Faculty Senate Executive Committee Minutes - FINAL
February 12, 2016

Present: Conred Maddox (chair), Erika Lacro, Katie Ho, Marcia Roberts, Jim Poole, Cynthia Smith, Shidong Kan, Diane Caufield, Doug Madden, Bill Becker, Stefanie Sasaki, Scot Parry, Nicole Ferguson, Janina Martin (recorder)

Meeting was called to order at 9:05AM.

1. Approval of December minutes: Passed unanimously
2. Additions to agenda: None
3. FSEC Member Reports:
   a. Campus Chair CCIE report: A presentation on the role of FSEC in CCIE will be presented at the HonCC Assessment Showcase
   b. System Chair CCFSC report:
      i. Information was presented to BOR on how tuition is set for UH system. Diane will send out information on process for all to review
      ii. Design and Implementation plan for UH Manoa for Core Changes and Consolidation/Efficiency and Effectiveness is a result of faculty concerns around duplication of efforts
      iii. Memo from John Morton allows for the lengthening of provisional programs from 150% to 200%: CC Certificate programs will be allowed 2 years and Associate programs will be allowed 4 years.
      iv. UHM Senate resolution supporting quantitative reasoning Gen Ed requirements passed on January 20.
      v. Gen Ed Core Requirements MOA and Transfer agreements to UH System requires review.
      vi. N Grade policy is not changing for community colleges utilizing it.
4. Chancellor Report:
   a. Received notice that ACCJC report has been accepted and no further submissions required at this time
   b. Chancellor is currently following all bills moving through Legislature: i.e. Bill to support facility on DOE grounds with CC providing instruction on cyber security.
   c. Science building going out for bid; cost likely higher than originally expected. Working on plan to renegotiate funds with legislature. Construction could begin as soon as end of summer and as late as Fall
   d. Rail contractors have been meeting with HonCC administration around projected timeline and are in discussions regarding fiscal impacts. It was noted that a system level discussion will be required to discuss fully the impact of loss of revenue due to loss of student attendance as rail construction moves forward.
e. Representative Chris Lee and other Representatives are interested in crafting a revitalization effort for the area as rail begins to come through. Chancellor provided input to legislature on pedestrian usage of area and suggestions for pedestrian pathways in and around HonCC.

f. Katie Ho mentioned Early College Options may need to be reviewed/revised due to requirements that assure homeschool students receive the same opportunities as school based students when admitted to college. Standardizing the process for students who come to the college under the age of 16 has been a focus recently.

g. The most recent Strategic Plan draft has been vetted and will be taken to the campus and FSEC. No dramatic changes have been made, but inclusions from David Lassner’s plan to assure alignment have been adopted.

5. Planning Council: No report

6. New Business:
   a. Cynthia Smith requested vote for agreement to form a Sustainability Committee. Approved unanimously contingent upon revision of minor charter amendment language
   b. Diane: There was one applicant who provided his vitae for position of representative on the Conflict of Interest committee to serve for all CC’s. Vote taken and unanimously approved applicant. Diane will submit our nominee for consideration at next CCCFSC meeting.
   c. Ross Egloria requested FSEC provide support to effort to require all DE instructors to standardize their course by using three tools (Syllabus, Announcement and Gradebook) in Laulima. Committee voiced unanimous approval. Plan includes faculty trainings every semester, online self paced trainings, and one-on-one technical assistance. Once adopted by faculty, Ross will create online student self-paced introduction to Laulima.

7. Cynthia: Lecturers Documents update/FSEC approval
   a. Communication Policy discussion resulted in agreement to require self signing on of lecturers to list serves (except for admin-announce since this is not open for self-enrollment.) Still not finalized who will be responsible for this.
   b. Guidelines for Lecturers Teaching Loads discussion resulted in agreement that department coordinators would be first line of contact.
   c. Proposed Lecturer Mentorship Process discussion resulted in agreement that provision of a mentor should be a two pronged approach where both the division chair and faculty development determine mentor.
   d. Professional Obligations and Information Memo discussion recognized that FSEC cannot vote on this issue, but vote was taken confirming that FSEC wants to see these types of changes and encourages Administration to review. Approved unanimously
e. Lecturer Guidelines Website discussion acknowledged that a website will require revised language, development of a website and posting to the website. Basically will provide a lecturer handbook online to reduce amount of time spent on orientation. Revisions to language suggested and vote to approve was made contingent upon revisions. Adjournment: 10:15 am