Faculty Senate Executive Committee (FSEC)
End-of-Year Report for 2013-2014

Chairs:
Campus Chair – Sterling Foster
System Chair – John DeLay

Members:
UC Humanities & Social Sciences – John DeLay (cont.)
UC Language Arts – Michael Leidemann (cont.)
UC Math & Natural Science – Sterling Foster
UC Hawaiian Programs – Kahale Saito (cont.)
Tech I #1 Transportation & Trades – Danny Aiu
Tech I #2 Transportation & Trades – Noel Alarcon (cont.)
Tech I Construction Academy – Julian Tyrell (cont.)
Tech II #1 Communication & Services – Karen Hastings (cont.)
Tech II #2 Communication & Services – Jessica Kaniho
Academic Support – Ina Miller-Cabasug
Student Services – Erica Balbag-Gerard
Lecturer 2 Year Term – Justin Ota (cont)
Chancellor - Non-voting – Erika Lacro
SSEC Liaison - Non-Voting – Charles Miller
Student Representative - Non-voting – Kaleo Gagne

Summary of Committee Minutes:
Sept. 13, 2013
The selection of Campus Chair since the position was not filled at the May meeting. Chancellor reports for budget reduction based on lack of accomplishing system completion goals, and for accreditation responses to the ACCJC recommendations. The draft proposal of a Employee Performance Evaluation policy HCC#9.202 was passed. An update was presented for ongoing search for executive positions, PCATT and VCAA. There was a plead for FSEC members to help out on the liaison positions that need to be filled, such as AOC, AC, BC, and PC. There was a membership adjustment for the Planning Council, due to following the proper procedure. Discussion of committee minutes, the scope of detail, which lead to an agreement to include summarized discussions without names and specific motions made with names.

Oct. 11, 2013
Chancellor announced the reinstatement of “talk story” meetings. The Assessment committee Chair announced the creation of an Institutional Effectiveness handbook. Continued discussion on the Faculty Senate Constitution and the FSEC Charter, no action was taken. There was
discussion regarding video recording within the classroom, it was decided that it was up to the instructor unless it violated copyright laws. The Faculty email list was now open to all individuals, but not all faculty are on the list and the admin-announce-list will be used for agendas.

Nov. 8, 2013
The Chancellor announced that the accreditation team was visiting and HCC addressed all six of the recommendations, and that it looked positive. It was reported that policy 5.203 on Program Credentials, Degrees, and Certificates does not include Certificate of Completion and there was concern about the implication in HCC’s programs. It was approved to add the Chancellor to the Faculty email list. The FSEC made a formal recommendation regarding reading Dossiers within building 6, administration. There was two draft system policies presented regarding course numbering. There was also draft system policies presented for Writing Intensive and Prior Learning Assessment. The Faculty Senate Constitution changes were addressed and discussed without action.

Dec. 13, 2013
The System Chair reported that HCC was ahead of other UHCCs in regards to Distance Education. The Chancellor reported that the new science building was approved, the accreditation visit went well, with HCC addressing the recommendations. The Faculty Constitution and Charter changes were addressed and died, with future changes to be minimal and presented with faculty feedback. There was a discussion and recommendation regarding Student Evaluations of Instructors, which was then presented to the faculty.

Jan. 17, 2014
The System Chair shared that the UHCC system will be conducting a survey to address grading policy, using +/- and the N grade. The Chancellor reported that HCC has a $2million shortfall, which will need to be addressed by July 1st. The Student representative announced HCC’s welcome week and the feedback for the Star system, which was positive. The budget process was beginning and would require FSEC recommendations.

Feb. 14, 2014
Budget requests were discussed and FSEC members ranked the items, so that they would be averaged. The Chancellor reported HCC was taken off warning status, and will need to create a follow-up report in the Fall. There has been discussion at the system level for more consistent post-tenure review evaluations, as well as Lecture evaluations. There was a presentation for a new committee structure to help oversee accreditation and assessment, the outline was presented and members were asked to gather feedback from their divisions. There was also discussion on assessing the FSEC through a survey, which details were not yet set.
Mar. 14, 2014
The System Chair reported on budget issues at the legislative and system level, the search of a UH college president, prior learning assessments, and the reimbursing of the salary increases. The HCC budget requests were reviewed for the final round, the FSEC discussed the top15 and made a few adjustments in the prior ranking, increasing the value to hopefully move the item up the list. The FSEC then discussed the CCIE committee reorganization and addressed concerns over equal involvement and that the committees absorbed are in full support. It was requested that a FAQ sheet be made and another month given to collect more feedback. The FSEC then addressed the changes to the Faculty Development Charter, to add a lecturer position and it passed. The FSEC approved a more structured self-assessment cycle, formalizing it into the Charter. Now it will be performed annually. The FSEC also addressed the questions and approved the new layout which surveys each representative and the Chairs separately.

Apr. 11, 2014
The Campus Chair addressed recent concerns over student evaluation methods and reassured the campus a hand written method will continue to exist. The Chancellor reported on an upcoming assessment meeting on May 8th, and that no candidate for the VCAA position was viable, but an internal Dean has asked to be appointed as the VCAA. This is being considered. Liaisons reported that the HCC budget requests were approved and that the ILOs were updated. Old business of the CCIE was again addressed and after some discussion, and reminding the FSEC that they have the authority to remove themselves if there are problems in the future, the CCIE Charter was approved. The FSEC addressed the self-assessment survey and formulated a response. There was templates and how-to guides created for the agenda and minutes, these were reviewed and approved. There was discussion about the AIP and members were asked to review and make suggestions.

May 9, 2014
The System chair reported on the UH presidential candidates, and asked if there were faculty questions for the final two candidates. The Chancellor reported that the general campus meeting in the Fall will be earlier to allow for additional meetings regarding divisions and departments, assessment and accreditation, etc. The legislature have agreed to fund the faculty increases and cover the UH losses of forced funding, but the Board of Regents are requiring new budget procedures. The FSEC has received several end-of-year reports from the faculty committees, and posted them to the intranet. There were discussions on faculty giving final exams not in the specific time slots, and recommending solutions. The FSEC carryover list was discussed and items added for the new year. The FSEC approved to amend the charter regarding the CCIE and the accreditation / assessment committees. The new FSEC members were welcomed and appointments were made.
Suggested Future Items:
The following items are an incomplete list that the Campus Chair feels should be addressed during the next academic year, 2014-2015. It in no way is representative of the FSEC committee’s member’s opinions. Some of the items have been partially addressed, see the bold comments.

- Create an official FSEC duty list, which addresses the responsibilities of both chairs and the representatives, with a formal training period at one of the first meetings. *(a draft has been created. This item is also part of HonCC AIPs)*
- Amend the FSEC Charter in regards to the limited member input of meeting minutes. *(currently they are the Campus Chair and whoever they select, this should be all the FSEC members)*
- Amend the FSEC Charter in regards to the terminology around the “controversial” items on the agenda. *(there should only be two groups, item under the purview of the FSEC and items that are not)*
- Amend the Faculty Constitution and FSEC Charter so that the faculty committee details are listed with their specific membership selection procedures in the Charter, instead of the more general Constitution. *(the FSEC charter has been amended to list some of the specific membership selections of certain faculty committees)*
- Work to establish an outline for faculty Peer Observations.
- Work to establish a designated FSEC position to monitor and adjust the faculty email list.
- Work with the Committee on Committees, CoC, to start the membership selection process sooner. *(the Faculty Constitution states results should be turned into the FSEC by April 1st, typically the CoC does not start the process until after April)*
- Work with the SSEC to get an FSEC representative on their committee.