This report is submitted in accordance with Article VII of the Constitution of the HCC Faculty Senate.

**FSEC Campus Chair Report:**

**Membership**

The elected representatives of the Faculty Senate serving as members of the Faculty Senate Executive Committee (FSEC), including designated officers, for academic year 2012-2013 were:

- FSEC Chair: Sally Dunan
- University College Representative #1: Mike Leidemann
- University College Representative #2: Steve Mandraccia (FSEC System Chair) (cont.)
- University College Representative #3: John Delay
- UC Hawaiian Programs: Kahale Saito
- Tech I Representative #1 (Faculty): Noel Alarcon
- Tech I Representative #2 (Faculty): Diane Caulfield (cont.)
- Tech I Representative Construction Academy: Julian Tyrell
- Tech II Representative #1 (Faculty): Burton Chang and Karen Hastings
- Tech II Representative #2 (Faculty): Sally Dunan (cont.)
- Academic Support (Faculty) 2 Year Term: Ross Egloria (cont.)
- Student Services (Faculty) 2 Year Term: Silvan Chung (cont.)
- Lecturer 2 Year Term: Justin Ota

The members of the Faculty Senate Executive Committee representing other campus constituents were:

- Chancellor: Erika Lacro
- SSEC Liaison: Charles Miller, College Skills Center
- Student Representative: Kaleo Gagne, ASUH

**Summary of Meetings:** The FSEC met on the dates listed below, including a summary of important decisions and links to the minutes and documentary information related to each meeting:

**Aug 31, 2012:** [http://programs.honolulu.hawaii.edu/intranet/node/1247](http://programs.honolulu.hawaii.edu/intranet/node/1247)

- The discussion of D grades and how they are handled at the campus level in relation to Transfer and Graduation policies was referred to COSA for clarification. Need to determine status of this discussion.
- Erika Lacro provided an update on the campus reorganization, which has been approved, and noted that there will be some changes in DPCs as a result.
Sep 28, 2012: [http://programs.honolulu.hawaii.edu/intranet/node/1291](http://programs.honolulu.hawaii.edu/intranet/node/1291)

- Steve Mandraccia reported on the current status of the system-wide common course numbering initiative and there was extensive discussion related to that.
- Steve Mandraccia distributed a copy of (minor) changes to the FS Hallmarks at Manoa. A copy of the revised hallmarks is posted as part of the documentation for this meeting.
- Pursuant to the approval of campus reorganization, Diane Caulfield recommended and made a motion that the FSEC representation for Tech I be changed to include a representative for the Construction Academy in addition to the existing (and previously existing) 2 representatives for Tech I, which was seconded by Noel Alarcon and approved unanimously by the FSEC. The change in membership must also be ratified by the Faculty Senate.
- The FSEC initiated discussion of the status and need to formally establish an ongoing CTE General Education committee.

Oct 26, 2012: [http://programs.honolulu.hawaii.edu/intranet/node/1293](http://programs.honolulu.hawaii.edu/intranet/node/1293)

- Erika Lacro provided a short summary of the preliminary recommendations presented orally by the accreditation visiting team during their exit review.
- Erika presented and general discussion followed regarding possible restructuring of the campus general education committees. The discussion was referred to the general education boards for discussion and suggestions regarding restructuring the committees to better meet the needs of the campus.
- Diane Caulfield presented a petition in support of a proposal for establishing a new CTE General Education Committee. This proposal was tabled pending the proposals from the general education boards regarding restructuring.

Nov 30, 2012: [http://programs.honolulu.hawaii.edu/intranet/node/1308](http://programs.honolulu.hawaii.edu/intranet/node/1308)

- Erika Lacro reported on the status and strategy for filling vacant executive positions including Tech 1 Dean, Dean of Academic Support, University College Dean, Vice Chancellor for Administrative Services, PCATT Directory, and Vice Chancellor for Academic Affairs.
- The ballot for approval of modification of the FSEC membership to include a new representative for the Construction Academy passed with 69 votes in favor and 4 opposed. The next step is a ballot for Construction Academy faculty to elect their representative to the FSEC.
- Mike Meyer presented an updated proposal and draft charter for new Campus Technology Committee to replace the existing Technology Advisory Committee. The proposal for a campus technology committee was previously presented at the September meeting and was deferred to allow for coordination of the disestablishment of the TAC. The committee unanimously approved the draft charter for the new committee. The TAC will be formally disestablished at the January meeting after receiving the final committee report and recommendation for disestablishment.
- Jennifer Higa-King presented two proposals and discussion on the structure of the general education committees. Her presentation included a summary of the history of the existing committees. There was extensive discussion about the proposals. Voting on proposals was
deferred to the January meeting to allow FSEC representatives to review the proposals and discuss them with their constituencies. The FSEC approved a motion to acknowledge receipt of the two proposals and to vote for one of the two proposals at the January meeting.

Jan 25, 2013: http://programs.honolulu.hawaii.edu/intranet/node/1311

- Julian Tyrell was introduced as the new representative for the Construction Academy.
- Erika Lacro reported that WASC had voted on our accreditation report and the campus expects to receive the formal report in approximately two to three weeks.
- Erika also reported on the legislative session and that the new Science and Technology Building is not identified as a priority on the Governor's budget request, so the campus will need to work to present our need to the legislature and to partner with various lobbying groups to provide additional support.
- The FSEC formally voted to disestablish the TAC, based on receipt of its final report and the establishment of the Campus Technology Committee at the November meeting as the replacement committee.
- Mike Meyer described and FSEC discussed the use of the Cafe Online Student Evaluation system for student evaluations. Key concerns revolve around continuing support for processing paper evaluations, which Russell Uyeno has committed to provide, and the availability of mobile labs that can be used for in-class administration of evaluations in classes that do not have easily accessible computer support.
- There was continued discussion regarding the proposals for the structure of General Education committees. The committee voted in favor of the second proposals as presented in November and in support of the CPC vote. The vote carried with 7 in favor and one abstention.

Feb 22, 2013: http://programs.honolulu.hawaii.edu/intranet/node/1347

- Karen Hastings replaced Burton Chang, who resigned, as one of the two FSEC representatives for Tech II.
- The campus has received the official accreditation report and has been placed on warning. ASUH will be holding a town hall meeting for students in early March to discuss the accreditation status.
- Emily Kukulies presented proposed changes to the operating procedures in the COSA charter. The proposed changes were approved unanimously by the FSEC.
- Scot Parry presented information related to four options being considered for Prior Learning Assessment (PLA), which is required as a result of House Bill 2639 that was passed last year. Of the four options, HCC already uses three including credit by exam, equivalency examinations, and non-collegiate sponsored education credits. The fourth option that is currently being examined is portfolio based assessment.
- The FSEC reviewed the 2014 Budget Requests and agreed on rankings based on consensus. Twenty-one items were ranked as low by the originating units based on the discussion at the previously conducted town hall meeting and follow up discussion to confirm those items as low priority items. The results of the FSEC first round budget rankings are posted on the HCC Intranet at http://programs.honolulu.hawaii.edu/intranet/node/1347
Mar 22, 2013: http://programs.honolulu.hawaii.edu/intranet/node/1376

- Steve Mandraccia provided an update on several ongoing system-wide policy discussions and provided related handouts. Policies currently being discussed for which campus input is solicited include Satisfactory Academic Status, Common Elements of Academic Forgiveness Policy, Common Course Numbering (most recent policy), and Pre-Requisites for Courses Identified as Writing Intensive. In regard to the common course numbering discussion, Steve relayed that the determination has been made that it is not possible to require a specific minimum of common content between different courses with the same number and name because there are many different ways to achieve the same course SLOs without the course using the same content. So, the criterion for 80% common course content has been removed from the proposed requirements. Course objectives (SLOs) should be the same among courses that have common numbers. The use of N grades is one topic that elicited discussion in relation to the academic forgiveness policy.

- Erika Lacro provided an update on the progress of the legislative session including the status of the proposal for the Science and Technology Building, her attendance at the March Board of Regents meeting to answer questions regarding the campus having been placed on Warning status as a result of the accreditation visit in October, the status of ongoing administrative hiring actions, and a report that she, Steve Mandraccia, and Kaleo Gagne are participating in the process for updating the UHCC System Strategic Plan for 2015-2020.

- The FSEC reviewed the first round budget rankings. Only one change was made for the second round budget ranking, which was changing line item 50 (Tech II-13) for replacement computers for CENT computer lab from high priority to medium priority.

- Ron Pine initiated a discussion on the lecturer evaluation process, with participation by several of the attending faculty and FSEC members. He proposed that this discussion be referred to the Deans and Division Chairs (DDC) for further discussion and drafting a proposed policy for review and approval by the FSEC. It is believed the current policy for lecturer evaluations was established by the FSEC in 1991.

- Jim Poole introduced discussion on the need for restoring a category similar to Functioning Effectively in Society as a way to ensure computer literacy is included in the HCC General Education policy. Erika stated that in accordance with the accreditation report, we must finalize the discussion on general education so we can report completion to meet the requirements for our October update to the commission. The topic of categories for general education has been thoroughly discussed and that discussion has ended. She recommended that Jim consult with Fumi Takasugi regarding changes needed for ICS 100 to meet the hallmarks required for approval in the Social Sciences category.

- The FSEC reviewed the questions used on the FSEC Effectiveness Survey for 2011-2012 and agreed to repeat the survey as an assessment of FSEC effectiveness using the same questions as last year.

- The FSEC reviewed several documents that Sally has posted on the FSEC Intranet site as Guidance for FSEC committees including draft guidelines for annual committee reports, a template for charters approved by the AOC in 2004, and a template for minutes created by the Standard IV accreditation self-study committee. The committee voted unanimously to accept the draft guidelines for annual committee reports.
April 26, 2013: [http://programs.honolulu.hawaii.edu/intranet/node/1383](http://programs.honolulu.hawaii.edu/intranet/node/1383)

- Sally reported that the budget subcommittee held a preliminary meeting on April 24th. Brian gave an overview of the campus current financial outlook, presented the spreadsheet showing final rankings from the governing bodies, and requested the members of the committee to add one more dimension of information to the budget process by identifying budget requests that could be identified as "revenue drivers." This additional information will not change the established process for making a budget recommendation. The budget subcommittee will meet again on May 1st to finish the process of making a budget recommendation for submission to the Planning Council for review.

- Erika was not present, but was represented by Russell Uyeno and Marcia Roberts-Deutsch. Discussion focused on the issue raised by Ron Pine that changes to the general education requirements for the AA program were made in the catalog last summer without review/approval by the CPC. These changes were a result of the new HCC General Education Policy endorsed by the FSEC in April 2012. Russell Uyeno stated that he is working on compiling a list of the changes made to the catalog, but has been focusing on specific course changes. He stated that he would also include the changes to the AA program in this list.

- The results of the FSEC Effectiveness Survey have been collected and posted on the Intranet.

- Steve Mandraccia had to attend a meeting at UH, so Sally provided updated handouts pertaining to the various policies currently being discussed at the system level for which feedback had been requested. The policies discussed included:
  - Common Course Numbering. The FSEC reaffirmed support for the Common Course Numbering policy.
  - Pre-Requisites for Writing Intensive Courses. The FSEC recommended changing the wording of one sentence in the Statement of Purpose paragraph regarding review/approval for WI courses and agreed with ENG 100 with a C or better as a prerequisite for WI courses.
  - Satisfactory Academic Status. The faculty present disagreed with provisions regarding use of N and W grades for determining satisfactory status, then decided to defer further discussion regarding this policy until fall so that COSA input could be provided.
  - Academic Forgiveness Policy/Academic Renewal Policy. The general reaction of the faculty was that we do not like this proposed policy. The decision was to defer further discussion until fall to solicit more input from faculty regarding the use of options such as N and I grades and perspectives regarding the use of an academic forgiveness policy. A faculty/student services survey in the fall to get wider response was suggested.

- Chris Ann Moore presented an overview of the history of E-focus designation at the community colleges, including HCC. She then discussed the proposal she has been working on this year with regard to establishing an approach for documenting and assessing ethics content for CTE programs. She will also be submitting her proposal to the CPC.

May 10, 2013: [http://programs.honolulu.hawaii.edu/intranet/node/1386](http://programs.honolulu.hawaii.edu/intranet/node/1386) (Meeting minutes not available yet.)

- Chancellor's report, Erika Lacro
Erika reported via email on the 9th that the VCAA has been working on compiling a list of the catalog changes that were made last summer, but is now currently focusing on changes that will be needed this summer to ensure that the counselors and others affected by late changes will be informed in a timely manner of this year's changes. Work on last year's changes will be provided when completed.

Erika also reported that the funding for the new Science and Technology Building was approved by the legislature and the next step will be for Governor Abercrombie to release the funds to begin construction. Work is in progress to procure grants and other sources of funding for items not included in the construction budget for the new building, such as upgrading the sidewalk on the HCC side of Kokea St. and paving the incinerator parking lot. A variety of options are being considered.

Sally reported that the Budget Subcommittee met on May 1st and finalized its budget recommendation for the Planning Council. The Planning Council met on May 3rd and approved the budget recommendation. The final rankings are posted on the node for today's meeting. The Chancellor and VCAS will review the final recommendation and the Chancellor will make the final determination regarding which items will be funded. The final data regarding which budget items are funded for each year's budget cycle are posted on the Administrative Services Budget Information page at http://programs.honolulu.hawaii.edu/intranet/node/992.

The proposed charters for the General Education Board/CTE General Education Charters were ratified with two abstentions. The CTE programs expressed strong concern about the imbalance in representation between UC faculty and CTE faculty (7-1). The Gen Ed Board was tasked with monitoring and assessing whether the balance of membership on the GEB including the decision-making by consensus process works as expected with regard to the concerns of CTE faculty. If there is indication that the membership of the GEB is not working well with regard to CTE concerns/issues, the GEB will need to make adjustments to its membership ratio to better address CTE concerns.

Sally reported that she had received the annual report for the Honors Committee.

Sally noted the following discussions that need to be continued by next year's FSEC:

- Discussion related to proposed system policies regarding Satisfactory Academic Standing, Academic Forgiveness and N grades.
- CPC will need to update its charter to reflect membership changes approved this year and as result of ratification of the GEB charters at today's meeting.
- The FSEC Charter also needs to be updated with respect to the listing of Campus Committees and related discussion. It might also be a good idea to provide more information about the responsibilities of outgoing FSEC System and Campus Chairs for FSEC Chairs for completing the annual reports for their term in office and establishing a transition period between FSEC Campus Chairs.
- Maintaining and managing up-to-date lists of faculty assignments and lecturers, and managing related mailing lists including hcc-faculty-l@hawaii.edu for faculty and hcc-lecturers-grp@hawaii.edu Google group for lecturers.
- Maintaining and updating recently developed guidelines for Committees and housekeeping for Committee Intranet sites.

Election of Chairs for 2013-2014:
Steve Mandraccia described the responsibilities of the System Chair for attending meetings of the All Campus Council of Faculty Senate Chairs (ACFSC) and Community College Council of of Faculty Senate Chairs (CCCFSC). Steve nominated John Delay for System Chair and John indicated his willingness to serve in this role. He was unanimously elected.

Sally described responsibilities of the Campus Chair and various committees such as Planning Council, Budget Subcommittee, Campus Leadership Team, Assessment Committee, and Accreditation Oversight Committee that the FSEC Campus Chair, or a designated FSEC representative, serves on. No one present at the meeting was willing to commit to serving as Campus Chair at this time. Several members felt that Danny Aiu would be a good choice. As he was not present there was concern that he might be unable to serve because of his program responsibilities with respect to the Sheetmetal program. He was nominated and elected with one abstention. It was clearly stated that he has the right decline to serve as Campus Chair as he was not present to indicate whether he would be willing to serve.

Update: Danny Aiu declined as he had not received the email notification that he had been elected to the FSEC and the date of the meeting for electing chairs. It will be necessary to conduct a new election for FSEC Campus Chair at the first FSEC meeting in the fall.

Ongoing items the 2013-2014 FSEC should be aware of for the purpose of continuation:

- As part of finalizing the campus discussion on general education prior to the required report to WASC due in October, the charters for the General Education Board, Articulation Boards, and CTE General Education Board were updated, approved by the CPC in April and ratified by the FSEC in May.
- The list of FSEC Subcommittees (aka, Campus Committees) in the FSEC Charter will also need to be updated to reflect the disestablishment of the TAC and the establishment of the new Campus Technology Committee. The current FSEC Charter indicates the FSEC can amend its own charter in regards to operating rules and procedures, but major revisions such as membership or scope of authority requires a campus-wide referendum.
- The outgoing Campus Chair recommends that the FSEC discuss and establish guidelines for use of the faculty mailing list, hcc-faculty-l@hawaii.edu.

Committee self-assessment and recommendations for improvement of committee operations:

- The FSEC Effectiveness Survey was conducted in April 2013 and results are posted on the FSEC Intranet site. Overall, the results indicate satisfaction with the performance of this year’s FSEC.
• The FSEC Chair, with the assistance of the Chair of the Planning Council, this year has focused on improving and updating the information relevant to committees on the HCC Intranet. Continuation of this effort to improve the functionality of the HCC Intranet information is recommended.

• The FSEC Campus Chair has also worked with the CoC Co-Chairs with regard to determining how to obtain updated information regarding faculty and staff every semester. This information is essential for the CoC to be able to properly determine eligible faculty to serve on the established FSEC subcommittees and to organize elections. There have numerous problems associated with getting correct information, including slow and potentially inaccurate response from HR, the fact that information in the HCC Directory has been frequently outdated. This is a problem that will need to have continued focus to find better ways to obtain and maintain the needed information. Note - the FSEC Chair also needs to have this information so the faculty mailing list can be kept up-to-date. So, if a reliable method to obtain this data for the CoC can be determined, the FSEC Chair can then get needed updates from the CoC. Or, it might be that the CoC Chair(s) could have designated access to help mailing the faculty mailing list.

• Throughout the year, the campus wrestled with ongoing complaints and concerns regarding changes affecting general education policy made in the college catalog during the summer of 2012. These changes were the result of a new campus policy on General Education that was discussed by the FSEC several times during the 2011-2012 academic year, and approved in April 2012 with one significant late change that established a new minimum requirement for quantitative skills. The draft policy was distributed in hard copy form at the April 2012 meeting, and was never circulated to the faculty mailing list for review by all faculty. There was no subsequent discussion of the new general education policy at the CPC meeting in May. Consequently, last minute changes were made to the college catalog without faculty review during the summer to implement the requirements of the new general education policy. The catalog was finalized in July and was not distributed until August at the beginning of the academic year. Consequently, both students and faculty, including counselors in Student Services, were not informed or aware of the scope of the changes in the catalog. Because of the late issuance of the catalog, the Chancellor extended the 2011-2012 catalog for one semester so that students would not be penalized for having already registered for general education courses based on the requirements established by the previous catalog. Unfortunately, some faculty in University College did not become aware that the changes also affected the AA program requirements until partway through spring semester when informed by students of the (now correct) information the students were receiving from their counselors. This inevitably led to more discussion about what had happened and why. The major lesson learned seems to be the need to ensure the widest dissemination possible regarding important policy changes, and the need for all concerned to work proactively to ensure that such information is distributed as widely as possible, as soon as possible. With respect to the FSEC Chairs, the recommendation is to consistently post supporting documents available in file format on the FSEC intranet site as supporting documentation for each FSEC meeting, including new information received at the meeting itself. This is the approach used by the FSEC Campus Chair this year as a means of ensuring that as much information as possible would be available regarding each meeting, and it seems that this would help to ensure that information is being disseminated as quickly and widely as possible for faculty awareness.