Assessment of General Education Requirements
Jerry Saviano noted that the Assessment Committee reconvened its meetings, with Pat Patterson as chair.

Diane Caulfield said the CTE General Education Committee and the CPC met and agreed on the implementation of categories and hallmarks that could be used for general education requirements. The Tech I summary was written and distributed and the Tech II summary written but not yet distributed. She said she had met with Marcia Roberts-Deutsche to find items missing.

Jerry said that although there are some conflicts with the general education requirements for the AA program and the general education requirements for the CTE program, it is not necessary for them to be identical.

Any recommendations must be in draft form if adjustments need to be made to the policy, Mike Rota said.

Diane said that Liberal Arts and the CPC would look at the policy later that day and the issues could be discussed in the next FSEC meeting.

Lecturer Representative
Jerry Saviano thanked Judy Sokei for attending again, even though her two-year term representing lecturers ended last semester, and noted that she had done an outstanding job. Diane Caulfield also thanked her for her outstanding work.

Steve Mandraccia asked why the FSEC charter restricted a lecturer from serving more than two years, as it is difficult to find lecturers to agree to serve on the committee. Steve agreed to write a proposal to have the charter modified and to present it at the next FSEC meeting.

Service Award for Diane Caulfield
Mike Rota officially recognized Diane Caulfield for her 30-year service to HCC, presenting her with a pen as a token of appreciation.

College Credits
Jannine Oyama reported to the committee about problems when students study at multiple campuses, as they did not know they have to ask for credits to be transferred. Many think they get degrees issued if they just complete course requirements. In some cases confusion about degrees can affect financial aid because students may appear to be taking courses not related to
the degree sought or it may appear degree requirements were met even though the student
decided to seek a more advanced or different degree, she said.

At HCC, students declare a major when they enroll, whereas at other campuses, students may not
be counted for a major until they meet basic credit requirements to be accepted into the major.
Some students change majors or pursue other degrees without informing the college.
Mike Rota said that students are undercounted in some majors because they are not listed until
they apply for a degree.

Diane Caulfield motioned that the FSEC on Honolulu support the UH Community College
request to automatically note all University Community College academic credentials to students
upon completion of certificate and/or degree requirements. The motion was seconded by Steve
Mandraccia and unanimously approved.

**Matriculation Fees**
Mike Rota noted plans for the college to charge students matriculation fees at the time of
enrollment and make graduation fees, issuing of degrees, and transcripts at no further charge.
The fees would be paid at front end instead of at graduation time, he said.

Mike said the folders and degrees would be automatically sent when students complete their
requirements. This would reduce overhead because it avoids having to process each single
degree and transcript, he noted.

Steve Mandraccia motioned to endorse the action requested by the UH Community College
system to substitute the graduation fee with the matriculation fee. The motion was seconded by
Diane Caulfield and approved by the FSEC.

**Revised Senate Constitution and Faculty Senate Executive Committee Charter**
Jerry Saviano said that because the Senate Constitution and FSEC Charter specify who can be
members, the vote in favor of the revision must wait until the reorganization. However, he asked
that members of the FSEC inform their constituents about the proposed changes because the
documents are out of date and need to be revised.

**Reorganization**
On reorganization, Erika Lacro said there were two sticking points needing further clarification –
the number of positions and the grouping and coordination. A meeting next week should resolve
the first issue, but the second involves more people so another meeting is needed. In two weeks,
these issues should be resolved, so the reorganization can be discussed in the next FSEC meeting,
she said.

Erika said information would be available at least a week before the FSEC meeting and she
requested members come prepared to discuss the package.

**Program Review**
Jerry Saviano read a note provided by Evelyn Greene stating that HCC could do a better job on
program review by being more accurate when majors are calculated. The system counts only
declared majors whether a student participates in the program or not. More accurate program
data would be to distinguish between declared majors and participating majors.

Mike Rota said that designation of majors is controlled by a campus, so that HCC rules are
different than those of other campuses. At HCC, a student becomes part of a program when
enrolling, whereas at other campuses a student cannot be in a major until accepted into the
course. Consequently, HCC’s method may cause reporting more majors than we have in the program because students may change their minds about their majors.

Jerry asked Sally Dunan, Elliott Higa, and Erika Lacro if they could work on draft language for a proposal to address the revision of the way majors are calculated (such as collecting more data in the Banner system). The proposal may not fix the problem but would note that the FSEC is aware of the issue, he said.

Diane Caulfield suggested that Steve Shigemoto join the group because he has been involved with the issue.

Erika said that she could discuss this issue when she meets with representatives of other campuses. The methods of determining majors could be changed if she had a recommendation to propose, she said.

Jerry wanted to officially note thanks to those who would be taking on this task to write the recommendation.

**Cultural Change and Low Enrollment Fears**

Jerry Saviano brought up the issue that fears of low enrollment were interfering with the mandatory placement policy. In other words, Honolulu CC’s historic fear of under-enrolled classes could tempt instructors to ignore the college’s mandatory placement policy.

Mike Rota said that there is overall enrollment policy for the college but not for programs. We try to make the best use of resources. Although the system will report on classes with low enrollment, it is not a policy to close them.

Sally Dunan said she was not aware of a written policy that explains low enrollment and how it is viewed.

Jerry Saviano said that the mandatory placement policy and the college’s focus on improving success for underprepared students represented major cultural change in a relatively small amount of time. Such major cultural change can produce anxiety, and only administrators at the highest level can alleviate this anxiety.

Mike said he was willing to talk with groups that might have fears of a low enrollment policy. He also noted that one of the college’s concerns is to increase enrollment for students in their second year. The greatest potential for achieving this is when students have the skills and knowledge to continue on, he said.

**Mission Statement**

Jerry Saviano said that a mission statement for the college would be included on the agenda for the next meeting.

**Minutes and Annual Reports**

Diane attended the administrative open sessions as an accreditation member of Standard IV and was asked to request that Jerry, as FSEC campus chair, urge committee chairs to submit their minutes from last year as many were missing. Jerry will remind committee chairs of 2010-2011 of the importance of submitting their annual reports to the FSEC as well as submitting their minutes for posting.

10/28/2011