I. The meeting was called to order at 9:04 AM

Members Present: Danny Aiu, Noel Alarcon, John DeLay (System Chair), Sterling Foster (Campus Chair), Erica Balbag-Gerard, Karen Hastings, Jessica Kaniho, Michael Leidemann, Justin Ota, Kahale Saito, Julian Tyrell
Members Absent: Kaleo Gagne, Erika Lacro (Marcia Roberts-Deutsch as proxy), Ina Miller-Cabasug, Charles Miller
Guests Present: Diane Caulfield, Jeff Stearns, Jim Poole
Recorders: Sterling Foster and John DeLay

The agenda was suspended with no objections for the Chancellor Report from proxy Marcia Roberts-Deutsch.

3. Chancellor – via proxy – The Accreditation team will revisit on November 12th for one day. The tentative schedule includes targeted meetings in Building 6, Room 101, and a possible open forum in Building 2, Room 201 at 3 PM. Division chairs and governance representatives may be contacted and should plan to keep their schedules flexible. Honolulu Community College has addressed all six of the accreditation recommendations although the institution was only required to address three. The accreditation team will report back to the ACCJC in January. Honolulu Community College should sustain the momentum of assessment and keep working to be prepared for the next accreditation.

II. Adoption of the Agenda – New Business items related to new system policies were requested to be added (C, D, E).
Motion – Sterling Foster moved to adopt the agenda with the new items. Danny Aiu seconded and the Motion passed unanimously.

Motion – Erica Balbag-Gerard move to approve the previous minutes with the removal of motions that were not seconded. Michael Leidemann seconded this Motion and it passed unanimously.

IV. Reports

1. Campus Chair – The Chair reminded committee members that they are Representatives and need to keep their Faculty informed. Representatives may need to reach out to Faculty and ask them for their opinions on FSEC matters rather than waiting for Faculty to request information.

2. System Chair – The System Chair informed the committee regarding the status of the search for a new President for the University of Hawai‘i System. The System FSEC has drafted a set of desirable qualities for job candidates. The System Chair requested that the HCC FSEC to draft a list for presentation to the BOR. Additional system information is included as New Business as items (C, D, E).
3. Chancellor – The Chancellor Report was given during the Agenda suspension by proxy Marcia Roberts-Deutsch.

4. FSEC Representatives –

A. Karen Hastings reported that some faculty members were concerned about the wording of the “instructional paragraph” for Reports and Public Forum. She indicated that they felt it was limiting and did not allow for Faculty input. The purpose of the section was questioned. The Chair explained that its purpose is to organize the agenda into committee member reports, non-member reports, and old and new business. Reports are to inform the committee of current activities. Business is for discussion and action. It was recommended that the wording be revised.

B. Danny Aiu reported that the April 2013 minutes, approved in May, contain an error and need to be amended. The background information, with current wording and proposed wording, will be addressed at the next FSEC meeting as new business.

5. Liaisons

Accreditation Oversight Committee (AOC) – no report
Assessment Committee (AC) – no report
Budget Committee (BC) – no report
Campus Leadership Team (CLT) – no report
Planning Council (PC) – The minutes are online and work is progressing on Institutional Learning Outcomes and the Strategic Plan.

V. Public Forum

A. Diane Caulfield reported that UHCC policy 5.203 on Program Credentials, Degrees and Certificates does not include the Certificate of Completion. It does include a Certificate of Competence but the requirements are different and this may not be adequate for some programs. The Certificate of Competence is less robust and she was concerned how the change would affect transfer. Diane did not recall any discussion or call for Faculty feedback. The policy was released in September 2013 before the first Fall 2013 CCFSC meeting indicating that the development of the policy took place in the previous academic year.

Motion – Sterling Foster moved to suspend the agenda and put the unfinished business after the new business. Danny Aiu seconded the motion. Discussion elaborated that old business will take more time and new business needs to be addressed at the current meeting. The Motion passed unanimously.

VII. New Business

A. Adding the Chancellor to the Faculty email list – Sterling Foster proposed that the Chancellor be added to the Faculty email list. Discussion entailed whether there was a precedent. Previously the Chancellor had been included on the list. There were no objections to adding the current Chancellor so Erika Lacro will be added to the faculty email list.

B. Tenure and Promotion Dossier Distribution Policy – Sterling Foster reported that the Chancellor asked for Faculty feedback regarding allowing for Tenure and Promotion
Dossiers to be checked out from Building 6 by members of the review committee. It was proposed that the FSEC make a formal recommendation and submit it to the Chancellor. A recommendation was put forward and discussed with changes that took concerns for confidentiality into account.

FSEC Recommendation:

- Division Chairs and DPC committee members may sign out dossiers within Building 6 after the review process so they may write endorsements in their offices.
- DPC members will not be allowed to take dossiers to their office during the review process.
- The lower Administration Conference Room (6-101) and other common spaces within Building 6 will be authorized for use by DPC members reviewing dossiers.

Motion – Karen Hastings moved to approve the recommendation concerning the distribution of tenure and promotion dossiers. Jessica Kaniho seconded the Motion and it passed unanimously.

The recommendation will be forwarded to the Chancellor with the FSEC endorsement.

C. UHCC Course Numbering – John DeLay presented two UH system draft policies: Course Numbering Convention and Common Course Numbering. The system (John Morton) has already stated these drafts are policy, but have yet to release the policies officially. There are no additional changes intended and Faculty should be informed.

D. UHCC Writing Intensive – John DeLay discussed the UH system draft policy on Prerequisites for Classes Identified as Writing Intensive. The system is looking for Faculty feedback. The FSEC recommended specific individuals be contacted for feedback. All input should be emailed to John DeLay before November 20th for the system meeting on November 22nd.

E. UHCC Prior Learning Assessment – John DeLay presented the UH system draft policy for Prior Learning Assessment. The system is looking for Faculty feedback. Discussion ensued concerning the many programs with specific certification and program requirements, and the complications of a system standard. The FSEC recommended specific individuals be contacted for feedback. All input should be emailed to John DeLay before Nov.20th for the system meeting on the 22nd.

VI. Unfinished Business

A. Faculty Constitution – Sterling Foster readdressed some of the potential changes to the FSEC Constitution and the Faculty input regarding the changes. Discussion covered wording with regard to literal meanings as opposed to implied meanings. Also discussed was the possibility of moving specific committee conditions into the FSEC Charter to keep the Constitution as a general governance document for Faculty. Sterling will make modifications and present them without the editing notation at next meeting.
B. FSEC Charter – Potential changes to the FSEC Charter were not addressed.

VIII. Adjournment

Motion – Karen Hastings moved to adjourn the meeting and Jessica Kaniho seconded the Motion which passed unanimously. The meeting was adjourned at 11:03 AM.