**FSEC Meeting - September 11, 2015**

**I. Call to Order: at 9:00**  
Recorder: Cynthia Smith  
Attendance: Conred Maddox, Jerard Kimo Keaulana, Doug Madden, Shidong Kan, Diane Caulfield, Robert Silva, Cynthia Smith, Bill Becker, Stefanie Sasaki, Scot Parry, Nicole Ferguson, Erika Lacro, Janina Martin  
Absent: Kenton Short  
Guests: Jim Poole, Sterling Foster, Robert Bates, Russell Uyeno, Shioko Yonezawa, Katy Ho, Jeff Stearns, Marcia Roberts-Deutsch

**II. Introductions.** Everyone introduced themselves.

**III. Approval of Minutes.** Correction was made to name spelling.  
Robert Silva motioned to approve minutes; seconded by Doug Madden  
Motion passed unanimously

**IV. Adoption of the Agenda.** Two additional items added: follow up on post-tenure review and sabbatical leave

**IV. FSEC Member Reports**  
1. **Campus Chair – Conred Maddox**  
a) Presentation made to Planning Council regarding changes in developmental education, will be addressed later in the agenda.

2. **System Chair – Diane Caulfield**  
a) Presentation given at CCCFSEC meeting regarding guided pathway system to provide alerts to students when registering regarding course applicability.

b) There are 13 ad hoc CC system committees related to changes in developmental education; committees have decision making powers so Diane has asked system to (delete provide) post lists of all committee members. Will (delete be sent) send what she has gathered to campus so interested parties know who HonCC representative is. Membership still being solicited as some sub-committees just getting started. She will also email URL for the website where documentation is posted to all faculty.

c) UHCC system office working to link to and update posted minutes and system website information.

d) UHCC Faculty Subgroup on Academic Policies still working on decision regarding system approach to N grade. Diane informed FSEC of current proposal that N grade be used for remedial/developmental classes only. She is seeking written form of this proposal to disseminate for campus feedback. Current system assertion is no campus will be forced to accept resulting policy decision. Group is also looking into policies regarding repeating courses and which grades are
accepted, as well as whether CTE and Liberal Arts General Education requirements are comparable on each campus. Diane will work with COSA to inform faculty.

3. Chancellor – Erika Lacro
a) In November, fencing will be installed on *both* sides of Kapalama Canal to end homeless presence. This will eliminate parking on campus side of the canal.

b) Construction updates: Erika and Derek working on plan to deal with parking issues related to fence, as well as new building and rail constructions impacts. Possibly shuttle in operation from Automotive lot. New building ground breaking likely in January; delays due to issues related to water/sewage and preserving ancient banyan tree (working with Outdoor Circle and arborist on plan). Portables will have water connections established. Current plans to be put online.

c) Campus outcomes – enrollment is up, credited in part to early college outreach efforts. Met almost all other outcome measures (97.55%) so receiving most system monies. Only missed on one measure. Early College efforts appear to be working – currently in talks with Kamehameha School.

d) Incorporated system Strategic Plan measures into campus strategic plan including ways to measure student success. With measures set, need to work on on narrative on how to meet.

e) System going to enforce established requirement for DPC functioning that members can only vote on candidates applying for their own rank. May have to revise current DPC procedures including selection polices or how to replace members if needed.

f) Audit at KapCC leading to need to increase formal requirements of all system revenue generating programs, which will impact a number of HCC programs. PCATT in exempt situation since in part funded by legislature.

f) Given assumption that G-funds will not be increased in the future, campus is looking to hire a grant writer (would be self-supporting; salary dependent on success in getting grants.) Duties would include scanning for grants, guiding faculty to apply, handling reporting and coordinating if impacts number of departments.

g) Still to be accomplished – completion of sabbatical policy and creation of facilities policy (will presented FSEC’s October meeting) (to deal with all the coming upheaval related to construction.) Sustainability Committee needs a strategic plan.

4. FSEC Representatives – no reports
5. Liaisons – no reports
V. Non-FSEC Member Reports/Public Forum – No reports

VII. New Business

A) Enrollment Management and Student support Initiatives.
Erika and Katy informed the group of initiatives being investigated to help better guide decisions e.g. scheduling.
* ‘Completion by design’ – staged plan to increase awareness of steps on student academic path and how can better support/facilitate success.
* Implementing ‘Focus On/Prepare’ – long term plan that includes better outreach and communication with High Schools and mapping all steps leading to students attending first day of class. Possible actions include expanding dual credit, and working on centralized system admissions process (students apply once for all CC campuses). Working on draft plan for Stage One of this plan. Will share PowerPoints of this presentation to FSEC members and continue to come back for feedback/input.
* Includes efforts at better enrollment management to increase efficiency and communication and possible use of PAR (predictive statistics program.)
* Also looking to use STAR Registration enrollment and schedule building capabilities, which helps students see academic pathway and directs them to courses they need based on what is being offered during times they have available. Will have to see how this can apply to Liberal Arts programs; clearer applicability to CTE programs.
* Also mentioned was Velocity program which maps out program sequencing and identify areas needing change (e.g. scheduling of pre or co requisites) for more efficient student progress in the program.
* AdAstra mentioned – enables analysis of use of facilitates.

Will be presenting these programs and plans as Town Hall topic as well as possibly other presentations. HonCC will be point for system on some of these initiatives; will continue to come back to faculty and staff throughout planning and implementation of these.

B) Developmental Education
* Compass placement is ending; investigating other placement methods and diagnostic tools at system level.
* Katy and Jeff Stearns outlined changes being implemented in courses and scheduling for students placing in remedial English and Math classes. Indicted that changes were based on mainland models, goal is to speed up student pace so they are not stuck in development classes for up to 4 semester prior to entering program courses. Consists of courses offered as co-requisites (e.g. student is enrolled in Eng 22 and Eng 100 in the same semester), increased contact time with students (4 credit classes) and creation of support services (e.g. tutoring, small group / lab work, and addressing college preparedness skills as well). Concerns raised by FSEC members about lack of data shared with campus prior to implementing, lack of involvement by Math faculty in inception and planning, impact on STEM preparation levels, query whether DOE is also
adapting to deal with problem of underprepared students, what happens if student fails one co-req., need to ensure frontline faculty are on the 13 ad hoc system committees dealing with this planned change.

Timeline is to implement by Fall 2016. There will need to be blanket curriculum changes following creation of new courses since they impact so many other course as required pre-requisites. VCAA office will coordinate and lead this process. Some work already being done to align with DOE. There will be assessment and tracking of student results.

C) Academic Forgiveness Policy
Diane provided background on proposed system policy of wiping clean one semester of student grades. Number of questions related to how it will be interpreted by transfer institutions including UH 4 year institutions, concerns about erasing grades that represent instructor evaluation of student work done, impact on students receiving financial aid such as VA monies, impact on CTE programs under certification requirements etc. Point also made that students have other options in catastrophic circumstances (e.g. administrative withdrawal). Based on the faculty feedback received by FSEC representatives as demonstrated by the concerns/questions raised, indicated that there was no real support for this at HonCC. Diane will report the questions/concerns raised to ACCFSC and will indicate that the campus feels that there are other methods to handle students who are in the situation described in the proposed system policy.

D) Post Tenure Review: Question raised about timing of notification (few months before it is due, September instead of in the Spring semester); response was dates are set system wide. Erika will share the schedule with FSEC. response was dates are set system wide.

VIII. Unfinished Business
A. International Education Committee Charter - revisions
Discussion: Affirmed revised Charter shared with FSEC which incorporates recommendations made by FSEC members in May. Will work to have this committee put on master committee calendar. Since already approved, no need for action.

B. Guidelines for Lecturers
Created new sub-committee to pick up where left off in May, including working with results of lecturer survey. Committee members: Cynthia Smith, Nicole Ferguson, Bill Becker, Jim Poole. Will work to have draft document of lecturer obligations and expectations for support by October or November.

IX. Issues tabled til next meeting
a) Self Review Reports
b) Priorities for 2015 – 2016 – members asked to email input to Conred for discussion in October.

Adjourned at 11: 15 am