Faculty Senate Executive Committee Minutes  
Date: November 7, 2014  Location: Building 2 Room 614  Time: 9:00am – 11:05am

I. Call to Order: 9:03am

Recorder(s): Ina Miller-Cabasug  
Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short (proxy – Julian Tyrell), Ina Miller-Cabasug, Erika Lacro, Jessica Kaniho, Erica Balbag-Gerard, Doug Madden, Bill Becker,  
Absent: Justin Ota, Gerimi Tangonan, SSEC Liaison  
Guest(s): Marcia Roberts-Deustch, Jim Poole, Katy Ho, Ross Egloria

II. Adoption of the Agenda: No additions proposed. Motion – passed unanimously

III. Approval of the Minutes: Erica Balbag-Gerard motioned to approve minutes; seconded by Sterling Foster. Motion - passed unanimously

IV. FSEC Member Reports:
   1. Campus Chair: Math Department shared information about Math 9 program and sequencing. Math 9 text book redesign takes place the summer prior to the start of each fall term. Currently this program is undergoing changes to improve student success. The CLT meetings are now designed for each representative from each department to present current updates and announcements.
   2. System Chair: (see New Business items #7 - 10)
   3. Chancellor:
      a. New PCATT Director, Steven Auerbach, will be starting on Nov. 21, 2014.
      b. The VCAS position is currently going through first rounds of interviews and top candidates will be available for campus wide Q & A.
      c. Campus Sustainability Committee will be working with Johnson Control in coordinating an action plan for the campus. There will be a campus sustainability competition in the spring term.
      d. Richie and Sonny Mudd - $10, 000 donation to go toward equipment and operational cost for MELE and AEC.
      e. UHCC VPCC – will potentially absorb the cost of the budget restriction for Honolulu CC.
      f. UHCC System Office has reset the graduation rate for Honolulu CC. With the implementation of the reverse transfer degree awarded, the graduation rates went up. Currently, the catalog is being reviewed to ensure accurate offering of certificates in various departments.
      g. UH CC Strategic Planning 2015 – 2020 – an FSEC representative is needed to serve with on a planning group with the Chancellor to align the strategic plan with Honolulu CC goals. Erica Balbag-Gerard and
Sterling Foster will serve as reps. The goal is to present at the General College meeting or host Town Hall sessions.

4. FSEC Representatives: None to report
5. Liaisons
   a. Campus Council on Institutional Effectiveness (CCIE): None to report
   b. Budget Committee (BC): None to report
   c. Campus Leadership Team (CLT): see Campus Chair report (item #1)
   d. Planning Council (PC): None to report

V. Non-FSEC Member Reports “Public Forum” – No reports

VI. Unfinished Business

1. Discuss Chancellor’s draft for DPC SLO assessment (Chancellor is composing a cover letter to suggest how to use guidelines) – Erika is open to changes to cover letter that will be included in the faculty packets, circulate the letter to the rest of the Administration, and discuss at the DPC orientation. Chancellor made changes to the document based on suggestions from FSEC committee members:
   • changed the reference to Kapiolani's FSEC
   • change "turn in letter to Clara" to "turn in letter to the Chancellor's Office"
   • reference John as vice-president Morton
   • follow up with VPCC John Morton to find out if he will send a letter out to the TPRC committees regarding the SLO assessments

Motion – Cynthia Smith motioned based on the language changes. Danny Aiu second the motion. Majority approved.

2. Review and discuss Cynthia Smith’s Committee Review Guidelines draft/template – Based on several recommendations from FSEC members regarding the committee review guidelines presented, the second draft contains the following revisions:

Second draft (Nov. 11) - Template for FSEC requested Committee review

Explanation:

Responding to faculty concerns regarding proliferation of committees, and in the interest of ensuring a campus committee structure that is productive and efficacious, the FSEC is asking all FSEC committees to conduct a review of committee functioning. Summary of review findings should be submitted to the FSEC Chair by April 14 2015.

The purpose is to ensure committees are meeting their intended purpose, that they have needed and appropriate membership and function in a manner that facilitates meeting the Charter mission. This review should include looking at past activities as well as current committee work, thus entails review of committee minutes and
consultation with former committee members. Review should focus on structures and processes, not personalities.

If, as a result of this review, needed changes are identified, the committee should proceed with proposed amendments to the committee Charter.

The following are areas to evaluate.

**Mission**

- Has the committee been meeting its Charter mission over the past 2-3 years?
- Does it require a standing committee to meet this mission or would an ad hoc and/or occasionally constituted task group suffice?
- Are there any obstacles to the committee fulfilling its mission? Explain what these are and possible solutions.

**Meetings**

- How often does the committee meet?
- Is this schedule adequate to fulfill intended purpose? Should it meet more or less frequently?

**Membership**

- Does current membership enable the committee to effectively meet its mission?
- Do all members need to be permanent standing members or could some voices be included on consulting/visiting (as needed) basis?
- What changes in membership are needed?

**Communication (via Intranet)**

- Is the committee’s intranet presence accurate and update.
- Are minutes posted in a timely manner? Are they easily located?
- Are all key documents (e.g. policies) related to the committee posted and accessible?

*Document will need final vote before moving forward.*

3. Final review of FSEC member duty/list training manual: added that it is the responsibility of the faculty’s or faculties’ FSEC rep to forward draft minutes to and collect any comments from the presenting member. The FSEC member/duty list has been approved by the committee. The addition was in response to an issue that arose in a previous semester.
VII. New Business

1. Ross Egloria – Requesting FSEC support of online course observation.
   a. Brief description: In an effort to see how faculty teach their distance education courses, the DEAC will be asking all instructors teaching a distance education course in the spring 2015 semester to add a specified guest account to their Laulima-based distance education course to allow the DEAC to observe their course. This is an unofficial course observation, allowing the committee to gather information on how the faculty uses Laulima. There will be no penalties, recriminations, or individually targeted suggestions on whatever is observed, nor will individual instructors be contacted with feedback unless specifically requested by the instructors.
   b. FSEC committee members recommend: DEAC committee members should have a rubric to follow when they are viewing a DE course and share rubric with DE faculty. It is important how this is presented to DE faculty so that they are fully aware of the reasons for DEAC to review Laulima. Provide DE faculty a list of DEAC members who will be reviewing their sites on Laulima. The reports will need to confidential and limit the number of people who reviews Laulima. Discussion on the need to orient students to the requirements of a DE course.
   c. Motion – None. Ross will write up on what FSEC can vote on in Dec. 12.

2. System Chari report: Erica Balbag-Gerard
   a. Item #1: Background information: As a result of the grievance brought forth from the UH Manoa Senate Faculty against UHPA & UH Administration this past academic year, President Lasser was given the responsibility to form a task force with member representing the UH Administration, UHPA, & Faculty. The UH-Admin-UHPA Task-force would be responsible to delineate what are FSEC responsibilities versus UHPA responsibilities. We are being asked to share the attached documents with our senate:
      i. MOA Regarding the Roles of the UH Professional Assembly and the UH Faculty Senate
      ii. MOA of Understanding Regarding the Role of Faculty Senates April 2014 (document for info) Please review the attached Memorandum of Agreement Regarding the Roles of the UH Professional Assembly and the UH Faculty Senates document.
      iii. Deadline email feedback to Erica is November 14, 2014.
   b. Item #2: Background: Honolulu CC is represented at the UHCC Faculty Subgroup on Academic Policy. The Subgroup held its first meeting yesterday, 11/5. We are being asked to provide Erica with feedback/comments on the following:
      i. Use of N grade. There is movement to create a system wide policy on the giving students an N grade. For example: Kapiolani CC = Does not use N grade but will give a student CR/No Credit grade. Student needs to let faculty now if they want CR/No grade options before the withdrawal deadline.
1. Leeward CC = Only gives N grades to students taking developmental/remedial courses.
2. Kauai CC = Gives N grades
3. UHMC = Does not give N grades

ii. What is faculty sentiment on giving students an N grade? Shall the N grade be used for developmental/remedial courses only.
iii. Katy Ho: The N grade does affect financial aid and VA students because FA looks at the overall GPA and # of units completed. VA looks at courses attempted and attendance.
iv. FSEC members’ questions – What is the number of N grades given? Erica BG will ask Kelly So of the data information. Does the UHCC System review the policy? Erica BG: UHCC System would like feedback from faculty to determine next steps.
v. This will also be sent to COSA for review.

C. UHCC System policy on Academic Standing (Probation, suspension, dismissal) Background: Currently there is no system policy on academic standing. Question to faculty is:

i. Should there be a system policy on academic standing? Currently a student who is on academic suspension at Honolulu CC can take courses at another UH CC campus and then is able to come back to Honolulu CC the following semester.

ii. VCAA group tried to create a system policy but was not able to move it forward. Each CC has its own academic standing policy.

1. Hawaii CC = Warning: students with semester GPA below 2.0 but cumulative GPA above a 2.0. Probation: cumulative below 2.0. Suspension, Dismissal, and Renewal (forgive one semester)
2. Leeward CC = no academic renewal
3. Windward CC= Warning Action
5. How should ours look like?
6. Shall we be more progressive in our dealings with students who are on academic probation? Suspension? Dismissal?

iii. FSEC members’ recommend: The UHCC System policy should align with the Financial Aid policy which states that the students cumulative GPA should determine if a student should remain in good standing at the CC. There should be a System
wide hold across the campuses so that students can get their life in order before returning.

d. Repeat course policy.
   i. Current practice among CC is that the higher of the grade for the repeated course is used to calculate GPA. HONOLULU CC does not do this. We factor all grades into GPA. Your thoughts?
   ii. FSEC members’ recommend: This needs to be standardize so that students understands across the UHCC System.

e. Motion – None made. Erica BG will need feedback from each department so that she can bring this forward at the next System meeting in January.

VIII. Adjournment @ 10:50am