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

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.

Motion to approve: Diane Caulfield; seconded by Doug Madden
Approved unanimously

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

VII. Unfinished Business - No action

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.