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 desimiation 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.

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