Faculty Senate Executive Committee
End-of-Year Report for 2015-2016

Chairs:
  Campus Chair – Conred Maddox
  System Chair – Diane Caulfield

Members:
  UC Humanities & Social Sciences – Cynthia Smith (2\textsuperscript{nd} Year)
  UC Language Arts – Conred Maddox (2\textsuperscript{nd} Year) (Campus Chair)
  UC Math & Natural Science – Shidong Kan
  UC Hawaiian Programs – Jerard Kimo Keaulana (2\textsuperscript{nd} Year)
  Tech I #1 Transportation & Trades – Diane Caulfield (System Chair)
  Tech I #2 Transportation & Trades – Doug Madden (2\textsuperscript{nd} Year)
  Tech I Construction Academy – Kenton Short (Proxy-Julian Tyrell)
  Tech II #1 Communication & Services – Bill Becker (2\textsuperscript{nd} Year)
  Tech II #2 Communication & Services – Janina Martin
  Academic Support – Stefanie Sasaki
  Student Services – Scot Parry
  Lecturer 2 Year Term – Nicole Ferguson
  Chancellor - Non-voting – Erika Lacro
  SSEC Liaison - Non-Voting – Charles Miller
  Student Representative –
Contents
FSEC Meeting May 6 2016 .......................................................... 3
FSEC Meeting April 8th, 2016 ...................................................... 5
FSEC Meeting March 11, 2016 ..................................................... 7
FSEC Meeting February 12, 2016 ............................................. 8
FSEC Meeting January 16, 2016 .................................................. 10
FSEC Meeting December 11, 2015 .......................................... 10
FSEC Meeting October 2015 ..................................................... 14
FSEC minutes October 9 2015 ................................................... 17
FSEC Meeting - September 11, 2015 ...................................... 21
Summary of Committee Minutes:

FSEC Meeting     May 6 2016

Recorder: Cynthia Smith
Attendance: Cynthia Smith, Conred Maddox, Jerard Kimo Keaulana, Julian Tyrell, Katy Ho (Proxy for Erika Lacro), Shidong Kan, Diane Caulfield, Bill Becker, Nicole Ferguson, Charles Miller
Guests: Jim Poole, Brenda Coston, Eric Shaffer, Chris Ann Moore, John Vierra
Anson Bernal, Marcia Roberts-Deutsch, Jeff Sterns.

II. Approval of Minutes
Move to approve: Cynthia
Seconded: Diane
Approved unanimously

III. Amendment to agenda.
GEB Charter vote. FSEC acted on this first to enable guests attending for this vote to leave early.

Charter changes were distributed to FSEC members and the campus prior to the meeting. There were no questions asked.

Move to approve: Diane
Seconded: Stefanie
Approved unanimously

IV. SEC Member Reports:
a. Campus Chair: None
b. System Chair – CCCFSC report

Diane updated the committee on events and decisions from the most recent BOR meeting as well as CCCFSC. All relevant documents will be sent out to the campus.

• BOR is considering adoption of 3 policies. Diane will send out to the campus.
• Legislators and UH representatives updated BOR and CCCFSC regarding pending legislation and possible implications for UH.
• Discussion currently taking place in ACCFSC and CCCFSC of potential to request 2 non-voting members on BOR to represent faculty (one for 4 years, one for 2 year institutions.) Will be taken up next year. These representatives would be able to sit in on the closed executive sessions.
• Next year’s FSEC should consider voting on whether to continue with and endorse this proposed change.

Also mentioned that some UH Faculty (not all) are talking about the need for a separate BOR for Manoa. Again, a possible issue for next year.
c. Chancellor/Proxy: Katy Ho

- On behalf of herself and Erika, thanked the current FSEC members for their service and welcomed newly elected members. She emphasized the important role FSEC plays as the voice of the faculty on campus and system issues.
- Russell Uyeno is leaving HonCC for another job; administration is working on a transition time and plan and will let Tech II division and campus know when that is in place.
- UHCC system Student Success Council is adopting a new Student Success Pathway plan for the system. It is in part based on some initiatives being piloted by HonCC. This will be presented to the CLT and the campus will be engaged in considering and giving feedback regarding this system plan in the Fall. This will be linked to the system Strategic Plan. Katy will send PowerPoint to the campus. Timetable for finalization and implementation not clear. There were questions raised about how this will impact current HonCC initiatives and practices – that is not clear. How will this impact assessment measures and activities – not yet clear. Katy is aware of these concerns and questions and will inform campus as discussions/answers continue.
- The system is currently working on a UH Academic Strategic Plan. As part of this all campuses and units will provide position papers to make explicit what they do as part of the system (we will be part of UHCC report). As part of this plan, going to look at possible new ways of responding to new degree programs and offerings. This would impact campuses as it is would potentially create a new process for creation of new programs. A new program proposal would have to first be approved at the UH system executive level (VPs perhaps) before detailed planning proposal on campus is developed. There are concerns on the part of CC administrators and others regarding level of campus input prior to this ‘green light’ decision being made, and potential for programs to circumvent campus academic leadership and processes to go straight to the President to make their case. Implications for input, planning and ability to justify new program prior to ok from the top is a concern. Many things not clear: just impacts new programs? What will be criteria for approval/denial to go ahead? What are implications for low enrolled programs? Still at stage of discussing; Katy will share further information with campus as it is made available.
- It was discussed that there is more interest by BOR to provide scrutiny and oversight of UH system due to recent issues and legislative pressures.

V. Non-FSEC Member Reports. None

VI. New Business

a. Introduced new members and said farewell to departing members. New Members: Chris Moore, Brenda Coston, Chulee Grove, Anson Bernal, and John Vierra. Departing Members: Cynthia Smith, Bill Becker, Doug Madden, Jerard Kimo Keaulana, & Conred Maddox
Conred thanked outgoing members for their service and presented them and new members with leis.

b. FSEC elections – Campus Chair and System Chair, i. Select CCIE & CLT FSEC reps

Discussed the duties of campus and system chairs. Janina Martin expressed interest in being campus chair; Stefane Sasaki expressed interest in being system chair. Clarified that voting was to be done by continuing and new members.

Chris Ann Moore moved to nominate Janina Martin; Scot Parry seconded. Approved unanimously.

Janina Martin moved to nominate Stefanie Sasaki for system chair; Brenda Coston seconded. Approved unanimously.

c. Discussed need for FSEC representative to sit on CCIE and CLT.

Clarified that CCIE coordinates activities related to Assessment and Accreditation, including things like ILOs and helping facilitate program assessment. Meets monthly.

FSEC members will decide in the fall whether the campus chair is representative to either or both and if not, will choose a liaison.

d. Review summary of committee self-reporting (those committees that submitted reviews)

Discussed need to pick up and continue asking committees for the more in-depth committee review as this information constitutes a form of assessment that can be reported for Accreditation Self-study.

Noted that many committees are still not posting minutes or not doing it in a timely manner which is a concern for accreditation evidence. End of Year reports are due from committees and should be posted on the intranet. Ensuring committees fulfil these responsibilities is something next year’s FSEC will need to take up.

Adjourned at 10:30.

FSEC Meeting April 8th, 2016

Present: Conred Maddox (chair), Cynthia Smith, Shidong Kan, Jerard Kimo Keaulana, Doug Madden, Julian Tyrell for Kenton Short, Bill Becker, Janina Martin, Stefanie Sasaki, Scot Parry, Nicole Ferguson (recorder), Marcia Roberts-Deutsch, Mieko Matsumoto, Steve Mandraccia.

1. Approval of February minutes
   a. Passed unanimously
2. Additions to Agenda:
   a. By Marcia Roberts-Deutsch:
      i. Issue of children in classes.
      ii. Soliciting volunteers to serve on accreditation committees.

3. FSEC Member Reports:
   a. No reports from Chancellor Erika Lacro or Vice-Chancellor Katy Ho (not present).
   b. CCEI liaison (Conred Maddox) mentioned there was an upcoming Assessment Showcase.
   c. System Chair (Diane Caulfield) not able to attend meeting but will send updates via email.

4. New business
   a. Hae Okimoto
      i. Presentation on the new Course Evaluation System (CES). The CES is being implemented by ITS. All courses will now be evaluated. The new CES can be completed on students’ phones. The number of questions in the survey can vary, and the survey can be setup throughout the semester. There are five tiers of questions, ranging from the campus level to the individual section level. The results will then be aggregated at the different levels. Which questions will be selected and who can see the results will have to be decided by administration and faculty, and ITS will simply implement those decisions. In Fall 2016, decisions will be made, and the system will be in use in Spring 2017. FSEC will create joint committee (CCIE/Assessment) to address the CES question development. Hae can be contacted at hae@hawaii.edu.

   b. Mieko Matsumoto
      i. Changes were made to the Faculty Development Charter, and were approved unanimously. The updated document will be sent out to FSEC.

   c. Pearl Wu from Outreach
      i. Budget Request for Outreach. The request is $25,000 which is to fund 2 student ambassadors and to update their equipment (including a portable scanner). Currently Outreach has 4 student ambassadors but their jobs will end in September, and they are limited to working with GearUp Schools. New grants are being pursued, but grants are often too restrictive in their scope and do not address the range of needs of Outreach to help prospective students.

   d. FS to FQ transition
      i. The Community Colleges will be transitioning at the same time as the University. The full transition to FQ has been pushed back to 2018. The general education board will determine the hallmarks for courses.

   e. Marcia Roberts-Deutsch
      i. Children in Classroom Discussion. A discussion took place on whether students’ children should be allowed in the classroom. Concerns were mostly about the safety and liability of the children. A legal waiver was discussed. It was decided that further discussion would take place and members of administration would be consulted for input.
ii. **Committees for re-accreditation.** A call was put out soliciting volunteers for the re-accreditation committees. Work will start Fall 2016 and the final report is due in 2018. Participation is encouraged but entirely voluntary, and faculty, staff, and lecturers are welcome to participate.

iii. **New Science Building.** Groundbreaking for the new science building will be in 2017, due to limited sewer and water infrastructure.

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**FSEC Meeting March 11, 2016**

Present: Conred Maddox (chair), Cynthia Smith, Shidong Kan, Jerard Kimo Keaulana, Diane Caulfield, Doug Madden, Julian Tyrell for Kenton Short, Bill Becker, Janina Martin, Stefanie Sasaki, Scot Parry (recorder), Nicole Ferguson

1. **FSEC Member Reports:**
   
a. The Handout Foundations Quantitative Reasoning (FQ) General Education Core Requirement Hallmarks were emailed after the meeting but the FSEC Chair requested that we read it and email Steve Mandraccia with our comments.

   b. Brent Rubio, Chair for CoC, took the feedback that was provided previously and adjusted the Committee Assignment sheet. It was included as a handout for today’s meeting to show that the changes had been made.

   c. FSEC Chair reported on CCIE. They have finalized their mission and will soon circulate it around campus. Essentially their mission is to be supportive and make sure the campus is meeting their mission. They are also to look at what other campuses are doing and will provide a presentation in April.

   d. System Chair CCFSC report:
      
      a. There were two policies that did not come through the CC faculty senate chairs group but were developed by the groups that were affected. All policies are shared with the Chancellors group. The first policy establishes the Council of Community College Native Hawaiian Chairs (ADD back and the second policy is to provide the Financial and Operational Oversight of Revenue Generating and Financially Self-Sustaining Programs.

      b. Minutes from their meeting are not to be posted.

      b. BOR policy on Budget was approved.

      d. Calendar updates – the CCFC will meet on April 1st and the BOR will meet at Honolulu Community College on April 21st. The CCCFSC and UHCC Strategic Planning Council will meet on April 1st

   e. The Lecturer Guidelines document was updated based on the feedback from the last meeting. The Chair for the Faculty Development Committee will be contacted soon to have them post the final version.

2. **New Business:**
a. The Budget Prioritization will be moved to the April meeting. Requests have been boiled down from 20-30 to 11.
b. As we are nearing the end of the school year the FSEC committee will need to choose a new chair and a new system chair.
c. The S (Sustainability) designation is currently going through the DCC/CPC track right now for approval.

3. Adjournment
   a. The meeting was adjourned by Chair Maddox at 9:40am

FSEC Meeting February 12, 2016

Present: Conred Maddox (chair), Erika Lacro, Katie Ho, Marcia Roberts, Jim Poole, Cynthia Smith, Shidong Kan, Diane Caufield, Doug Madden, Bill Becker, Stefanie Sasaki, Scot Parry, Nicole Ferguson, Janina Martin (recorder)

1. FSEC Member Reports:
   a. Campus Chair CCIE report: A presentation on the role of FSEC in CCIE will be presented at the HonCC Assessment Showcase
   b. System Chair CCFSC report:
      i. Information was presented to BOR on how tuition is set for UH system. Diane will send out information on process for all to review
      ii. Design and Implementation plan for UH Manoa for Core Changes and Consolidation/Efficiency and Effectiveness is a result of faculty concerns around duplication of efforts
      iii. Memo from John Morton allows for the lengthening of provisional programs from 150% to 200%; CC Certificate programs will be allowed 2 years and Associate programs will be allowed 4 years.
      iv. UHM Senate resolution supporting quantitative reasoning Gen Ed requirements passed on January 20.
      v. Gen Ed Core Requirements MOA and Transfer agreements to UH System requires review.
      vi. N Grade policy is not changing for community colleges utilizing it.

2. Chancellor Report:
   a. Received notice that ACCJC report has been accepted and no further submissions required at this time
   b. Chancellor is currently following all bills moving through Legislature: i.e. Bill to support facility on DOE grounds with CC providing instruction on cyber security.
   c. Science building going out for bid; cost likely higher than originally expected. Working on plan to renegotiate funds with legislature. Construction could begin as soon as end of summer and as late as Fall
   d. Rail contractors have been meeting with HonCC administration around projected timeline and are in discussions regarding fiscal impacts. It was noted that a system level discussion will be required to discuss fully the impact of loss of revenue due to loss of student attendance as rail construction moves forward.
   e. Representative Chris Lee and other Representatives are interested in a crafting a revitalization effort for the area as rail begins to come through. Chancellor
provided input to legislature on pedestrian usage of area and suggestions for pedestrian pathways in and around HonCC.

f. Katie Ho mentioned Early College Options may need to be reviewed/revised due to requirements that assure homeschool students receive the same opportunities as school based students when admitted to college. Standardizing the process for students who come to the college under the age of 16 has been a focus recently.

g. The most recent Strategic Plan draft has been vetted and will be taken to the campus and FSEC. No dramatic changes have been made, but inclusions from David Lassner’s plan to assure alignment have been adopted.

3. Planning Council: No report

4. New Business:
   a. Cynthia Smith requested vote for agreement to form a Sustainability Committee. Approved unanimously contingent upon revision of minor charter amendment language
   b. Diane: There was one applicant who provided his vitae for position of representative on the Conflict of Interest committee to serve for all CC’s. Vote taken and unanimously approved applicant. Diane will submit our nominee for consideration at next CCCFSC meeting.
   c. Ross Egloria requested FSEC provide support to effort to require all DE instructors to standardize their course by using three tools (Syllabus, Announcement and Gradebook) in Laulima. Committee voiced unanimous approval. Plan includes faculty trainings every semester, online self paced trainings, and one-on-one technical assistance. Once adopted by faculty, Ross will create online student self-paced introduction to Laulima.

5. Cynthia: Lecturers Documents update/FSEC approval
   a. Communication Policy discussion resulted in agreement to require self signing on of lecturers to list serves (except for admin-announce since this is not open for self-enrollment.) Still not finalized who will be responsible for this.
   b. Guidelines for Lecturers Teaching Loads discussion resulted in agreement that department coordinators would be first line of contact.
   c. Proposed Lecturer Mentorship Process discussion resulted in agreement that provision of a mentor should be a two pronged approach where both the division chair and faculty development determine mentor.
   d. Professional Obligations and Information Memo discussion recognized that FSEC cannot vote on this issue, but vote was taken confirming that FSEC wants to see these types of changes and encourages Administration to review. Approved unanimously
   e. Lecturer Guidelines Website discussion acknowledged that a website will require revised language, development of a website and posting to the website. Basically will provide a lecturer handbook online to reduce amount of time spent on orientation. Revisions to language suggested and vote to approve was made contingent upon revisions.

Adjournment: 10:15 am
FSEC Meeting January 16, 2016

Present: Conred Maddox (chair), Erika Lacro, Femar Lee, Marcia Roberts-Deutsch, Stefanie Sasaki, Cynthia Smith, Jeff Stearns, Sterling Foster, Shidong Kan, Katy Ho, Nicole Ferguson, Jenny Wong, Doug Madden, Julian Tyrell, Bill Becker, Lauren Prepose, Kimo Keaulana (recorder).

Chancellor’s Report:

A. UHM concerns about the management and financial sustainability of the Med School and UH Athletics.
B. HCC science building
   i. Already permitted & looking toward a 2021 occupancy date (pending on sewer/water infrastructure work)
   ii. Bid on work proceeding to avoid a lapse in funding
   iii. Breaking ground is expected soon
C. STAR registration moving forward
D. Facilities recommendations by deans for fall semester course planning has implications for savings
E. Planning Council should be looking at the Strategic Plan
F. Innovation funding (John Morton)
   i. $40k/year in STAR
   ii. Funding is in agreement to STEM pathway plans
   iii. System-wide consistencies are presently being addressed in regards to Math & English placements
      a. DOE electronic records, self-reporting, ACT scores, My Math Lab, AccuPlacer, etc.
      b. Math & English departments urge support for their endeavors from the entire faculty as they are 2 distinct disciplines with distinct concerns. It is to be remembered that “We are all in this together.”

4. Unfinished Business: Lecturer Guidelines (Cynthia)

A. Refer to the draft dated 01/12/16
B. Cynthia welcomes additional feedback & would like to finalize the guidelines in February 2016 so that the guidelines may be presented to the union (Erika & Marcia will facilitate this process) and go through the many other necessary steps to have it ready for lecturers in Fall 2016.

Meeting adjourned at 10:15 AM.

FSEC Meeting December 11, 2015
Present: Bill Becker, Nicole Ferguson, Shidong Kan, Jerard Kimo Keaulana, Doug Madden, Conred Maddox (Campus Chair), Janina Martin, Charles Miller, Lauren Prepose, Marcia Roberts-Deutsch, Stefanie Sasaki, Cynthia Smith, Julian Tyrell, Diane Caulfield (System Chair/Recorder)

Guests: Ross Egloria, Mike Meyer, Jerry Saviano, Jeff Stearns

I. Call to Order/Approval of Minutes

The meeting was called to order by Chair Conred Maddox at 9:03 am. Cynthia Smith motioned to approve the minutes of the last meeting held on November 6, 2015. Shidong Kan seconded. The minutes were approved as distributed.

II. New Business

A. Developmental Education Update

To accommodate our guests, Chair Maddox moved this item up on the agenda. Jeff Stearns reported on the various activities since the last update. To recap, the goal of the developmental education curriculum committees is to achieve the following:

- 75% of students testing at 1 level below college ready will successfully complete their college-level English and/or math course within 1 semester
- 70% of students testing 2 or more levels below college ready will successfully complete their college-level English or math course within 1 year

Jeff indicated three things would be happening as a result of the work by the various ad hoc developmental education committees and the Student Success Council (SSC):

- The math and English curriculum development co-requisite committees would be recommending models for English/math to John Morton
- The Student Success Council finalized its recommendations for placement information based on high school GPA, ACT/SAT scores, etc. The specifics were previously sent out to the campus via email by Jeff.
- Any campus that does not go along with the recommended system model would not receive any innovation monies. This affects Honolulu and Hawaii Community Colleges for math.

Considerable concern over the restriction of innovation monies for math were expressed by several FSEC members. Some of the specific concerns were:

- Problematic nature of punishing campuses with the system acting in an authoritarian manner
- HCC math faculty were encouraged by John Morton to apply for innovation fund monies when they presented their accelerated sections model to him previously
- Use of monies to dictate academic policy; noncompliance not efficacy of model as the basis for determining who gets innovation monies
When questioned, Jeff noted that the decision to restrict funding was made by the Student Success Council at their November 24 meeting. Jeff and Jerry were asked to bring FSEC’s concerns over the restriction of innovation funds back to the SSC. Diane was asked to question John Morton about the restriction at the next CCCFSC meeting.

Jeff continued his report by sharing the next steps:
- Non-cognitive issues that affect student learning will need to be explored. Interested persons wanting to serve on a committee examining this can contact Katy or Jeff.
- Banner issues such as high school scores data dump need to be discussed.
- Common language for course/program modifications is needed for the catalog (e.g., completion of a course or placement in the next level course; currently both are used inconsistently). Once common language is determined the changes will be presented to CPC as a package.
- Rob Jeff from Ivy Tech Community College in Indianapolis will be presenting a successful co-requisite model on the same day as the general college meeting.
- Placement rules for competing information (e.g., SAT score vs high school GPA) on a prospective student will need to be determined.
- Models will need to be reviewed and adjusted over time.

III. FSEC Member Reports

A. System Chair

Diane shared the PowerPoint presentation on the BOR’s deep dive topic-Athletics for both UHM and UHH. The UHM presentation includes a plan to achieve a balanced budget. The system strategic measures model was also shared and UHCC was presented in summary form instead of each individual campus. Another interesting item from the BOR meeting was the approval for the President to set summer tuition rates. It was noted that this past summer, the resident tuition rate was higher than the nonresident before this was adjusted by the BOR. Last, the CC administrative evaluation policy and the Proposed Revisions to Research-Related Regents’ Policies were mentioned. All information will be distributed to faculty via email.

B. Chancellor

Marcia reported that at the last talk story session, Erika shared that AdAstra was reviewing course offerings and facilities. Their review does not include DE courses. The AdAstra PowerPoint outlined some patterns in scheduling. Suggestions such as adding course sections may occur as a result of their examination of our offerings over several years. Their research will help to complete the pathway to student success.
It was noted that Erika also mentioned that for the science building, City and County still has some concerns over sewage issues but in the meantime, the infrastructure bid will be going out soon. Two additional items were the use of performance based funding system-wide and that Title IX online training is complete.

At the DDC meeting, Marcia noted that the Division Chair Selection Process was discussed. The group will be reviewing the 2005 memo as well as the UHPA contract. Those divisions whose chairs’ terms of service are ending will need to begin the selection process in spring. The information on the process will be shared with FSEC.

IV.  New Business (continued)

B.  HONAD email/Office 365/Sharepoint

Mike Meyer shared a brief history on Sharepoint at HCC. In the interest of education, he implemented the system four years ago. To use the system, everyone will need to change their log in via HONAD. Three major groups are affected: faculty/staff/students. The difference between Sharepoint and the intranet is that the intranet is public while Sharepoint is private. Sharepoint allows campus committees the ability to collaborate and discuss issues. There are also multiple tools such as task and schedule timelines, project management systems, communicative and visualization tools, and banner links. Another feature is the ability to run any video for classroom use while simultaneously reformatting to a particular device. Using YouTube, a person can imbed a video from another site.

The system does not replace Laulima and is considered by Mike to be better than Google drive which allows some similar features such as the ability to post announcements and share/edit documents. There is a survey tool feature as well as the ability to build subsites in Sharepoint. The system can also populate emails instead of manually inputting each person’s email account and it can update lists against UH system list instantaneously.

Some concerns are the need to use PCs instead of Macs and students who received “I” grades and their access to the system if they are not HCC home based students. Mike indicated that Sharepoint/Office 365 can sync with any machine. Incomplete grade students from other campuses can be accommodated.

V.  Other Issues

Cynthia requested that all representatives remind their divisions to provide feedback on the lecturer documents by early January. FSEC can then discuss the feedback received at our next meeting.

VI.  Adjournment
FSEC Meeting October 2015

Present: Cynthia Smith, Conred Maddox (chair), Shidong Kan, Jerard Kimo Keaulana, Diane Caulfield (system chair), Doug Madden, Bill Becker, Janina Martin, Scot Parry, Nicole Ferguson, Erika Lacro, Charles Miller, Stefanie Sasaki (recorder)
Absent: Kenton Short
Guests: Katy Ho, Jim Poole, Sterling Foster

1. FSEC Member Reports

   a. **Campus Chair**: Conred will follow up on the creation of a Laulima message board.

   b. **System Chair**: Diane shared the latest updates regarding the following…

      i. Board of Regents (BOR) meeting reviewed proposed supplemental
         fiscal year budget for the system. For community colleges, only one item
         was requested: $1.25 million to create an equipment fund. The BOR “deep
         dive” topic of interest is enrollment management. We are already aware of
         the three areas linked to performance measures: recruitment/admissions,
         retention/persistence, and graduation/completion.

      ii. UHCC Strategic Directions 2015-2021 – The front part of the presentation
          covers the initiatives for performance measures, while the back part
          focuses on information previously shared by Katy on the progress of
          developmental education and English/Math acceleration.

          There was a question as to whether faculty representation was fluid
          on the Dev. Ed. ad hoc committees. Katy stated that faculty interested
          in participating could still get in touch with committee conveners. A
          Math listserv was also established to share information generated
          from committee discussions.

          Diane advised that there was agreement to adopt the UH system’s
          baseline for the four measures of the UHCC performance funding
          model. The UH system baseline is an average of multiple years, and
          a lower baseline than what we are currently under. Diane will
          disseminate details (links, documents, etc.) of the above topics to all
          faculty.

   c. **Chancellor**

      i. Faculty and Staff Development Committees are currently more active and
         Erika encourages participation.
ii. UHCC Strategic Directions – Adding to what Diane stated earlier…the Chancellors from across the system want consistency with new policies related to accelerating developmental courses for Math and English. We do not want to have any problems with articulation. The “I CAN” learning model may assist students placed in Math 9 course. It is non-credit and available at no cost to students, so it will not touch their financial aid funding.

Katy briefly discussed the “cross walk” table, which will show the sequence flow for the new Math and English models. Pre-requisites that are currently in place now will be translated into the new models. Once approved by the DDC, Katy will take it to the CPC and then see how the changes happen in Banner. The intent is to have consistent wording in the catalog for all students across all programs.

iii. There may be a potential issue with the funding for the new science building. Erika stated that the City & County is holding up permitting over sewage and water concerns. The $33 million may lapse on June 30, 2016 if nothing can resolve this snag. She is continuing to do everything within her means to secure the permits.

iv. The campus received an anonymous gift in the amount of $150,000 to support our workforce development programs.

v. Graduation Pathway System (video)  https://youtu.be/dA6yWamCYV4 Video shows Grad Pathway’s flexibility; students can personalize their own graduation completion journey. New students will be able to use STAR for registration in Fall 2016. They are still evaluating the registration process for returning students.

Katy – CENT students participated in a successful pilot session for STAR registration. Next steps include continued work on timeline and catalog revisions. She clarified that programs still make decisions regarding their students’ pathway layout.

Scot advised that counselors are willing to do in-class STAR presentations for faculty.

d. **FSEC Representatives**: No reports

e. Liaisons: Campus Council on Institutional Effectiveness (CCIE), Budget Committee – Conred has nothing to report

2. **Non-FSEC Member Reports**: None

3. **New Business**
a. **N-grades**: The discussion consensus was to keep the N-grade for its flexibility, but to inform students of its implications (especially concerning financial aid and Veterans benefits). There needs to be clear criteria for N-grade use. Sometimes students find out how poorly they are doing in a class after the last day to withdraw, so taking a N-grade may be an alternative consideration.

Data requested from institutional research indicates that the majority of N-grades granted on campus is low (single digit counts over the last several academic years), however some specific courses and programs do have higher rates. Stefanie will share spreadsheet data.

Conred may invite someone from the financial aid office to address committee concerns regarding impact of N-grades.

**Repeat courses**: Mixed feedback. Higher or average grade? Each campus should be autonomous.

b. **Consensual Relationship Policy**: Very little feedback received; overall there was agreement with the policy.

Diane will share our comments with her respective committee.

c. **Lecturer sub-committee report**: Cynthia – Using survey results from last spring, the sub-committee proposed lecturer best practices versus policies (with the exception of missed classes). A working draft was presented to the FSEC and division input is requested. The goal is to discuss guidelines and finalize the draft in December for possible January 2016 roll out.

Issues includes the following:
- Communication – email lists, listserv
- Teaching loads – role and responsibilities of Div Chairs and lecturers regarding schedules, low enrollment, being bumped, etc. Both parties need to be clear on where they stand.
- Mentorship – lectures should have access to a full-time faculty member for support when needed; someone they feel comfortable talking to.
- Contract & money – there should be due diligence in covering classes when sick…contact Div Chair or make alternative arrangements. UHPA, Administration, and HR may need to provide input as well.
- Basics – new lecturer orientation; faculty development website info; help lecturers adjust by sharing information needed for all things when they are new on campus.

Discussion: There should be an effort to make lecturers feel a part of the campus. Suggestion to have lectures meet with faculty/staff leadership. Create a formal
lecturer orientation and/or manual. Be clear on expected duties and obligations. Use of stipends for lecturer participation/inclusion.

Conred thanked the sub-committee for its hard work in putting the guidelines together.

4. Unfinished Business

a. Status of sabbatical policy: Erika did not receive significant feedback on proposed change. For the most part, the policy change of making sabbatical decisions on an annual basis was viewed favorably. It was suggested that applicants be very clear on when they want to go on sabbatical and why. If their leave is semester dependent, faculty should stipulate conditions on their request. "Erika will distribute the sabbatical leave policy to the campus."

FSEC minutes October 9 2015

Present: Cynthia Smith Conred Maddox, Shidong Kan, Diane Caulfield, Doug Madden, Kenton Short/Julian Tyrell, Bill Becker, Stefanie Sasaki, Scot Parry, Nicole Ferguson, Erika Lacro, Marcia, Brent Rubio, Jeff Sterns, Jim Poole.

Absent: Kimo Keaulana, Janina Martin

- System Chair report - Diane Caulfield – Draft Resolution Supporting System wide Strategic Academic and Facilities Policy was passed at the September BOR meeting.

- The administrative survey has been sent out to the campus by UHPA. There will be other surveys that will be electronically distributed which will allow faculty to rate administrators at all levels. All surveys will be anonymous. UH President is aware of these administrator evaluation surveys.

- Result of Academic forgiveness and renewal proposed policy – At ACCFSC, HCC's comments were shared. As a result of the concerns, it was determined that each campus should do as they choose.
  - Kapiolani and Leeward are working on open education resources – textbooks are getting expensive. Displayed representative textbook prices at various Ccs. Question about open education resource at other colleges. Statement – says it is received. And some courses are labeled open educational resource
  - Manoa Senate passed resolution related to changes in Symbolic Reasoning to Quantitative requirement. Currently working on Hallmarks.

  - Website that identifies number of students coming from each high school
    - Displays information on High Schools that HCC students attended
• Diane will distribute URL of the presentation and data
• Data is from John Morton's office
  • US Dept. of Education – College Scorecard – HCC data is available – IPED numbers
    o Erika mentions that the government data is not all the useful. CC system is developing its own data collection

Chancellor’s Report
• Regents are now getting interested in operations rather than policy
• 2 new grants Title III – cultural based learning. And grant to create system to integrate all new technologies
• Registration on STAR is no longer set for fall 2016, it will be pushed back to a later date.
• Cafeteria now has vendor. Previous vendors including KCC did not work out
  o Cafeteria will be renovated next summer. 300 parking stalls available at Automotive
• Fences installed on Canal, ending what was illegal parking; 300 stalls available at AMT lot
• Erika Cleared up details of incident on campus
• Cyber Security project up update
• Accreditation Midterm Report submitted
• Efforts to align Farrington pathways with HCC pathways
  o Members asked for more info on the Farrington pathways and noted some problems when programs that do not necessarily interact well with each other
• Report on system meeting with Morton regarding change in developmental Math
• Marcia – looking at accelerated model for math – may not fully address completion in first year of college level course. Looking at STEM and non-STEM
  o Concern that MATH 9 will go away. - Should be a non-credit – 300-350 per semester coming into the lowest level math (Math 9) may remove the algebra component.
  o Problem noted by Marcia that if only HCC offers math 9 then other campuses will send students to HCC for remedial math but later claim credit for graduation of the student.
• CCIE meeting report from Marcia – had first meeting to plan-Red will represent FSEC at CCIE meetings. Steve Shigemoto is chair

• Cynthia – reported from Assessment Chair – Pat Patterson on planned program review sharing; stressed the assessment committee seeks to provide support to programs in doing program review – Tech 1 Tech 2 can get in touch with Pat

• Scott Parry and Erica Balbag – Star Presentation
  o STAR – demonstrated the background work.
  o AE – Academic Essentials – e.g. Graduation Requirements and where they are currently on the path to graduation. Shows how KCC classes for example will transfer into HCC program.
  o Scholarship tab available
  o Graduation Pathways System (GPS) has been simplified – show which classes are required each semester
  o There will be a clickable button linked to registration system.
  o There are actually 7 different grids that need to be completed in order for the system to work
  o Question about sample electives – Scot stated that all electives will be displayed
  o Erica – system will assist students in choosing courses, click on a course for more detail.
  o STAR system presentation: includes a 'What if’ feature. Also includes AE academic Essentials
  o STAR does not make decisions for the student, it presents data in a way that helps the student make better decisions.
  o The STAR system is very dynamic in nature. It will recalculate the path to graduation as the student enters choices.
  o Need help to ensure that all information in the system is accurate.
  o Erika: The STAR system will not replace the counselor, it will enable the counselor spend more time working closely with the students.
  o The point of the STAR presentation is to communicate the need for departments to submit schedules and requirements early, in order for the staff working with STAR to have time to input the correct data.
Diane: In the future the STAR system will link up with the registration system.

Suggestion that on-line tutorials be available for faculty to ensure that they also can assist students. An online tutorial for Star is currently online.

Erica: The STAR systems tracks changes to a particular students record. Request any input and suggestions on improving the system

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- Brent Rubio CoC membership selection process
  - Committee members are Elected, Volunteered, or appointed
  - Rank at January determines eligibility
  - CoC receives HR list in Jan and decisions are based on January status.
  - Faculty need to inform the CoC if they will not be available for any future time due to sabbatical or medical leave. Problem when faculty elected but will not serve with no valid reason.
  - Committees with volunteers. There should be a volunteer form. May have clause that if there are no volunteers then appointments (assignments) may be necessary.
  - Suggestion that the Dean or division chair should get involved, if committees are not
  - It was pointed out how CoC’s current charter does NOT reflect the actual practice of how committee memberships are actually filled; then assign/appoint faculty to committees just because there’s a line of text at the top of the form that says they can.)

The suggestion was to have the CoC update their charter to fully explain the process of how committees are filled. While it was mentioned that a Div Chair could assist in committee assignments, Academic Support does not have a Div Chair, so our Dean would be involved.

Brent also said that the use of paper forms were more successful at getting faculty participation than an online form. Also, faculty participation on committees varies greatly across divisions.

Brent also said that the use of paper forms were more successful at getting faculty participation than an online form. Also, faculty participation on committees varies greatly across divisions. Only about 40-60 percent respond on forms so CoC has to fill in where appointments needed.
FSEC Meeting - September 11, 2015

V. FSEC Member Reports

1. Campus Chair – Conred Maddox
   a) Presentation made to Planning Council regarding changes in developmental education, will be addressed later in the agenda.

2. System Chair – Diane Caulfield
   a) Presentation given at CCCFSEC meeting regarding guided pathway system to provide alerts to students when registering regarding course applicability.
   
b) There are 13 ad hoc CC system committees related to changes in developmental education; committees have decision making powers so Diane has asked system to (delete provide) post lists of all committee members. Will (delete be sent) send what she has gathered to campus so interested parties know who HonCC representative is. Membership still being solicited as some sub-committees just getting started. She will also email URL for the website where documentation is posted to all faculty.
   
c) UHCC system office working to link to and update posted minutes and system website information.
   
d) UHCC Faculty Subgroup on Academic Policies still working on decision regarding system approach to N grade. Diane informed FSEC of current proposal that N grade be used for remedial/developmental classes only. She is seeking written form of this proposal to disseminate for campus feedback. Current system assertion is no campus will be forced to accept resulting policy decision. Group is also looking into policies regarding repeating courses and which grades are accepted, as well as whether CTE and Liberal Arts General Education requirements are comparable on each campus. Diane will work with COSA to inform faculty.

3. Chancellor – Erika Lacro
   a) In November, fencing will be installed on *both* sides of Kapalama Canal to end homeless presence. This will eliminate parking on campus side of the canal.
   
b) Construction updates: Erika and Derek working on plan to deal with parking issues related to fence, as well as new building and rail constructions impacts. Possibly shuttle in operation from Automotive lot. New building ground breaking likely in January; delays due to issues related to water/sewage and preserving ancient banyan tree (working with Outdoor Circle and arborist on plan). Portables will have water connections established. Current plans to be put online.
c) Campus outcomes – enrollment is up, credited in part to early college outreach efforts. Met almost all other outcome measures (97.55%) so receiving most system monies. Only missed on one measure. Early College efforts appear to be working – currently in talks with Kamehameha School.

d) Incorporated system Strategic Plan measures into campus strategic plan including ways to measure student success. With measures set, need to work on on narrative on how to meet.

e) System going to enforce established requirement for DPC functioning that members can only vote on candidates applying for their own rank. May have to revise current DPC procedures including selection polices or how to replace members if needed.

f) Audit at KapCC leading to need to increase formal requirements of all system revenue generating programs, which will impact a number of HCC programs. PCATT in exempt situation since in part funded by legislature.

g) Given assumption that G-funds will not be increased in the future, campus is looking to hire a grant writer (would be self-supporting; salary dependent on success in getting grants.) Duties would include scanning for grants, guiding faculty to apply, handling reporting and coordinating if impacts number of departments.

h) Still to be accomplished – completion of sabbatical policy and creation of facilities policy (will presented FSEC’s October meeting) (to deal with all the coming upheaval related to construction.) Sustainability Committee needs a strategic plan.

4. FSEC Representatives – no reports
5. Liaisons – no reports

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

VII. New Business
A) Enrollment Management and Student Support Initiatives.
Erika and Katy informed the group of initiatives being investigated to help better guide decisions e.g. scheduling.
* ‘Completion by design’ – staged plan to increase awareness of steps on student academic path and how can better support/facilitate success. Implementing ‘Focus On/Prepare’ – long term plan that includes better outreach and communication with High Schools and mapping all steps leading to students attending first day of class. Possible actions include expanding dual credit, and working on centralized system admissions process (students apply once for all CC campuses). Working on draft plan for Stage One of this plan. Will share PowerPoints of this presentation to FSEC members and continue to come back for feedback/input.
* Includes efforts at better enrollment management to increase efficiency and communication and possible use of PAR (predictive statistics program.)
* Also looking to use STAR Registration enrollment and schedule building capabilities, which helps students see academic pathway and directs them to courses they need based on what is being offered during times they have available. Will have to see how this can apply to Liberal Arts programs; clearer applicability to CTE programs.
* Also mentioned was Velocity program which maps out program sequencing and identify areas needing change (e.g. scheduling of pre or co requisites) for more efficient student progress in the program.
* AdAstra mentioned – enables analysis of use of facilitates.

Will be presenting these programs and plans as Town Hall topic as well as possibly other presentations. HonCC will be point for system on some of these initiatives; will continue to come back to faculty and staff throughout planning and implementation of these.

B) Developmental Education
* Compass placement is ending; investigating other placement methods and diagnostic tools at system level.
* Katy and Jeff Stearns outlined changes being implemented in courses and scheduling for students placing in remedial English and Math classes. Indicted that changes were based on mainland models, goal is to speed up student pace so they are not stuck in development classes for up to 4 semester prior to entering program courses. Consists of courses offered as co-requisites (e.g. student is enrolled in Eng 22 and Eng 100 in the same semester), increased contact time with students (4 credit classes) and creation of support services (e.g. tutoring, small group / lab work, and addressing college preparedness skills as well). Concerns raised by FSEC members about lack of data shared with campus prior to implementing, lack of involvement by Math faculty in inception and planning, impact on STEM preparation levels, query whether DOE is also adapting to deal with problem of underprepared students, what happens if student fails one co-req., need to ensure frontline faculty are on the 13 ad hoc system committees dealing with this planned change.

Timeline is to implement by Fall 2016. There will need to be blanket curriculum changes following creation of new courses since they impact so many other course as required pre-requisites. VCAA office will coordinate and lead this process. Some work already being done to align with DOE. There will be assessment and tracking of student results.

C) Academic Forgiveness Policy
Diane provided background on proposed system policy of wiping clean one semester of student grades. Number of questions related to how it will be interpreted by transfer institutions including UH 4 year institutions, concerns about erasing grades that represent instructor evaluation of student work done, impact on students receiving financial aid such as VA monies, impact on CTE programs under certification requirements etc. Point also made that students have other options in catastrophic circumstances (e.g. administrative withdrawal). Based on the faculty feedback received by FSEC representatives as demonstrated by the concerns/questions raised, indicated that there was no real support for this at HonCC. Diane will report the questions/concerns raised to ACCFSC and will indicate that the campus feels that there are other methods to handle students who are in the situation described in the proposed system policy.

D) Post Tenure Review: Question raised about timing of notification (few months before it is due, September instead of in the Spring semester); response was dates are set system wide. Erika will share the schedule with FSEC. Response was dates are set system wide.
VIII. Unfinished Business
A. International Education Committee Charter - revisions
Discussion: Affirmed revised Charter shared with FSEC which incorporates recommendations made by FSEC members in May. Will work to have this committee put on master committee calendar. Since already approved, no need for action.

B. Guidelines for Lecturers
Created new sub-committee to pick up where left off in May, including working with results of lecturer survey. Committee members: Cynthia Smith, Nicole Ferguson, Bill Becker, Jim Poole. Will work to have draft document of lecturer obligations and expectations for support by October or November.

IX. Issues tabled til next meeting
a) Self Review Reports
b) Priorities for 2015 – 2016 – members asked to email input to Conred for discussion in October.