Members Present: Sally Dunan(Chair), Steve Mandraccia, Mike Leidemann, John DeLay, Kahale Saito, Noel Alarcon, Diane Caulfield, Julian Tyrell, Karen Hastings, Ross Egloria, Silvan Chung, Justin Ota, Erika Lacro

Not Present: Kaleo Gagne

Guests: Keala Chock, Michael Barros, Jim Poole, Ron Pine

Recorder: Noel Alarcon/Sally Dunan

1. That chair called the meeting to order at 7:38 AM (estimated)

2. There were no corrections to the February 22, 2013 minutes. The minutes were approved and will be posted as disseminated.

3. System Chair Representative Report, Steve Mandraccia

   Steve provided several handouts regarding current system policy discussions including a spreadsheet summarizing UHCC Academic Policy Status for various academic policies currently being revised, a draft policy regarding Satisfactory Academic Status and a document regarding Common Elements of Academic Forgiveness Policy, the current draft of the policy for Common Course Numbering, a draft policy regarding Pre-requisites for Courses Identified as Writing Intensive.

   The campus needs to review the various policies related to academic forgiveness and provide feedback and comments, which Steve will relay on behalf of the campus at the system meetings. These draft policy documents will be forwarded to all faculty for review and comment. Comments can be forwarded to Steve directly, or can be addressed at the FSEC meeting in April.

   In regard to the common course numbering discussion, Steve relayed that the determination has been made that it is not possible to require a specific minimum of common content between different courses with the same number and name because there are many different ways to achieve the same course SLOs without the course using the same content. So, the criterion for 80% common course content has been removed from the proposed requirements. Course objectives (SLOs) should be the same among courses that have common numbers. We are being asked to provide feedback regarding whether the campus agrees or disagrees with the current proposal.

   In regard to the WI prerequisites, Eric Shaffer has already provided comments to Steve. Steve will also forward any other comments regarding the WI prerequisites policy to the system office.

   One issue related to the academic forgiveness policy proposals is the N grade. There is a push to eliminate the N grade entirely, as there are adverse ramifications with regard to giving N grades related to having to repay Financial Aid or Veteran's Benefits, if the student receives an N or W instead of an F for a course. Many faculty like to give N grades because it is appropriate when a student encounters major personal conflicts after the drop period at the beginning of the semester ends, or is trying and intends to retake the course, as the N grade does not affect the GPA. However,
both students and faculty need to be aware of the circumstances when N grades adversely affect students, and faculty could include some explanation regarding this in course syllabi, to ensure that students are being informed about the potential consequences of N grades. Katy Ho might also like to provide additional comments about N grades. It was recommended that the N grade be discussed further in April, as part of further discussion regarding the Academic Forgiveness policy. Referring the draft policy to COSA for review and comment was also recommended.

4. Chancellor’s Report, Erika Lacro

- Erika reported that in the legislative budget process, the budget moved from the House to the Senate without the proposal for the Science and Technology Building listed on the House version of the budget. Followup with Representatives determined that this omission was an error in the crossover budget and it was the intention of the House to include our building on the list for funding. We are now working with the Senate to obtain support for the Science and Technology Building in the Senate version of the budget. After the Senate budget proposal is established, the House and Senate will work together to review and resolve differences. So, there is some hope that we might be able to get funding for our Science and Technology Building in the current biennium budget.

- Erika has joined the Kalihi Business Association as a means of increasing HCC involvement in the local community and thereby also obtaining additional community support for HCC budget requests at the legislature.

- Erika attended the Board of Regents meeting yesterday, at their request, to answer questions regarding our accreditation report and being placed on warning status. She discussed the three recommendations related to deficiencies and the plan to correct those deficiencies to meet the October reporting deadline.

- In regard to our administrative positions, the Tech I Dean’s position is in the recruiting process and interviewing, the announcement for the VCAS position has closed and a search committee will be formed to review applications, the PCATT position is out for recruitment, and the position for IT Director to replace the former MIR position has been approved.

- Erika, Steve Mandraccia, and Kaleo Gagne will be participating in the process of updating the Strategic Plan for the UHCC System. John Morton’s approach to Strategic Plan updates is to select three representatives from each campus, the Chancellor, Faculty Senate System Chair, and the ASUH President, and assign each representative to different teams that work on different sections of the Strategic Plan. For this update, Erika is heading the team working on the Workforce Development section, Steve is assigned to the team on Distance Learning, and Kaleo is working on the Sustainability team. The Strategic Plan update will become the 2015-2020 Strategic Plan.

5. Ranking of FY 2014 (2013-2014) Budget Requests (second round)

Sally asked whether anyone wanted to make were any changes from the first round rankings. There were no indications of a desire to change the rankings established at the February meeting, except for one change submitted by Sally to change the ranking for item TII-13, Computer Lab Upgrade (for CENT) from a ranking of high to medium. CENT has identified a possible way to relieve the
In reference to budget request AS-05, Diane Caulfield asked for more information about the Facilities Manager position being requested and how that is related to the function that Glenn Yoshimura performs for facilities maintenance, and how having an additional position would affect Brian's current role. Sally explained that a Facilities Manager position would be focused more on the planning issues for facilities. Erika explained that the campus currently has a casual hire, Owen Miyamoto, who is helping a lot with respect to the facilities management process such as the Building 7 project and future projects for Building 5 and the Science and Technology Building. So, a new Facilities Manager would assume this type of responsibility, which allows Brian to focus on other responsibilities as the Vice Chancellor for Administrative Services.


Copies of the current lecturer evaluation process were available for review as handouts.

Ron Pine is proposing that the Faculty Senate consider making changes to the current Lecturer Evaluation Policy, which is posted on the HCC Intranet on the Faculty Development web site. According to the information on the Intranet site, this policy was approved by the FSEC in November 1991 with minor changes made in September 1992. The policy currently calls for all lecturers to submit evaluation packages every semester, including classroom observation reports. In divisions/programs, such as UC this can mean numerous lecturer evaluations that must be performed each semester. There was general agreement that reviewing this policy to discuss possible ways to streamline the policy and alleviate the requirement for classroom observations every semester would be a good idea. Ron suggested that the members of the Deans and Division Chairs Committee (DDC) discuss this policy and develop a proposed update, which the FSEC could then review, since this would allow for both administrative and faculty input regarding the policy proposal. There was general agreement that this was the appropriate way to proceed with this initiative.

Erika noted that it would be good to discuss this question and establish a policy by this fall, so that this policy can be included in the accreditation update report to WASC.

Silvan asked about whether lecturers are considered faculty and are part of UHPA. Sally stated that, according to the update to the Constitution of the Faculty Senate that was approved last year, all lecturers are now included in the Faculty Senate, so they are considered faculty at this campus. The UHPA contract includes some provisions regarding lecturers, but lecturers are not automatically part of the UHPA bargaining unit. The UHPA provisions do not address lecturer evaluations.

Ron and Jim will present the proposal to the Deans and Division Chairs as a discussion item and to develop a proposal regarding lecturer evaluation.

7. Computer Literacy, Jim Poole
Jim Poole presented his concern that the recently approved categories for CTE General Education do not include Computer Literacy for CTE students and proposed that a category such as Functioning Effectively in Society, into which ICS 100 previously fit be resurrected. Because ICS 100 has not been approved twice as a Social Science course according to the current CTE General Education hallmarks, he feels that a new category should be established that a computer literacy course would fit into. Erika indicated that we discussed general education categories last year and came to a conclusion regarding which categories would be used. Inasmuch as she happened to attend one of the CTE General Education Committee meetings, she pointed out that Fumiko Takasugi had indicated a willingness to work with Jim to help ICS 100 meet the requirements to be categorized as a Social Science. Based on that, and Steve Mandraccia's earlier indication that the guideline of a minimum of 80% common content between articulated courses with common numbering, she recommended that Jim contact Fumi to discuss ways to adjust ICS 100 to accommodate the hallmark requirements for designating ICS 100 as a Social Science course.

8. FSEC Effectiveness Survey

Sally handed out copies of the results of an effectiveness survey for the FSEC that was performed last year and noted that the HCC campus policy requires governance committees to perform annual assessments of effectiveness. She asked the members of the FSEC whether we should administer the same survey again this year as a means of obtaining feedback from our constituents regarding the perceived performance of the FSEC this year. She also solicited suggestions regarding whether the questions on last year's survey were satisfactory or should be changed.

The members of the FSEC agreed to administer the same survey with no change in the questions on the survey, as an assessment of this year's FSEC performance.

Ross Egloria volunteered to post the survey on Survey Monkey and sent Sally the link to be distributed to all faculty. The survey will be open until April 24th, to allow Ross a couple of days to retrieve the results prior to the next FSEC meeting.

9. Guidance for FSEC Committees - annual reports, charter and minutes templates

Sally reported to the FSEC that she had created a new node on the FSEC Intranet site for collecting various types of guidance relevant to FSEC committees. The information posted on this page currently includes a draft of guidelines for annual committee reports, a template for committee charters developed by the AOC in 2006, and a template for committee minutes developed by the Standard IV Accreditation Self-Study committee in 2012. Sally had previously sent the draft of the annual report guidelines to committee members for review and had received no comments, other than a response from Diane indicating that she thought it was well thought out. Sally requested formal approval of the proposed guidelines and she would post them as approved guidelines. Diane moved to approve the guidelines, Karen Hastings seconded. The proposed guidelines were approved unanimously.

Meeting adjourned at 09:15 AM (estimated)