Faculty Senate Executive Committee
End-of-Year Report for 2014-2016

Chairs:

Campus Chair – Conred Maddox
System Chair – Erica Balbag-Gerard (2nd Year)

Members:

UC Humanities & Social Sciences – Cynthia Smith
UC Language Arts – Conred Maddox (Campus Chair)
UC Math & Natural Science – Sterling Foster (2nd Year)
UC Hawaiian Programs – Jerard Kimo Keaulana
Tech I #1 Transportation & Trades – Danny Aiu (2nd Year)
Tech I #2 Transportation & Trades – Doug Madden
Tech I Construction Academy – Julian Tyrell
Tech II #1 Communication & Services – Bill Becker
Tech II #2 Communication & Services – Jessica Kaniho (2nd Year)
Academic Support – Ina Miller-Cabasug (2nd Year)
Student Services – Erica Balbag-Gerard (2nd Year) (System Chair)
Lecturer 2 Year Term – Justin Ota
Chancellor - Non-voting – Erika Lacro
SSEC Liaison - Non-Voting – Charles Miller
Student Representative –
# Contents

FSEC Meeting 5/8/2015

FSEC Meeting April 10, 2015

FSEC Minutes Mar 13 2015

FSEC Meeting February 13, 2015

FSEC Meeting January 16, 2015

FSEC Meeting December 12 2014

FSEC Meeting Date: November 7, 2014

FSEC Meeting (SLO/Dossier-special meeting) October 1, 2014

FSEC Meeting October 10, 2014

Summary Notes from October 3 Town Hall:

FSEC Meeting Friday September 12, 2014
Summary of Committee Minutes:

FSEC Meeting 5/8/2015
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 Pacific 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
II. Adoption of the Agenda: No additions proposed.

III. FSEC Member Reports:
   1. Campus Chair: No updates. Conred Maddox was out that week.
   2. System Chair: UHCC Strategic Plan is ready for review.
      a. J. Morton will be conducting a Town Hall meeting on Tuesday, May 5, 2015 at 3:00 p.m. in Bldg. 2, Room 201 to discuss the new strategic plan with the campus.
      b. The Chancellor will hold a Town Hall meeting on Friday, April 17, 2015 to get feedback from faculty and staff on the strategic plan and developing Honolulu CC strategic plan to mirror the UHCC plan.
      c. System Chair requested for each FSEC rep to pass on the strategic plan for feedback and how it will affect each department.
      d. Questions regarding the strategic plan:
         i. Will the VPCC open the town hall for questions and discussions?
         ii. Will money be available from the UHCC System to support students in Developmental Education courses especially imbedded tutors?
      e. Metrics at UHCC are done. Honolulu CC can create own based on the UHCC metrics.
      f. Examples of strategic plans that this campus is expected to focus on are: 1) Increasing the International student numbers at this campus in the next five years. 2) Update technology
      g. Chancellor: VPCC assigned initiatives among the Chancellors to create subcommittee. An example, is the student success planning council to discuss priorities that meet the strategic plan.
      h. Suggestions brought up by FSEC members:
         i. The FSEC System Rep would benefit from multiple years on the committee for consistency (2 year term)
         ii. The UHCC System should have minutes posted and not just the agenda.
   3. Chancellor:
      a. Homeless camps – Chancellor is working with City Council to resolve the issue. Suggestions would be to extend the Sit and Lie Ordinance and to fence off the canal to deter people from setting up tents, but the Chancellor would like the fence to be installed on both sides of the canal so that people do not migrate on the Honolulu CC side. Chancellor is concerned about the safety of the faculty, staff and students.
      b. The Town Hall meeting scheduled for April 17 will focus on the narrative for the Honolulu CC Strategic Plan narrative. Feedback from the campus will help with the IT strategic plan as well as STEM.
   4. FSEC Representatives: None to report
   5. Liaisons
      a. Campus Council on Institutional Effectiveness (CCIE): None to report
      b. Budget Committee (BC): None to report
      c. Campus Leadership Team (CLT): None to report
      d. Planning Council (PC): None to report

IV. Non-FSEC Member Reports “Public Forum” – No reports

V. Unfinished Business – No reports

VI. New Business

1. Discuss FSEC budget rankings (average)
   a. Suggestions:
      1. Average all the committee ranks
2. Leave the FSEC Reps numbers
3. Governing bodies should have been given the opportunity to review the budget rankings twice before final decision, but the timeline was too short.
4. Student Services Dept. requested for feedback as to how they can better explain their request so that the rankings can be scored better.
5. Any budget request descriptions should specifically state whether the request is for a position vs. equipment.

b. Lecturer subcommittee reports:
   1. Draft will be sent out to FSEC and SSEC on April 12 for feedback by April 27.
   2. Each subcommittee will review on May 05
   3. Final draft will be ready for discussion at the next FSEC meeting on May 08
   4. Chancellor will have final approval.
   5. Suggestions:
      a. Need to make sure lecturers are able to review the documents
      b. Adhere to the UHCC System Policy and deadline to hire
      c. Honolulu CC needs to extend the deadline for lecturers to submit performance review after a full semester of teaching
      d. Find out the ratio of faculty vs. lecturer especially with departments that have faculty retiring.

6. Lecturer obligation subcommittee will need to send out survey to lecturers for feedback on policies, expectations and any issues. Fact finding will take time.

c. FSEC Self Review document – comments or suggestions
   1. Need feedback, ideas and recommendations to discuss at the next FSEC meeting on May 08.

d. FSEC fall 2015 – follow responses or future projects
   1. FSEC new members will attend the meeting in May
   2. FSEC Chair will contact Brent Rubio for election ballots for new members of FSEC.

VII. VIII. Adjournment @ 10:04am

FSEC Minutes Mar 13 2015
Note taker - Bill Becker

In attendance: Conred Maddox-chair

Katy Ho, Danny Aiu, Cynthia Smith, Nicole Ferguson (lecturer rep), Doug Madden, Sterling Foster, Kimo Keulana, Diane Caufield, Bill Becker, Jessica Kaniho, Erica Balbag-Gerard, Sally Dunan

Faculty: Jim Poole, Jennifer Higa King, Fumi Takasugi, Kara Kalani-Kam

Chair – Budget requests will have to be rated

Cynthia - budget item requests will need to be discussed with constituents

So FSEC needs to rank to priority – by the 20th of March

Each member is responsible for ranking all items after the budget meeting today

Sterling: how to rank – what is the numbers
Conred suggest 1 – 5
Jim – originally 0 – 9
Conred - need to verify at the meeting check with Jeff
Conred – Nothing from planning council
Doug – what about N Grade issue
Erica – will follow up with planning council
Katy – chancellor will schedule a town hall to talk about strategic plan – but no date has been set, after spring break.
Announces that focus groups with students were held regarding student experience.
Plan to share back results with the campus
Will follow up with strategic plan: – “Here is the plan and now how do we achieve it.”
Reported that we did receive feedback from Planning Council and Town Hall. The ad hoc feedback on the strategic plan was good.
Cynthia – need to get draft of HCC strategic plan out to campus before Town hall
Katy – will make a note of that
Conred – Anything from reps
Sterling – Everyone plugging along with assessment
Cynthia – Reports doing some fact finding lecturer policies
No policies found on-line
Marcia has checked with HR
Cynthia has found some issues from talking with lectures.
Suggests that we need to develop general policy and adjust language in Agreement of Employment and POM
Cynthia brings up items in her Email from lecturers –
  Docking for missed classes.
  Communications need to be improved – should be electronic
  Requirements for attendance at meetings when they are not paid
Sterling has been looking up polices
Suggest that we list all documentation available and have it look like a policy
Bill – Should we look at the policy of using lectures as full timers extensively?
Jim – There is a statement from the system office that mentions ratios.
  However it is for the entire college not individual departments
Carol - Regarding meeting time during Exam period – Lecturer assessment during exam period is
required for accreditation. How to communicate all the requirements for lecturers SLO etc. before classes begin. She has lectures complain about requested duty during week1 before classes begin
Conflict is between Assessment requirements and duty period
Sally – States that we do not have to assess every class every semester.

Cynthia requires lectures to meet regarding assessment.
Lectures are responsible for assessment.
She meets with lecturers during previous semester
Carol – Some lectures do not understand the assessment requirements.
Some lectures do not want to work during personal time
Conred – Suggests that scheduled office hours could be used to go over assessment during
Cynthia – Need to clarify the policy
Jessica – Need look at curriculum issues where departments have no full time person -
Sally – have to compensate lectures for time developing curriculum.
Conred – Does FSEC want to be part of this discussion? (lecturer issues)
Should have motion to form sub-committee on lecturer policy
Katy – where is policy set
Sterling – mostly at the campus level -
Move to create subcommittee – Sterling
second – Jessica
motion passes - unanimous
Jim will be on committee, also Sterling, Cynthia Jessica
Katy on Lecturer evaluation
Suggest May 8th FSEC meeting should recommend language on Lec Eval
Suggest -
Want one or two from this committee to work on final language – Sterling volunteers
Clarify the procedures
Should the document be policy or change to operating procedures.
There is a difference between evaluation packet for accreditation and rehiring evaluation
Jim suggests that we need to have more discussion
Cynthia – better to change to Operating Procedure because they are easier to change or update
Jim – disagree - It was designed to be easy to interpret
Cynthia thinks that Operating procedures are more flexible
Sally – our policy cannot override the system policy
Sterling – have we have a higher standard there may be a contradiction
Jim – We have freedom to add to policy e.g. there is not a list of questions to be asked
Katy -
Two things from the back – observation questions
Motion to have subcommittee for lecture evaluations
motion - Sterling
second - Cynthia
Nicole – Jim – Cynthia Sterling – Katy on subcommittee
Will check with Erika on Policy vs procedure
Vote passed to create subcommittee
Meeting adjourned 9:30

FSEC Meeting February 13, 2015
Recorder: Cynthia Smith

Attendance: Conred Maddox, Sterling Foster, Kenton Short, Ina Miller-Cabasug, Marcia Roberts-Deustch (Proxy- Erika Lacro), Doug Madden, Erica Balbag-Gerard, Gerimi Tangonan, Jessica Kaniho, Bill Becker, Diane Caulfield (proxy-Danny Aiu), Cynthia Smith
Absent: Jerard Kimo Keaulana, Justin Ota,
Guests: Ross Egloria, Evelyn Greene

I. Approval of Minutes
* Bill Becker will do minutes of March meeting.
* There were two corrections made to minutes; addition of missing word and making clear that under New Business, item b) regarding Lecturer Evaluation policy was tabled.

Motion to approve minutes with changes: Sterling Foster; seconded: Ina-Miller-Cabasug. Motion passed unanimously

II. Adoption of the Agenda

There was an addition to the agenda. Since Evelyn Greene was able to attend representing the General Education Committee, the FSEC acted upon pending proposal to revise the General Education Charter.

Changes to Charter reiterated by Evelyn Greene
i. Reducing number of CTE faculty from 3 to 2 members on Diversifications Sub-Board

ii. Removing CTE faculty as members on sub-boards for Gen Ed requirements (Focus and Speech) that do not parallel CTE general education requirements

iii. Proposals for Foundations will be now reviewed by all members of the Foundations sub-board from all Foundations areas.

Discussion took place that clarified these changes were initiated by CTE representatives and there is no opposition to these changes from CTE faculty or representatives consulted.

IV. FSEC Member Reports

1. Campus Chair –

i. Summarized issues raised at recent CLT meetings: concerns with number of faculty not submitting grades on time; evaluation of UHCC Starfish system; delay in planned power shut down

ii. Summarized Planning Council discussions: working on finalizing system Strategic Plan (projected completion Fall 2015). Bear-final version of this plan to be disseminated to campus for spring visit of VPCC John Morton.

2. System Chair – Erica Balbag-Gerard

a) Highlighted pending legislating – HB 552 and Senate Bill 335 – proposing additional members on Board of Regents including: faculty representative from CCs, as well as student representative from both undergraduate and graduate student bodies. Particulars are yet to be worked out in terms of selection and reporting obligations, as well as disclosure requirements.

b) System discussions over proposal for a new Banner designation to distinguish online lab sections from labs taught face-to-face. Concerns raised of making this distinction as it undermines institutional assertions of comparable learning in DE and FtF classes. Erika will relay that feedback.

3. Chancellor – Marcia Roberts-Deutsch (proxy)

ACCJC-WASC has accepted progress report and no visit is required.

4. FSEC Representatives: No reports

5. Liaisons –

* Campus Council on Institutional Effectiveness (CCIE): Sterling presented the midterm report from the Assessment and Accreditation Task Forces (obligation under the charter.) A change to the Assessment report was suggested but was agreed these reports are accurate as status reports as of January. These midterm reports should now be posted.

* Planning Council: concern was raised that Student Services currently is not represented; was determined that this issue should be dealt with by Planning Council.

V. Non-FSEC Member Reports/Public Forum – No reports

VIII. New Business

A. Lecturers’ Responsibilities

Marcia Roberts-Deutsch introduced the topic – there are problematic discrepancies between stated lecturer contractual obligations which start from first day of classes until grades submitted, and demands being made of
them e.g. duty period ‘mandatory’ meetings and division/college meetings, as well as being asked to undertake curriculum duties. Their duties are explicitly instruction of students and related tasks. Additional days and duties are not compensated; they conflict with paid and insured periods of employment. Marcia proposed that this is an issue best dealt with by faculty.

Discussion: The problem is exacerbated by fact lecturers often have other conflicting obligations off campus when they are required to attend meetings. There is also a problem when lecturers feel pressured (coerced) to do more than obligated, with employment as leverage.

**Determined the following responses**

i. work on creating a climate that is more inclusive of lecturers, encouraging voluntary participation

ii. ensure technological solutions to enable lecturers to fulfill obligations (e.g. orientations) and to encourage engagement in department/division/college functions.

iii. investigate best practices and policies to determine if want to create HonCC policy making explicit obligations (e.g. assessment is part of teaching role) and what cannot be demanded of lecturers. Might also include standard implementation of better support (e.g. mentoring practices.)Sterling, Marcia and Cynthia will do this preliminary investigation; this must include consulting with lecturers.

B. Prior Learning Assessment

Scot Parry introduced the topic for comments and questions. He shared materials explaining the system initiative to facilitate and publicize PLA opportunities (which dates back to 2013). He reiterated this was a system initiative, and highlighted benefits to institutions and students of this process.

**Discussion**

i. Some methods have been implemented for years - Credit by Exam; Equivalency exams (e.g. A.P.); non-collegiate courses/training evaluations. The new method now possible is portfolio evaluation. Was emphasized that for portfolio evaluation, must demonstrate not just relevant experiences but learning from it.

ii. Confirmed subject experts (faculty) have the role of evaluating for all these methods.

iii. System meetings continue, with Scot representing HonCC. They are discussing topics such as fees, international students and workload issues (will need to check with union)

iv. Once an institution has given credit for PLA, that means it should be accepted as an articulated class by a receiving institution. Fact that it is credit by PLA is indicated on the transcript as there is no grade, but instead has indications such as CE (credit by exam).

v. As campuses develop their own exams, system is maintaining a pool of exams to be used (recommended, not required.) It was discussed that faculty will want to look at those exams.

vi. Scot affirmed this is being encouraged but not required of faculty.

vii. Concerns were discussed about impact on articulation agreements especially since UH Manoa at this time not participating. UH Manoa is now starting to attend system meetings and Scot will keep campus updated on UH Manoa’s participation. This is an important issue to be resolved to encourage more participation by faculty and students.

C. Sustainability Curriculum Initiative

Cynthia informed FSEC of an initiative by the Sustainability Committee to identify classes that are sustainability-related, carried out by the SC. There will be established criteria of kinds of topics to be address to
have this designation. These reflect existing standards and models (e.g. from American Association for Sustainability Education; HonCC is a member of this). Courses deemed sustainability related will be indicated in the course notes in Banner. There is no move at this time to formalize with a Banner designation or curriculum actions impacting Gen Ed or program requirements. This is a preliminary step which might lead to more formalization of curriculum inclusion in the future (e.g. certificate program; aligning with 4-year degrees) but at this time, emphasis is on informing students of options where they have this interest.

D. DEAC Charter Change

Ross explained that the membership must be amended since three member roles are positions that no longer exist as a result of reorganization. Eliminated from the DEAC membership are: ‘representative from DL production’; Director of Management, Information and Research (MIR), and ‘web support specialist’.

Motion to approve: Cynthia Smith; seconded by: Sterling Foster

Approved unanimously

Adjourned at 10:35.

FSEC Meeting January 16, 2015

I. Call to Order 9:00 am; quorum established.

Attended: Cynthia Smith, Conred (Red) Maddox (Chair), Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Doug Madden, Julian Tyrell for Kenton Short, Bill Becker, Jessica Kaniho, Ina Miller-Cabasug, Erica Balbag-Gerard (System Chair, Recorder), Marcia Roberts-Deutsch for Erika Lacro, Gerimi Tangonan

Guests: Jennifer Higa-King, Katy Ho, Language Arts, Jim Poole, Steve Mandracia, Mike Ferguson.

II. Adoption of Agenda; addition listed below:

a. Draft of Committee Comprehensive Review
   i. A third draft was completed that reflects corrections suggested during the December 2014 meeting.

b. Revised Charter to General Education Board (S. Mandracia)
   i. Request made to have FSEC ratify chart that includes the following changes:
      1. Charter now reflects CTE representation from 3 to 0; it is noted that request to change composition of CTE representation was made by CTE. Note: this change in representation is for the focus boards only, not for every sub-board/committee.
      2. Changes made to statements concerning ENG 100, PHIL, MATH, and Global Multicultural Foundations (FG) to reflect that all 8 members review proposals. In addition, instead of using the language “subcommittees” the language “areas” is used.
   ii. FSEC members were assured that all stakeholders were informed and agreed to the changes listed above.
   iii. Next step is for the Revised Charter to the General Education Board to be resent to FSEC Chair for dissemination to FSEC members. FSEC members are to disseminate revised charter to their constituents.
iv. Ratification of Revised Charter to General Education Board tabled to February 13, 2015 FSEC meeting.

III. Approval of December 2014 Minutes:
   a. Suggestion that names of the individuals be deleted and their appropriate titles are used.

Motion on Floor: Danny Aiu moved that the December 2014 minutes be approved with the suggestion that names of the individuals are deleted and their appropriate titles are used.

Motion seconded by Bill Becker; motion passed unanimously.

IV. FSEC Member Reports
   a. Campus Chair
      i. No report.
   b. System Chair
      i. Revised Summary of N Grade document that reflects suggestion to include impact of “N” grade for Veteran’s Benefit & FAFSA recipients in Summary of N Grade document will be emailed to Campus Chair for dissemination to members. Deadline to email System Chair feedback is January 31, 2015.
      ii. Copy of Memorandum of Understanding Regarding Roles & Consultation Protocols Involving UH Management, UH Professional Assembly, and UH Faculty Senates will be emailed to Campus Chair for dissemination to members. Deadline to email System Chair feedback is January 22, 2015.
   c. Chancellor Report
      i. No report.
   d. FSEC Representatives
      i. No report.
   e. Liaisons:
      i. Campus Counsel on Institutional Effectiveness (CCIE):
          1. CCIE mid-year report from Accreditation & Assessment Taskforces will be available at the next FSEC meeting.
      ii. Budget Committee(BC):
          1. No report.
      iii. Campus Leadership Team (CLT)
          1. No report.
   iv. Planning Council (PC):
      1. No report.

V. Unfinished Business:
   i. Revised draft of proposed finals week policy.
      1. The following changes have been made based on feedback from December 2014 FSEC meeting:
         2. Dean of Student Services (DOSS) and or Vice Chancellor of Academic Affairs (VCAA) is listed as contact for follow up with faculty not adhering to finals week schedule.
      3. Changes to 2nd paragraph, Katy to send recent draft.
      4. Changes to 3rd paragraph, Katy to send recent draft.
      5. Suggestion from floor to collapse imbedded bullets to reflect the following statement- “Give final exams and schedule final…”
      6. Suggestion from floor to collapse imbedded bullets to reflect the following statement- “…for those courses that require final exams…”
      7. Next step: Finals Week Policy to be posted on the Intranet and the VCAA’s Office will work with the DOSS to inform students of the policy.
8. Question asked on what the definition of “studio course” is. VCAA responded that a she will need to research how studio course is defined.
9. VCAA shared that the draft will be presented at a Deans & Division Chair Meeting.

VI. New Business

a. Criteria for Low-Enrollment Course Cancellation
   i. Data was shared:

   January 2, 2015…..3,497 students enrolled
   January 15, 2015…..4,067 students enrolled (credit,non-credit, Running & Jump Start)
   Data reflects an increase of 570 or 14 % in enrollment

   ii. Chancellor for Community Colleges Memo (CCCM 6101) states that “General funded credit classes with 9 or fewer students official enrolled at the end of the late registration/add-drop period are defined as low enrolled.

   iii. Question asked on why courses are cancelled 10 days prior to the start of the semester given CCCM 6101 definition of a low enrolled course.

   1. Comment made that the cancellation of course is a “set up for failure” for students who are trying to attain their degree.
   2. Suggestion made to review/consider courses that are taught by lectures.
   3. Comment made that the process and decision of cancelling courses should be made more transparent and that there is not enough communication back down to faculty on the process and decisions surrounding cancelled courses.
   4. Response from VCAA is that a factor in deciding whether to cancel a course is the impact that it has on recipients of Veterans Benefits and federal financial aid. The Dean of University College shared the rationale for decisions made in cancelling courses housed in University College. See Notes Regarding Cancellation of Low-Enrolled Classes.

   5. Enrollment management needs to be better articulated with faculty and used consistently throughout all divisions.

   6. Comment made that if low enrolled courses are cancelled, these cancellations impact the growth of new programs.

   a. VCAA commented that grant funding is now being looked at to jumpstart new programs.

   7. Comment made that impact on process such as federal financial aid and Veterans Benefits is considered when making decisions on cancelling courses.

   8. VCAA reiterated that data is important in determining whether a course is cancelled, and that decisions are not top down.

   9. Suggestion made that we look at how other UH System campus determine cancelling course.

   10. Suggestion is to make exceptions for higher level courses like MATH 205 and MATH 206. Comment made that Administration has been very supportive of making exceptions for classes like MATH 205 and MATH 206/

   11. Comment made that using history for predictability in determining what course to offer may not work for students who are part time.

   iv. Lecture Allocation

   1. Budget for lectures shrinking, which means that program budget for lectures are shrinking.

   2. Training will be made available on STAR for Deans & Division Chairs to make informed decisions on what courses to offer, when to offer courses.

   3. Comment made that information on what course to offer and when courses should be offered is great, but such information should be shared with ALL faculty.
v. Next Step(s):
   1. Suggestion made on having a Townhall or Forum for faculty on the process of cancelling courses.
   2. VCAA to ask Pat Yahata on if there is some “wiggle room” for submitting schedule of courses for upcoming semester.
   3. Katy Ho – lecturer evaluations tabled

VII. Adjournment at 10:38am

FSEC Meeting December 12 2014

In attendance were:

Cynthia Smith—UC Humanities and Social Sciences
Conred Maddox—Language Arts (FSEC CHAIR)
Sterling Foster—UC Math & Natural Sciences
Jerard Kimo Keaulana—UC Hawaiian Studies
Danny Aiu—Tech #1
Doug Madden—Tech #1
Bill Becker—Tech II
Jessica Kaniho—Tech II
Ina Miller-Cabasug—Academic Support
Erica Balbag-Gerard—Cont./Systems Rep
Justin Ota—Lecturer 2 Year Term (Cont)

Chancellor Erika Lacro-

Faculty/Guests in attendance were:

Mr. Poole—no Department Designated, Mr. Alex Cox—Lecturer CC/Essentials Lab/Language Arts, Ms. Emily Kukulies—SLD, Mr. Ross Egloria—Developmental Education, Mr. Tim Adams—Lecturer CC/Essentials Lab/L.A.

CHAIR requests comments from attendees

Sterling Foster notes error in document presented to FSEC for correction

9:06 a.m. CHAIR requests motion for minutes of previous meeting to be accepted into record

   Motion made/seconded—vote taken—quorum noted—motion passed

9:10 a.m. CHAIR calls for any additions to meeting agenda

   No additions requested

CHAIR calls for Member Reports:
9:12 a.m. **Erica Balbag-Gerard** reports on follow-up of “N” Grade policies in U.H. system.

Summary provided in *Table #1* of meeting documents. It was affirmed that members would share information on “N” grade policy with other faculty members to increase awareness of issue, and provide voluntary feedback for FSEC at next meeting in January.

**Cynthia Smith** asked about the possibility of aligning HCC’s policies with those of other campuses and/or if UHM would be looking to adopt a single policy system wide.

**Chancellor Lacro** responded that there was no decision by administration whether a standardized or the current set of individual policies would remain.

Discussion then moved to what the financial aid implications of the “N” grade versus Incomplete or “F” grades are, as well as matriculation of students/entrance to individual study programs and the accreditation implications of current policy.

Credit/No credit and auditing of courses versus the use of “N” grades and syllabus requirements were discussed and clarified.

9:20 **Chancellor Erika Lacro** updated the committee on administrative placement searches. One candidate for hire of two has withdrawn his application, so a new applicant will be sought. Mr. Steven Arobauch has been hired as a Director in the PCAT program, and the Dean of Students position is still being filled on an interim basis.

**Chancellor Erika Lacro** informed the committee that the next legislative/administrative session beginning next week would be vital for HCC acquiring 1.2 million dollars in funding to cover electricity costs for the campus, and that HCC was also awarded C3T funding in the fourth round with a focus on cyber-security training for the coming year.

9:25 a.m. **Ross Egloria** brings *Distance Learning Instructors Letter dated December 1st, 2014* to floor.

**Cynthia Smith/Sterling Foster/Conred Maddox** all raised questions about the use of negative language in letter. “NO INSTRUCTOR WILL BE REPRIMANDED” and other language.

**Ross Egloria** (DE Coordinator) responds that the language will be changed and new document distributed between now and the next FSEC meeting. Request feedback from faculty.

Discussion of new policy on committee reviews—DEBATED annual versus other cycles.

Committee agreed to recommend a **five-year cycle** for committee self-review.

**Ross Egloria** said the *Project Rubric* and document should be distributed during open period starting February 27-28th 2015. With a goal of obtaining faculty feedback from the majority of all 68 current Distance Education courses.

Discussion of DE courses syllabus distribution: use of Laulima or other electronic media.

9:35 a.m. **Cynthia Smith** brings 2nd *Draft (Nov 11)—Template for Committee Review* to floor.

Discussed and agreed that document will be revised and reviewed again at March 20th 2015 FSEC meeting.

FSEC also agreed that the **Committee on Committees** will be advised prior to documents adoption.

FSEC also requests that administrative representatives for all pertinent committees provide reports back to the FSEC once review procedures are officially adopted.

10:10 a.m. **Katy Ho**—brought the problem of instructors giving final exams prior to finals week to the floor.
Discussion: Instructors should not cut classes short, nor schedule finals at times that interfere with other regularly-scheduled classes. Students and faculty procedures for reporting instructor abuses were clarified. Anonymity and retaliation concerns discussed.

Preliminary Draft of new policy to prevent abuses was presented, commented on, and changes recommended.

Revised draft of proposed policy will be presented at next FSEC meeting on January 15th.

10:16 Conred Maddox (CHAIR) calls for any additional items of business.

CHAIR calls for motion to adjourn

Meeting adjourned.

FSEC Meeting Date: November 7, 2014

Recorder(s): Ina Miller-Cabasug
Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short (proxy – Julian Tyrell), Ina Miller-Cabasug, Erika Lacro, Jessica Kaniho, Erica Balbag-Gerard, Doug Madden, Bill Becker,
Absent: Justin Ota, Gerimi Tangonan, SSEC Liaison
Guest(s): Marcia Roberts-Deustch, Jim Poole, Katy Ho, Ross Egloria

VIII. FSEC Member Reports:

6. Campus Chair: Math Department shared information about Math 9 program and sequencing. Math 9 text book redesign takes place the summer prior to the start of each fall term. Currently this program is undergoing changes to improve student success. The CLT meetings are now designed for each representative from each department to present current updates and announcements.

7. System Chair: (see New Business items #7 - 10)

8. Chancellor:
   a. New PCATT Director, Steven Auerbach, will be starting on Nov. 21, 2014.
   b. The VCAS position is currently going through first rounds of interviews and top candidates will be available for campus wide Q & A.
   c. Campus Sustainability Committee will be working with Johnson Control in coordinating an action plan for the campus. There will be a campus sustainability competition in the spring term.
   d. Richie and Sonny Mudd - $10, 000 donation to go toward equipment and operational cost for MELE and AEC.
   e. UHCC VPCC – will potentially absorb the cost of the budget restriction for Honolulu CC.
   f. UHCC System Office has reset the graduation rate for Honolulu CC. With the implementation of the reverse transfer degree awarded, the graduation rates went up. Currently, the catalog is being reviewed to ensure accurate offering of certificates in various departments.
g. UH CC Strategic Planning 2015 – 2020 – an FSEC representative is needed to serve with on a planning group with the Chancellor to align the strategic plan with Honolulu CC goals. Erica Balbag-Gerard and Sterling Foster will serve as reps. The goal is to present at the General College meeting or host Town Hall sessions.

9. FSEC Representatives: None to report

10. Liaisons

e. Campus Council on Institutional Effectiveness (CCIE): None to report
f. Budget Committee (BC): None to report
g. Campus Leadership Team (CLT): see Campus Chair report (item #1)
h. Planning Council (PC): None to report

IX. Non-FSEC Member Reports “Public Forum” – No reports

X. Unfinished Business

1. Discuss Chancellor’s draft for DPC SLO assessment (Chancellor is composing a cover letter to suggest how to use guidelines) – Erika is open to changes to cover letter that will be included in the faculty packets, circulate the letter to the rest of the Administration, and discuss at the DPC orientation. Chancellor made changes to the document based on suggestions from FSEC committee members:

   - changed the reference to Kapiolani’s FSEC
   - change "turn in letter to Clara" to "turn in letter to the Chancellor's Office"
   - reference John as vice-president Morton
   - follow up with VPCC John Morton to find out if he will send a letter out to the TPRC committees regarding the SLO assessments

Motion – Cynthia Smith motioned based on the language changes. Danny Aiu second the motion. Majority approved.

2. Review and discuss Cynthia Smith’s Committee Review Guidelines draft/template – Based on several recommendations from FSEC members regarding the committee review guidelines presented, the second draft contains the following revisions:

Second draft (Nov. 11) - Template for FSEC requested Committee review

Explanation:

Responding to faculty concerns regarding proliferation of committees, and in the interest of ensuring a campus committee structure that is productive and efficacious, the FSEC is asking all FSEC committees to conduct a review of committee functioning. Summary of review findings should be submitted to the FSEC Chair by April 14 2015.

The purpose is to ensure committees are meeting their intended purpose, that they have needed and appropriate membership and function in a manner that facilitates meeting the Charter mission. This review should include looking at past activities as well as current committee work, thus entails review of committee minutes and consultation with former committee members. Review should focus on structures and processes, not personalities.

If, as a result of this review, needed changes are identified, the committee should proceed with proposed amendments to the committee Charter.

The following are areas to evaluate.
Mission

- Has the committee been meeting its Charter mission over the past 2-3 years?
- Does it require a standing committee to meet this mission or would an ad hoc and/or occasionally constituted task group suffice?
- Are there any obstacles to the committee fulfilling its mission? Explain what these are and possible solutions.

Meetings

- How often does the committee meet?
- Is this schedule adequate to fulfill intended purpose? Should it meet more or less frequently?

Membership

- Does current membership enable the committee to effectively meet its mission?
- Do all members need to be permanent standing members or could some voices be included on consulting/visiting (as needed) basis?
- What changes in membership are needed?

Communication (via Intranet)

- Is the committee’s intranet presence accurate and updated.
- Are minutes posted in a timely manner? Are they easily located?
- Are all key documents (e.g. policies) related to the committee posted and accessible?

*Document will need final vote before moving forward.*

3. Final review of FSEC member duty/list training manual: added that it is the responsibility of the faculty’s or faculties’ FSEC rep to forward draft minutes to and collect any comments from the presenting member. The FSEC member/duty list has been approved by the committee. The addition was in response to an issue that arose in a previous semester.

VII. New Business

1. Ross Egloria – Requesting FSEC support of online course observation.
   a. Brief description: In an effort to see how faculty teach their distance education courses, the DEAC will be asking all instructors teaching a distance education course in the spring 2015 semester to add a specified guest account to their Laulima-based distance education course to allow the DEAC to observe their course. This is an unofficial course observation, allowing the committee to gather information on how the faculty uses Laulima. There will be no penalties, recriminations, or individually targeted suggestions on whatever is observed, nor will individual instructors be contacted with feedback unless specifically requested by the instructors.
   b. FSEC committee members recommend: DEAC committee members should have a rubric to follow when they are viewing a DE course and share rubric with DE faculty. It is important how this is presented to DE faculty so that they are fully aware of the reasons for DEAC to review Laulima. Provide DE faculty a list of DEAC members who will be reviewing their sites on Laulima. The reports will need to confidential and limit the number of people who reviews Laulima. Discussion on the need to orient students to the requirements of a DE course.
   c. Motion – None. Ross will write up on what FSEC can vote on in Dec. 12.
2. System Chari report: Erica Balbag-Gerard
   a. Item #1: Background information: As a result of the grievance brought forth from the UH Manoa Senate Faculty against UHPA & UH Administration this past academic year, President Lasser was given the responsibility to form a task force with member representing the UH Administration, UHPA, & Faculty. The UH-Admin-UHPA Task-force would be responsible to delineate what are FSEC responsibilities versus UHPA responsibilities. We are being asked to share the attached documents with our senate:
      i. MOA Regarding the Roles of the UH Professional Assembly and the UH Faculty Senate
      ii. MOA of Understanding Regarding the Role of Faculty Senates April 2014 (document for info) Please review the attached Memorandum of Agreement Regarding the Roles of the UH Professional Assembly and the UH Faculty Senates document.
      iii. Deadline to email feedback to Erica is November 14, 2014.
   b. Item #2: Background: Honolulu CC is represented at the UHCC Faculty Subgroup on Academic Policy. The Subgroup held its first meeting yesterday, 11/5. We are being asked to provide Erica with feedback/comments on the following:
      i. Use of N grade. There is movement to create a system wide policy on the giving students an N grade. For example: Kapiolani CC = Does not use N grade but will give a student CR/No Credit grade. Student needs to let faculty now if they want CR/No grade options before the withdrawal deadline.
         1. Leeward CC = Only gives N grades to students taking developmental/remedial courses.
         2. Kauai CC = Gives N grades
         3. UHMC = Does not give N grades
      ii. What is faculty sentiment on giving students an N grade? Shall the N grade be used for developmental/remedial courses only.
      iii. Katy Ho: The N grade does affect financial aid and VA students because FA looks at the overall GPA and # of units completed. VA looks at courses attempted and attendance.
      iv. FSEC members’ questions – What is the number of N grades given? Erica BG will ask Kelly So of the data information. Does the UHCC System review the policy? Erica BG: UHCC System would like feedback from faculty to determine next steps.
      v. This will also be sent to COSA for review.
   c. UHCC System policy on Academic Standing (Probation, suspension, dismissal)
      Background: Currently there is no system policy on academic standing. Question to faculty is:
      i. Should there be a system policy on academic standing? Currently a student who is on academic suspension at Honolulu CC can take courses at another UH CC campus and then is able to come back to Honolulu CC the following semester.
      ii. VCAA group tried to create a system policy but was not able to move it forward. Each CC has its own academic standing policy.
         1. Hawaii CC = Warning: students with semester GPA below 2.0 but cumulative GPA above a 2.0. Probation: cumulative below 2.0. Suspension, Dismissal, and Renewal (forgive one semester)
         2. Leeward CC = no academic renewal
3. Windward CC = Warning Action
5. How should ours look like?
6. Shall we be more progressive in our dealings with students who are on academic probation? Suspension? Dismissal?

iii. FSEC members’ recommend: The UHCC System policy should align with the Financial Aid policy which states that the students cumulative GPA should determine if a student should remain in good standing at the CC. There should be a System wide hold across the campuses so that students can get their life in order before returning.

d. Repeat course policy.
   i. Current practice among CC is that the higher of the grade for the repeated course is used to calculate GPA. HONOLULU CC does not do this. We factor all grades into GPA. Your thoughts?
   ii. FSEC members’ recommend: This needs to be standardized so that students understand across the UHCC System.

e. Motion – None made. Erica BG will need feedback from each department so that she can bring this forward at the next System meeting in January.

VIII. Adjournment @ 10:50am

FSEC Meeting (SLO/Dossier-special meeting) October 1, 2014

Note: This meeting is not a regularly scheduled meeting of the FSEC. This meeting was convened to discuss the insertion of new language in the current Tenure/Promotion Guidelines.

Present: Danny Aiu, Erica Balbag-Gerard, Ina Cabasug-Miller, Sterling Foster, Doug Madden, and Conred Maddox

Guest: Jim Poole

I. Student Learner Outcome (SLO) language in Current Tenure/Promotion Guidelines:
   a. There is a concern that at the TPRC level, the focus will be on the attainment of SLO’s and that attainment of SLO’s will drive the decision to grant a faculty member Tenure/Promotion.
   b. Overall concern that UHCC Administration did not vet the changes to the guidelines properly. Any policy changes must follow the flow chart as identified by UHCC Administration. See attached “Process for New or Changes to UHCC Academic Policies.
   c. Clarification is sought on whether or not the changes are changes to guidelines or changes to policy.
      i. ACTION ITEM: FSEC Campus Chair to follow up with a University of Hawaii Professional Assembly (UHPA) representative for clarification on whether changes are changes to guidelines or to policy.
   d. Clarification is sought on whether or not the Accrediting Commission for Community & Junior Colleges (ACCJC) and Campus Administration can use faculty dossiers as assessment evidence.
      i. ACTION ITEM: FSEC Campus Chair to loop back to UHPA Representatives and get clarification.
e. Tenure/Promotion Guidelines should be consistent throughout the University of Hawaii Community Colleges (UHCC).
   
i. **ACTION ITEM:** FSEC Systems Chair to put Tenure/Promotion Guidelines on next Community College Counsel of Faculty Senate Chairs (CCCFSC) Agenda with the purpose of following up with other campus on how the issue of SLO’s is being addressed on their campus and for initiating the discussion on having consistent Tenure/Promotion Guidelines across the system.

f. Comment shared that attainment of SLO’s for Trade, Science, & Mathematics faculty are numbers driven.

g. Comment shared that for the non-instructional faculty; SLO’s and easements differ amongst Student Services Departments and differ from instructional SLO’s and basements.

h. Comment shared that for future, Administration in general should give at least a years’ time to communicate changes such as the attainment of SLO’s. Communication must also happen multiple times so that faculty is prepared to address such changes without feeling put out or stressed.

II. Questions for October 3, 2014 1:00pm Town hall with John Morton, Honolulu CC Administration, & UHPA Representatives:

a. Please share with us the timeline and process by which the changes in the language in the Tenure/Promotion Guidelines were vetted to faculty.

b. Who is involved in determining the language on SLO attainment?

c. For TPRC, is there consistency in the language of SLO attainment throughout the UHCCs?

Respectfully Submitted,
Erica Lei C. Balbag-Gerard

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**FSEC Meeting October 10, 2014**

Recorder: Cynthia Smith

Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short, Ina Miller-Cabasug, Marcia Roberts-Deustch (Proxy for Erika Lacro), Doug Madden, Erica Balbag-Gerard, Sean Brown-Hussey

Absent: Cyndi Uyehara, Jessica Kaniho, Justin Ota, Gerimi Tangonan

Guests: Jim Poole

II. Adoption of the Agenda: No additions proposed

III. Approval of Minutes

Danny Aiu motioned to approve minutes; seconded by Sterling Foster

Motion passed unanimously

IV. FSEC Member Reports

1. Campus Chair – No report
2. System Chair – Erica Balbag-Gerard

a) Working on UHCC Strategic Plan; she will email draft when available. There will be HonCC town meeting in November to present draft and get feedback; revisions will be made by mid-spring. FSEC members should prepare for this meeting by ensuring we receive plan and/or PowerPoint and look at specific proposed metrics.

b) System is working on a draft of an outreach plan to deal with retention issues.

3. Chancellor – Marcia Roberts-Deutsch (proxy)

a) Follow up report sent to ACCJC-WASC ahead of scheduled deadline. Campus accreditation focus now on preparing Midterm Report due Fall 2015. Most work and writing will take place in Spring 2015.

b) ARPD data will be available at the end of October. Due to delay in getting data, program reports deadline delayed to mid-February.

c) Campus guidelines from administration for DPC members related to new language in Tenure and Promotion guidelines pending; Vice Chancellor Ho tasked with this. Since DPCs already starting to meet, FSEC members requested administration let faculty know faculty can specify which set of guidelines used in preparing dossier, submit retroactive memo even though dossier submitted. Conred will meet with Erika on this and send out email to faculty.

4. FSEC Representatives

Sterling Foster asked when first edition of the student newspaper would be published. Determined this is under purview of Student Services and Student Life. It was announced the first issue was due to come out soon.

5. Liaisons – no reports

V. Non-FSEC Member Reports/Public Forum – No reports

VI. Summary Points from Town Hall Meeting with Dr. Morton

Conred wrote up summary notes based on the October 3 meeting; these bullet points are to be included in October 10 minutes. Members were asked to send additions to Red or Cynthia (recorder).

Summary Notes from October 3 Town Hall:

- Dr. Morton said that the amendment to the promotion and tenure promotion guidelines was not a policy change; it is a clarification of language.
- It was constructed with UHPA’s advisement
- SLO assessment is not about metrics, and it is not exactly the same for all disciplines.
- The reviewing committee should see its assessment of dossiers as multifaceted and not just look at one item or numbers.
- He made the statement that the TPRC needs training and that he would provide guidelines for the TPRC
- He suggested that our chancellor compose guidelines for our DPC to create consistency, not only this cycle but for future reviewing committees too. (Erika directed Katy HO to do this)
- He make clear that the ACCJC only needs to know that we are using SLOs and assessing them
- Faculty should be reviewing them to improve them as needed in all the sections of a course, e.g., Eng 100 or Math 100; however, the focus should not be on one section. And one could pick one SLO and assess it across all sections for application and efficacy
- He made clear that a person could simply state that he or she is part of a committee in his or her department
that assesses and makes changes accordingly to SLOs. However, if one isn’t showing that he or she is assessing SLOs in his or her dossier, then there needs to be a discussion with that person

- He stated that he would not allow the ACCJC to look at individual dossiers.

Discussion clarified Morton did reference differences between assessment of instructional and non-instructional faculty. Discussion continued on how specific DPC guidelines should be, including dangers of creating a checklist or being too prescriptive. Dossier workshops must include addressing these guidelines.

Administration will provide general guideline instructions to DPC members; faculty will be informed of ability to retroactively add memo indicating which guidelines were used to create dossier. Long term goal is for faculty DPCs to develop guideline language, recognizing these must be vetted by unions.

VII. Unfinished Business

A. Proposed Change to CODA membership: remove Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Dean of Students Services from CODA, replaced by Dean of Academic Support as administrative representative.

Discussion:

Ina answered questions raised at September meeting:

* DAS has the necessary authority to review CODA proposals for compliance issues.
* Administrators consulted have agreed with this change.

Was noted CODA will need to indicate date of this approval in its Charter.

Motion to approve by Cynthia Smith; seconded by Erica Balbag-Gerard. Motion approved unanimously

B. FSEC duty list

Discussion:

FSEC Membership Duties document will be used for annual orientation. Will be posted on FSEC intranet site as supplemental documentation. Minor language changes made.

Use of Roberts Rules of Order was discussed; in most comprehensive form, viewed as cumbersome. Committee will draft brief list of useful components as basis for operations.

Identified need to better organize and maintain FSEC intranet site – should be used to link to relevant informal documents e.g. member orientation documents as well as formal documents such as Charter and adopted policies. Policies passed in past years need to be identified and posted.

Members were asked to review and recommend language changes; Conred will share with the group and work with Todd to create recommended links.

Motion by Kent Short to accept Member Responsibilities document, pending recommended language changes; seconded by Ina Miller-Cabasug. Motion passed unanimously.

VIII. New Business

A. Proposal submitted by Cynthia Smith (based on constituent request) for FSEC to carry out or charge another body to review current FSEC committees, evaluating operational efficacy in: membership, processes, committee mission and goals, accomplishments to date etc. Goal is to determine whether committee needs revision of
Charter to clarify or revise mission, membership, and/or procedural functioning, or determine if still needed as standing committee.

**Discussion:**

1. Concern this could lead to elimination of committees needed for campus operations and/or service opportunities for faculty seeking tenure and promotion.

2. Already is a yearly obligation for committees to provide annual reports; but sporadically done and enforced, and little to no review by FSEC of resulting reports. Additionally, committees are not consistently posting their minutes.

3. Suggestions this be done by Committee on Committees; but has never been tasked with this kind of work and not in its Charter

Determined need to carry out comprehensive review (broader than annual report) from all committees during the year. Will need to strengthen existing requirement of annual reporting and ensure FSEC members review and make use of reports when setting agenda for new academic year. There are existing guidelines for end of year reports; these could be revised to add more reporting points. Also will request Committee on Committees begin process of committee assignments and elections earlier in the spring semester.

**Actions to be taken:**

* Create template for committees to use in carrying out review this year.

* Campus Chair will work with Committee on Committees to discuss revision of Charter to increase C on C responsibility for reviewing end of year reports and sending summary to FSEC Chairs.

Draft of template will be circulated to FSEC members for action in November.

**B. Need for COSA representative for off-campus programs**

Bobby Salvatierra has agreed to serve.

Question raised regarding whether this was Committee on Committee issue; determined FSEC responsible for COSA membership based on Charter.

Motion to approve by Kent Short; seconded by Kimo Keaulana. 10 votes for; 1 abstention.

Adjourned at 10:40.

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**FSEC Meeting** Friday September 12, 2014

Recorder(s): Conred Maddox Jr.

Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short, Ina Miller-Cabasug, Marcia Roberts-Deustch (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)
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 to provide a single sheet with all information required that can be attached to syllabus
      d) Marcia Roberts-Deutsch; 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.

- The release of the addition is too close to current dates for tenure and promotion dossier submission
- How to assess, i.e., instructor (new addition to assessment thus some may not have way to assess yet)
- Who was involved in composing and approval of SLO addition
- 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
- Necessary to keep instructors from falling prey to complacency
- Faculty through FSEC determine how SLOs are reviewed by reviewing committees
- 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.
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