Faculty Senate Executive Committee Minutes - DRAFT
November 6, 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

Meeting was called to order at 9:05 am

1. **Approval of October minutes:**
   Diane motioned to approve minutes; seconded by Janina. Passed unanimously.

2. **Additions to agenda:** None

3. **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
      ii. 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.
      iii. **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

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

5. **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 – lecturers 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.

6. 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."

Meeting adjourned at 11:00 am

Next meeting: December 11, 2015