Faculty Senate Executive Committee  
Friday April 11, 2014 – Bld. 2-614 – 9:00am-10:45am

I. Call to Order: time 9:15AM  
Recorder: Kahale Saito  
Attendance: John DeLay, Sterling Foster, Kahale Saito, Danny Aiu, Diane Caulfield  
(proxy for Noel Alarcon), Julian Tyrell, Karen Hastings, Ina Miller-Casbasug, Erica  
Balbag-Gerard, Erika Lacro, Justin Ota  
Absent: Charles Miller, Kaleo Gagne, Jessica Kaniho, Michael Leidemann  
Guests: Jim Poole, Marcia Roberts-Deutsch, Patrick Patterson

II. Adoption of the Agenda – Added new business item D: Actionable Improvement  
Plan, AIPs, brief discussion only no action to take.

Motion – Sterling moved to adopt agenda. Danny Aiu second. Motion passed  
unanimously.

III. Approval of the Minutes – No changes

Motion – Diane Caulfield moved to approve the minutes. Danny Aiu second.  
Motion passed unanimously.

IV. FSEC Member Reports
1. Campus Chair – The old scan-tron “form G or F” will no longer be used, but a pencil  
& paper method will continue to be available. Now the questions, scan-tron, and  
write-in responses will be put on the same sheet of paper. Russell has sent it to the  
Deans and will go out to Division Chairs. Russell’s office will be receiving all the  
forms, old and new, and will tabulate them.

2. System Chair – Find another System Chair for next academic year. Sub Group on  
Academic Policy, a representative can be chosen for this seat, has typically met on  
Thursday. Recommended to reduce teaching load. Can learn a lot about how the  
System works. Should be chosen next meeting. Bring back policies that affect our  
campus.

3. Chancellor – Marcia suggestion that we need to talk more broadly about assessment  
and will be holding a Town Hall on May 8th – John Morton came yesterday 4/9/14  
and shared his report about our campus. It will be posted. IR has been attending  
Chancellor’s meeting so that her staff can be more informed. – A viable candidate for  
the VCAA was not found. So the Chancellor presented three options to the hiring  
committee (1) repost and start anew, (2) keep an interim, (3) promote from within,  
Katy Ho. It was decided that Katy will be recommended to John Morton for  
appointment as VCAA. There will be a Town Hall meeting on 4/11/14, as an  
opportunity to ask questions. If approve, she will be appointed at the next BOR  
meeting. Dean of Student Services will have an interim appointment until the position  
is publicly posted.
4. FSEC Representatives – Jessica Kaniho unable to attend the meeting due to a medical emergency. Those who can, should reach out to support her. She provided an email to state her position on the CCIE Charter/Reorg.

5. Liaisons:
Accreditation Oversight Committee (AOC) – No Report
Assessment Committee (AC) – No Report
Budget Committee (BC) – Planning Council Approved all of the Budget committee’s recommendations and a final list of requests was established, to be filled when money is available.
Leadership Team (CLT) – No Report
Planning Council (PC) – Approved updated Institutional Learning Outcomes (ILO’s).
They are posted on the Planning Council’s intranet site.

V. Non-FSEC Member Reports “Public Forum” – No Reports.

VI. Unfinished Business

A. CCIE Charter – Sent a new draft out with the suggested changes from Faculty. No specific feedback since the new draft was posted. – Question: Assessment is needed but shouldn’t be lumped together, and shouldn’t leave the FSEC. Answer: It’s not leaving the FSEC or SSEC, it’s only including admin. And as it deals with specific programs it will ask the faculty in that program to address their issues. – Question: It is difficult to understand why folks could not meet. Answer: Assessment Committee didn’t meet for a year since the Chair was re-assigned to other duties, and had no one to take it up, so the committee wasn’t able to meet. – Question: Assessment committee is for the campus to make sure assessment is happening on campus not to dictate how they do assessment. Answer: Assessment is the reason why a lot of the colleges are put on warning. Everybody on campus gets assessed at some point, but it needs to be done effectively and the management is important. Without intense faculty input it is difficult to follow through with assessment. The CCIE will act as a facilitator to ensure departments are doing assessment, offer feedback, and recommendations, but the CCIE cannot dictate only suggest. – If the Committee is approved, a year from now FSEC should reassess how the Committee is working out, and recommends that an end of the year report should be shared with FSEC. In the CCIE in the Charter it states that an end-of-year report will be sent to the FSEC, the SSEC, and Admin. Also a mid-year report will be generated from the subcommittee task forces for the CCIE, and this can be shared with the FSEC via the representative.

Motion –Danny Aiu moves to approve the Charters. Sterling seconds.
Discussion- The faculty will be involved, and the FSEC has the authority to remove ourselves from the group if it is not working in the future. Hopefully the Committee will help the campus to make sure assessments get done and documented appropriately, not to dictate how to do it. The FSEC can make changes if structure is not working.
Motion –restated and voted on. Approved with one opposed.
VII. New Business
A. FSEC Assessment Results – Academic Support Division got the most results with 12 responses. Some Divisions only had 1 or 2 responses. Goal is to encourage faculty to take the survey, so that we know what to improve. A copy of the results with a response will be posted on the intranet. – A response should be generated to show that we are working on improving. – Discussion of ideas include: (1) It’s the job of the faculty member to know that they are responsible for knowing who their representative is, (2) Division Chairs need to communicate to those managing the faculty-email-list, the FSEC Chairs, if there are any new faculty members, (2) There has to be one agreed way on how to communicate with ALL faculty, thus faculty should be obligated to stay on the faculty-email-list. – The Campus Chair will write up a formal response to post with the assessment survey.

B. FSEC Agenda Template – The first page is the template for the Agenda. The following pages contain information on “how to” draft the agenda. It was created for accreditation, to have a standard agenda and inform the incoming Chair and membership.

Motion – Diane Caulfield moves to approve the agenda template, Danny Aiu second. Motion passed unanimously.

C. FSEC Minutes Template – The first page and a half is the template for the Minutes. Then the Standard Four minutes’ outline suggested in 2012 is included. The last two pages are information on “how to” draft the minutes. It was created for accreditation, to have standard minutes and inform the incoming Chair and recorders.

Motion – Diane Caulfield moves to approve the minutes template, Karen Hastings second. Motion passed unanimously.

D. Actionable Improvement Plan (AIP) – The ACCJC standards’ items that involve the FSEC were presented, showing the responsibility of the committee. FSEC members were asked to review the items and provide suggestions to improve them by the next meeting.

VIII. Adjournment: time 10:47am

Motion – Sterling Foster moved to adjourn the meeting. Danny Aiu second. Motion passed unanimously.