Honolulu Community College Faculty Senate Executive Committee
Meeting Minutes, January 25, 2013

Present: Sally Dunan, Ross Egloria, John Delay, Noel Alarcon, Diane Caulfield, Julian Tyrell, Silvan Chung, Erika Lacro

Not Present: Steven Mandraccia (excused), Mike Leidemann (proxy Ross Egloria), Kahale Saito (proxy Alapaki Luke), Burt Chang, Justin Ota, Charles Miller, Kaleo Gagne (excused)

Guests: Russell Uyeno, Marcia Roberts-Deutsch, Keala Chock, Mike Barros, Kara Kam-Kalani, Jennifer Higa-King, Doug Raphael, Jim Poole, Mike Meyers, Chris Ann Moore

Recorder: Silvan Chung

Supporting documents related to this meeting are posted on the HCC Intranet for review at: http://programs.honolulu.hawaii.edu/intranet/node/1311

1. Minutes from November 30, 2012 FSEC meeting - were posted and sent out late. Will defer approval until February meeting so that everyone has time to review the draft minutes and provide corrections, changes to the minutes. The draft of the minutes is posted on the Intranet.

2. Sally Dunan introduced Julian Tyrell as the new representative for the Construction Academy.

3. System Chair report. Steven Mandraccia was travelling and not present.

4. Budget Subcommittee report. Noel Alarcon stated that the Budget Subcommittee has not met yet because of Brian's very busy schedule. Also, Ron Pine has sent a draft charter for Budget Subcommittee and requested feedback. In particular, Ron feels that, as the VC for Administrative Services is involved in making final budget decisions, it might be good that he not be a voting member of the Budget Subcommittee even though he is designated as the chair of the committee.

   - Erika reported that WASC has voted on the accreditation results and the campus should expect to receive the final report in approximately two to three weeks. The report was delayed, possibly due to the fact that other campuses had similar issues, and that might have led to some adjustments for our campus as well. Apparently, some issues pertaining to the accreditation visits at some of the other campuses had also been raised and had to be addressed.
   - The legislative session has started. The Science and Technology Building is not a priority on the Governor's budget request, so the campus will be working hard to present our case to the legislature and will also be partnering with lobbyist groups to provide support as well. The UH Budget priorities include positions for Native Hawaiian initiatives which would benefit this campus, position for the Hawaii Innovation initiative which is expected to primarily benefit Manoa, and performance based funding which is an initiative that the community colleges established previously and would affect us. The House and Senate will make their own determinations regarding which requests are funded and which are not - they are not bound by the Governor's budget priorities.

6. Dissolution of Technology Advisory Committee. Sally reported that the FSEC approved the charter for the new Campus Technology Committee at the November meeting, and as part of that approval had requested that the Technology Advisory Committee meet to approve a motion for dissolving the committee and submit a final report/minutes to the FSEC. Bill Becker convened the TAC following
the FSEC meeting on November 30th and the committee voted in favor of dissolving the TAC in conjunction with the establishment of the Campus Technology Committee. Bill forwarded minutes for that meeting and the minutes have been posted and are available. Diane Caulfield moved that the TAC be dissolved and John Delay seconded the motion. The final minutes of the Technology Advisory Committee are posted on the Intranet. The motion was approved.

7. COSA Charter Update. Emily Kukulies was not present, so this item was deferred to the February meeting.

8. Discussion of eCafe Online Student Evaluation system. Mike Meyer explained that eCafe is the official system approved by UH for completion of student evaluations, and has been in use for several years. For some reason ITC (now ITS) has been processing the Scantron forms for the paper-based course evaluations that has continued to be used at HCC. Since operating the Scantron machine is not really a technology requirement, and the ITS staff are very busy with other responsibilities, he had made the decision to discontinue ITS support for processing course evaluations. This decision was made after discussion with Erika and Russell. Sally observed that ITS had been providing a centralized service for processing student evaluations and it’s not really appropriate for faculty to perform that function, so as long as another unit can be identified to provide that service, it would be possible to continue to process evaluations (temporarily). Russell indicated that he had already committed to provide support for processing evaluations by hiring student assistants to do that work. Some issues noted regarding transitioning to eCafe included the existing backlog of Scantron evaluations that have not yet been processed, the fact that some programs do not have computer labs and would benefit from using mobile labs to conduct evaluations during class, the fact that eCafe does not include questions related to focus courses, whether it would be possible to extend the deadline beyond the end of the last week of class, and that eCafe currently supports only the standard academic schedule and does not support classes that do not meet in accordance with that schedule. Possible solutions for these particular issues could include having student assistants process the backlogged Scantron evaluations, scheduling mobile labs for programs that do not have computer labs, instructors adding their own questions relevant to focus areas, and further discussion with the eCafe administrators regarding adjusting deadlines and schedules for surveys.

9. Structure of General Education Committees. There was continued discussion and questions and answers regarding proposals presented in November meeting. Based on the discussion, Diane Caulfield moved that the FSEC vote to approve the second proposal’s structure as presented in November and in support of the CPC voting results. John Delay seconded the motion. The vote was 7 in favor and 1 abstention.

Upon conclusion of the vote, Sally suggested that the next steps that need to be addressed include drafting updated charter(s) for the general education committees, and reviewing the CTE general education courses numbered below 100 to determine which courses meet the college level criteria and which do not, so that the catalog can be updated for fall semester. She stated that it would be desirable to see preliminary drafts for charters this semester, but the first priority should be on initiating review of the CTE general education courses so we can remove courses that do not meet the college level criteria from the catalog for fall semester. There was additional discussion regarding those points.