senate, no chair should work with the Leeward CC administration, UH System administration, and/or the UH BOR to pass said motion or resolution.

VI. Reports

A. When providing oral reports in Senate, please also submit a written copy to the Secretary (preferably as a PDF) so that it can be uploaded to the Senate's Supporting Documents archive and linked in the minutes.

B. Annual Reports

1. Each committee should provide an annual report to the Senate during the final meeting of the academic year. Contents of the report should include the following:

a) Purpose and responsibilities of the committee

b) Committee membership (including leadership)

c) Meeting dates (with links to minutes when possible)

d) Motions and resolutions proposed by your committee to the Faculty Senate

e) A narrative or detailed bullets of actions taken, a meeting of goals/priorities, a list of future endeavors.

f) Any proposals to change the committee's description in the Faculty Senate Bylaws.

g) Committee's internal operating procedures (e.g., for quora, voting, selection of chair and membership); and leadership transition plans, especially for chairs rolling off (e.g., procedures document for the DE Committee Chair)

2. Please email copies of committees' annual reports (preferably a PDF) to the Senate Secretary.

VII. Updates from Standing Committees and Problems Ahead

A. Academic and Institutional Support (AIS) Committee

B. Assessment Committee

1. AMS purchase is approved but is currently on-hold because of budget issues. Until purchased, we will continue using the Google Form.

C. Budget and Planning Committee

1. The current budget is not confirmed, but may be possibly by the October Faculty Senate meeting. The committee will possibly invite Mark Lane to the October Faculty Senate meeting.

D. Curriculum Committee

1. What should our stance be on new courses being proposed? Are we hiring new lecturers?

2. Mentoring the next CC chair could be challenging.

E. Distance Education (DE) Committee

1. Continuing to support faculty, the EMC, and our DE counselor with online teaching and learning this semester.

2. Since most courses moved to some sort of distance-delivery this semester, a concern is whether these courses will need to comply with ACCJC guidelines and requirements for DE.

F. Elections Committee

G. Faculty Committee

H. General Education and Foundations Committees

1. This academic year the committee will be taking a look at focus courses, making sure there is depth and breadth.

I. Legislative Relations Committee

1. Working through the leftover items from the Spring 2020 semester.

J. Student Affairs Committee

1. This semester, looking toward creating a new Leeward graduation policy, revisiting the Conduct Code verbiage, and a project that attempts to review all student policies (of lack thereof).

VIII. Announcements/Questions (Oishi)

A. Discussion of the “Fiscal and Financial Parameters for Fiscal Year 2020-2021” BOR presentation from August 20, 2020.

B. Chancellor Carlos Peñaloza was invited to our first Senate meeting of the semester.

C. Question: What do we share at the Senate meeting? Share updates, even if they aren’t substantial enough for a report.

IX. Adjournment

A. The meeting adjourned at 1:26 p.m.

Respectfully submitted by Kelsie Aguilera, Faculty Senate Secretary