FSEC Meeting 5/8/2015

Meeting call to order 9:05
by Conred Maddox - committee chair


Approve minutes from last meeting
no discussion – minutes approved.

Introduce new members
Diane Caulfield – J Martin (not present) – Stefanie Sasaki – Shidong Kan– Scot Parry
Mention the members that will not be on FSEC in the fall
Danny Aiu (not present), Jessica Kaniho, Sterling Foster, Erica Balbag-Gerard

New business
Alapaki Luke - renew Hawaiian Paicif Focus (HAP) articulation agreement to include Maui and Kauai
Need to approve -
Comments – Hilo resists what Manoa does.
Question: Is a good agreement and does Alapaki support it?
Answer: yes
Move to approve by Sterling second by Cynthia
Vote unanimously approved

Shioko Yonezawa International Education Committee charter proposal.
- Important to bring international students to increase enrollments.
- HCC has the smallest international enrollment of the community colleges and it has no support system.
- She would like to form a committee and office for international students.
- She will propose a committee charter but needs approval from FSEC.

Comments - Shioko is committed to international students and to an International Education Committee
Suggestion: need a person from tech 1 and one for tech 2 and one from academic support – Shioko notes this – now 7 reps – she will revise
Question – why limit chair to only faculty – Shioko notes this
Chair – how to put committee together first time. Need to establish exactly how she will proceed
Shioko – will think about it
Suggestion - lead person or chair will work with persons involved
Shioko – wants to get this completed now so she can work on it this summer
Suggestion - change to scope of authority –
Question – how many international students currently enrolled - less than 10
Question: statement of purpose of activities – will it include outreach
Shioko – We should advertise better. Other CCs have more students and more staff with agents in Japan and other countries. Also ESL program could be advertised for international students. Could be used to improve TOEFL score. Other CCs have lower TOEFL score advertised for entrance but then enroll students in ESL classes.

Observation – Anything advertised needs to be approved by the administration; may be better to include administrators on committee. J-3
Observation - if we recruit more international students, then tuition could be used to grow the program
Observation – better to keep it Faculty Senate committee
Suggestion – admin responsibilities could be listed in FSEC committee
Background – history – Beng Poh was coordinator and program was bigger
Vote to approve – approved contingent on revisions of membership

COSA – Sarah Myhre Committee of Student Affairs (chair)
Proposed revision of drop / no-show policy to make the wording clear (such as -”you may be dropped”) to “you will be dropped”
2. Update the language for hybrid courses – modular courses
3. (add/revise?) a warning section -
Cosa has taken the policy to ASUH other groups, counselors,
The purpose for today is to get feedback and then pass the updated policy suggestions up to admin dean of students. Goal is for students to get 100% tuition refund – Jo will address the problem of students no show on first day. Jo (registrar) sets schedule, but faculty have the final say.
Response – 3rd day with no contact and no show then email registrar and they will drop
Right now we are doing term 1.
Sarah – also the financial aspect to this issue. (Cosa is only in an advising capacity)

Lara explains how no show should be handled. If student gets financial aid but does not attend one class, the institution may have to repay the government agency.
Pay based on actual attendance -

Question: is the financial aid narrative available on line
Fin aid – will put together a condensed report.

Suggestion – drop period should be the first week. Also – should ensure that the no-shows are actually dropped.
Discussion of No show, disappear and drop situations – burden on registrar – or burden on faculty
Question – how do you notify the students if policy is not clear or changed?
Response – It must be taken care of the first week.
Who is responsible for the drop or not drop – instructor – registrar – or student.
Use starfish -
Question – how many students – Response – hundreds
Suggestion – also lecturers need to know this rules.
Sarah – asks that members of FSEC email with comments by next week Wednesday.

System Chair report : Erica Balbag
Review the alternate course evaluation as an alternative to ECAFE
Single Transcript Evaluation:
Vice Chancellor – AA working goup to look to leverage resources so when a student comes in with a transcript it will be evaluated once for the system. Articulation Agreement
If one CC approves a transfer credit for a course then all campuses will agree to accept it in the case where student transfers between campuses.

Question – is there a time limit? Does the articulation age out?

What level course does it refer to.

Erika – probably only 100 and above.

Chair – are all the campuses buying in

Erica B. – will forward comments to the system group. This issue needs to be closed and put away

Suggestion – Please let John Morton know that the presentation on the web site should be more detailed

Need better link to uhcc.hawaii.edu/OVPCC/index.php

She will get the links to the CC website -

Erika – Laura is new dean of students. Deadline of May 8 for budget. No electricity money yet; bill is over 1 million dollars. Regents may give us 5% increase to cover electric.

Still moving forward on closing the aviation program. Stop flying this summer and finish up Gen ed classes in the fall.

Homeless update as per email

**Erika**

Need changes to the way sabbatical leave is requested and approved

**History** – when to take applications and when to approve. This last spring funding was not available

This year they were approved by faculty. Some asked to have their sabbatical deferred

Erika asks how to we want to do this. Year at a time or semester at a time

How to reconcile the budget with the course schedule.

Question – can you carry over funds?

Erika – no because it is general funds

It is possible that the number be set?

Committee sets priority of approval

No automatic carry over if no funding available

Marcia – in the past only full year -half pay were approved – Erika – No one (?) will not adopt that policy

Suggestion – follow the system calendar for application and approval dates

Erika – can we do it on a yearly basis?

Comment – people often have to plan travel in advance

Comment – would support the once a year sabbatical approval

Chair – No approval needed today -

Erika will draw up once a year approval policy and calendar and bring it back to the FSEC

Lecture evaluation policy

Sterling – only positive email comments from faculty

**Cynthia** –

Under Lecturer Eval policy - 4. b - Since there is some discretion in determining intervals for lecturer evaluations for those in Step B and Step C, those extending intervals (Deans and Division Chairs) must
make sure evaluations are still conducted - do not let the process lapse for these long term lecturers.

Sterling – It states later that the division chair will be responsible

Motion and second to approve – vote unanimous to approve lecturer evaluation as presented.

Orientation document
Sterling will there be changes in the contract
How to get lecturers to come to orientation. - Electronic documents available

For the tasks the lectures are doing they should be compensated. Such as student mentoring
Chair: The dean is the employer of the lecturer according the contract.

Vote for next year chair of college FSEC -
Nominate Conred; move second and unanimous approval

Next need to elect the System Chair.
Cynthia nominates – Diane Caulfield.
Chair asks if anyone else is interested. None reply

Diane will accept the nomination for system chair if no one else needs the experience.
No other volunteers
Move and second that Dianne Caulfield will be System Chair.
Scot Parry agrees to shadow Diane Caulfield during f 15 –sp 16, then relieve her and take over as system chair.

Meeting adjourned. 11:00 am