Faculty Senate Executive Committee Minutes
Friday September 12, 2014 – Bld. 2-614 – 9am – 10:45am
I. Call to Order: tome 9:05am – quorum met.
Recorder(s): Conred Maddox Jr.
Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short, Ina Miller-Cabasug, Marcia Roberts-Deutsch (Proxy for Erika Lacro), Sourag K. Dutta, Doug Madden
Absent: Cyndi Uyehara, Jessica Kaniho, Erica Balbag-Gerard (@ systems meeting), Justin Ota
Guest(s): Emily Kukulies (SLD), Jim Poole (Tech 2), Bell Becker (Tech 2) (now representing Tech 2 due it having no representative)
II. Adoption of the Agenda: No additions
Motion - none
III. Approval of the Minutes: no changes
Motion – Sterling Foster moved to approve the minutes. Sourag K. Dutta second. Motion passed unanimously.
IV. FSEC Member Reports:
1. Campus Chair: none
2. System Chair: Erica Balbag-Gerard @ systems meeting
3. Chancellor: Marcia Roberts-Deutsch - proxy for Erika Lacro:
   a) System Strategic Outcome should be released next week; Waiting to finalize HonCC’s strategic plan (check what coincides and doesn’t with Morton’s & Lassner’s plan); will be in front of a Planning Commission Subcommittee
   b) State budget office considering a budget restriction; when known, will be disseminated to campus
   c) Title IX (no discrimination based on sex in education – Cleary Act) – federal requirements to provide students with their rights; Katy Ho working on creating concise language
      i. Concerns as to how to disseminate: on syllabus; email; home page; at registration; possible provide a single sheet with all information required that can be attached to syllabus
   d) Marcia Roberts-Deutch; Accreditation – follow up report to ACCJC- must go to systems prior to submitting; link on intranet web page
4. FSEC Representatives:
5. Liaisons

   Campus Council on Institutional Effectiveness (CCIE): Sterling Foster; will filter information from committee to FSEC; need to set up link to minutes for CCIE
   Budget Committee (BC): none
   Campus Leadership Team (CLT): none
   Planning Council (PC): none

V. Non-FSEC Member Reports “Public Forum”
VI. New Business
A. item one – criteria for minutes action to take – adopt criteria for minutes presenter – Conred Maddox – 5 minutes.
Set a criteria to maintain a consistency of recording
Discussion –
☐ whether the minutes should reflect discussion so there is a background for those who are not at FSEC meeting
☐ should provide basic points of discussion; bullet points
☐ how to disseminate the minutes: to whole campus or to FSEC reps who then pass them to their constituents; this way the reps can entertain questions, parse them out, and then forward to appropriate FSEC personnel
☐ draft minutes to FSEC reps for approval; final minutes posted on the Intranet (through Todd Kobayashi); email campus of the posting (campus responses directed to FSEC reps)
☐ remove the members absent (optional); record absentees so their constituents know

Motion – Cynthia Smith moved to approve the minutes. Ina Miller-Cabasug second. Motion passed unanimously

B. item two - Proposed change: Remove Vice Chancellor of Academic Affairs (Administration), Vice Chancellor of Administrative Services (Administration), and Dean of Student Services (Administration); Add Dean of Academic Support (Administration)
action to take – change of CODA’s charter. presenter – Ina Miller-Cabasug – time to present – 5 minutes
Brief description - The Dean of Academic Support can serve as the direct line of communication to Administration and also serves HonCC’s ADA and 504 Officer
Action taken: tabled until next meeting; determine if all involved are aware of proposed change; show actual language change in CODA charter

Motion – Bill Becker moved to table item until next meeting (10/10); Sterling Foster second. Motion passed unanimously.

C. item three – address SLOs inclusion in tenure and promotion guidelines; Jim Poole presented. Time – 15 minutes. Proposed change; get consensus from all CC FSECs to delay the SLO inclusion until a criteria can be determined.
  o The release of the addition is too close to current dates for tenure and promotion dossier submission
  o How to assess, i.e., instructor (new addition to assessment thus some may not have way to assess yet)
  o Who was involved in composing and approval of SLO addition
  o How will the DPC and TPRC review the SLOs?
    ▪ Does the faculty define and determine how to assess and improve
    ▪ Can’t be about numbers
  o Necessary to keep instructors from falling prey to complacency
  o Faculty through FSEC determine how SLOs are reviewed by reviewing committees
  o Convene meeting with DPC chairs to suggest creating criteria for reviewing SLOs within contract renewal, tenure, and promotion dossiers. Invite campus, including Div. chairs, faculty development chair.
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Motion – Sterling Foster moved to have Erica Balbag-Gerard (systems chair) contact sister campus FSEC system chairs to see how each handled the issue. Sourag K. Dutta second. Motion passed unanimously

VIII. Adjournment – 10:45am

Items Postponed:
1. Based on importance of item, prioritize the agenda list so that the FSEC committee meetings are efficient; there is no reason to discuss the list in the order presented if an item can be discussed at a later date. A survey will be provided at the meeting for members to rank items; the survey will be assessed and an ordered by importance list will be submitted for FSEC approval.

2. 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)

3. 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)

I will send out the information on these items so that we can resolve them at the October 10 meeting. Heads up for Tech reps; COSA needs an off-campus rep, i.e., from AERO, Marine, etc. (it was explained that this is the purview of FSEC); this will be on the agenda 10/10