In attendance were:

- **Cynthia Smith**—UC Humanities and Social Sciences
- **Conred Maddox**—Language Arts (FSEC CHAIR)
- **Sterling Foster**—UC Math & Natural Sciences
- **Jerard Kimo Keaulana**—UC Hawaiian Studies
- **Danny Aiu**—Tech #1
- **Doug Madden**—Tech #1
- **Bill Becker**—Tech II
- **Jessica Kaniho**—Tech II
- **Ina Miller-Cabasug**—Academic Support
- **Erica Balbag-Gerard**—Cont./Systems Rep
- **Justin Ota**—Lecturer 2 Year Term (Cont)
- Chancellor **Erika Lacro**

Faculty/Guests in attendance were:

- **Mr. Poole**—no Department Designated
- **Mr. Alex Cox**—Lecturer CC/Essentials Lab/Language Arts
- **Ms. Emily Kukulies**—SLD
- **Mr. Ross Egloria**—Developmental Education
- **Mr. Tim Adams**—Lecturer CC/Essentials Lab/L.A.

9:00 a.m. Meeting called to order by **CHAIR**

**CHAIR** requests comments from attendees

* error in document presented to FSEC for correction

9:06 a.m. **CHAIR** requests motion for minutes of previous meeting to be accepted into record

- Motion made/seconded—vote taken—quorum noted—motion passed

9:10 a.m. **CHAIR** calls for any additions to meeting agenda

- No additions requested
CHAIR calls for Member Reports:

9:12 a.m. **System Chair** reports on follow-up of “N” Grade policies in U.H. system.

Summary provided in *Table #1* of meeting documents. It was affirmed that members would share information on “N” grade policy with other faculty members to increase awareness of issue, and provide voluntary feedback for FSEC at next meeting in January.

**It was** asked about the possibility of aligning HCC’s policies with those of other campuses and/or if UHM would be looking to adopt a single policy system wide.

The **response was** that there was no decision by administration whether a standardized or the current set of individual policies would remain.

Discussion then moved to what the financial aid implications of the “N” grade versus Incomplete or “F” grades are, as well as matriculation of students/entrance to individual study programs and the accreditation implications of current policy.

Credit/No credit and auditing of courses versus the use of “N” grades and syllabus requirements were discussed and clarified.

9:20 **Chancellor Erika Lacro (report)** updated the committee on administrative placement searches. One candidate for hire of two has withdrawn his application, so a new applicant will be sought. Mr. Steven Arobauch has been hired as a Director in the PCAT program, and the Dean of Students position is still being filled on an interim basis.

**Chancellor Erika Lacro** informed the committee that the next legislative/administrative session beginning next week would be vital for HCC acquiring 1.2 million dollars in funding to cover electricity costs for the campus, and that HCC was also awarded C3T funding in the fourth round with a focus on cyber-security training for the coming year.

9:25 a.m. **Ross Egloria (report)** *Distance Learning Instructors Letter dated December 1st, 2014* to floor.

The **committee** raised questions about the use of negative language in letter. “NO INSTRUCTOR WILL BE REPRIMANDED” and other language.

The **response was** that the language will be changed and new document distributed between now and the next FSEC meeting. Request feedback from faculty.

Discussion of new policy on committee reviews—DEBATED annual versus other cycles.

Committee agreed to recommend a **five-year cycle** for committee self-review.

**Ross Egloria** announced the *Project Rubric* and document should be distributed during open period starting February 27-28th 2015. With a goal of obtaining faculty feedback from the majority of all 68 current Distance Education courses.

Discussion of DE courses syllabus distribution: use of Laulima or other electronic media.

9:35 a.m. **It was reported that** *2nd Draft (Nov 11)—Template for Committee Review* to floor.
Discussed and agreed that document will be revised and reviewed again at March 20\textsuperscript{th} 2015 FSEC meeting.

FSEC also agreed that the \textit{Committee on Committees} will be advised prior to documents adoption.

FSEC also requests that administrative representatives for all pertinent committees provide reports back to the FSEC once review procedures are officially adopted.

10:10 a.m. \textbf{Katy Ho}—brought the problem of instructors giving final exams prior to finals week to the floor.

Discussion: Instructors should not cut classes short, nor schedule finals at times that interfere with other regularly-scheduled classes. Students and faculty procedures for reporting instructor abuses were clarified. Anonymity and retaliation concerns discussed.

Preliminary Draft of new policy to prevent abuses was presented, commented on, and changes recommended.

Revised draft of proposed policy will be presented at next FSEC meeting on January 16\textsuperscript{th}.

10:16 \textbf{CHAIR} calls for any additional items of business.

Meeting adjourned.