I. Call to Order: at 9:00; quorum established

Recorder: Cynthia Smith
Attendance: Cynthia Smith, Conred Maddox, Sterling Foster, Jerard Kimo Keaulana, Danny Aiu, Kenton Short, Ina Miller-Cabasug, Marcia Roberts-Deustch (Proxy for Erika Lacro), Doug Madden, Erica Balbag-Gerard, Sean Brown-Hussey
Absent: Cyndi Uyehara, Jessica Kaniho, Justin Ota, Gerimi Tangonan
Guests: Jim Poole

II. Adoption of the Agenda: No additions proposed

III. Approval of Minutes
Danny Aiu motioned to approve minutes; seconded by Sterling Foster
Motion passed unanimously

IV. FSEC Member Reports
1. Campus Chair – No report
2. System Chair – Erica Balbag-Gerard
   a) Working on UHCC Strategic Plan; she will email draft when available. There will be HonCC town meeting in November to present draft and get feedback; revisions will be made by mid-spring. FSEC members should prepare for this meeting by ensuring we receive plan and/or PowerPoint and look at specific proposed metrics.

   b) System is working on a draft of an outreach plan to deal with retention issues.

3. Chancellor – Marcia Roberts-Deutsch (proxy)
   a) Follow up report sent to ACCJC-WASC ahead of scheduled deadline. Campus accreditation focus now on preparing Midterm Report due Fall 2015. Most work and writing will take place in Spring 2015.

   b) ARPD data will be available at the end of October. Due to delay in getting data, program reports deadline delayed to mid-February.

   c) Campus guidelines from administration for DPC members related to new language in Tenure and Promotion guidelines pending; Vice Chancellor Ho tasked with this. Since DPCs already starting to meet, FSEC members requested administration let faculty know faculty can specify which set of guidelines used in preparing dossier, submit retroactive memo even though dossier submitted. Conred will meet with Erika on this and send out email to faculty.
4. FSEC Representatives
Sterling Foster asked when first edition of the student newspaper would be published. Determined this is under purview of Student Services and Student Life. It was announced the first issue was due to come out soon.

5. Liaisons – no reports

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

VI. Summary Points from Town Hall Meeting with Dr. Morton

Conred wrote up summary notes based on the October 3 meeting; these bullet points are to be included in October 10 minutes. Members were asked to send additions to Red or Cynthia (recorder).

Summary Notes from October 3 Town Hall:
- Dr. Morton said that the amendment to the promotion and tenure promotion guidelines was not a policy change; it is a clarification of language.
- It was constructed with UHPA’s advisement
- SLO assessment is not about metrics, and it is not exactly the same for all disciplines.
- The reviewing committee should see its assessment of dossiers as multifaceted and not just look at one item or numbers.
- He made the statement that the TPRC needs training and that he would provide guidelines for the TPRC
- He suggested that our chancellor compose guidelines for our DPC to create consistency, not only this cycle but for future reviewing committees too. (Erika directed Katy HO to do this)
- He make clear that the ACCJC only needs to know that we are using SLOs and assessing them
- Faculty should be reviewing them to improve them as needed in all the sections of a course, e.g., Eng 100 or Math 100; however, the focus should not be on one section. And one could pick one SLO and assess it across all sections for application and efficacy
- He made clear that a person could simply state that he or she is part of a committee in his or her department that assesses and makes changes accordingly to SLOs. However, if one isn’t showing that he or she is assessing SLOs in his or her dossier, then there needs to be a discussion with that person
- He stated that he would not allow the ACCJC to look at individual dossiers.

Discussion clarified Morton did reference differences between assessment of instructional and non-instructional faculty. Discussion continued on how specific DPC guidelines should be, including dangers of creating a checklist or being too prescriptive. Dossier workshops must include addressing these guidelines.
Administration will provide general guideline instructions to DPC members; faculty will be informed of ability to retroactively add memo indicating which guidelines were used to create dossier. Long term goal is for faculty DPCs to develop guideline language, recognizing these must be vetted by unions.

VII. Unfinished Business

A. Proposed Change to CODA membership: remove Vice Chancellor of Academic Affairs, Vice Chancellor of Administrative Services, and Dean of Students Services from CODA, replaced by Dean of Academic Support as administrative representative.

Discussion:

Ina answered questions raised at September meeting:
* DAS has the necessary authority to review CODA proposals for compliance issues.
* Administrators consulted have agreed with this change.

Was noted CODA will need to indicate date of this approval in its Charter.

Motion to approve by Cynthia Smith; seconded by Erica Balbag-Gerard. Motion approved unanimously

B. FSEC duty list

Discussion:
FSEC Membership Duties document will be used for annual orientation. Will be posted on FSEC intranet site as supplemental documentation. Minor language changes made.

Use of Roberts Rules of Order was discussed; in most comprehensive form, viewed as cumbersome. Committee will draft brief list of useful components as basis for operations.

Identified need to better organize and maintain FSEC intranet site – should be used to link to relevant informal documents e.g. member orientation documents as well as formal documents such as Charter and adopted policies. Policies passed in past years need to be identified and posted.

Members were asked to review and recommend language changes; Conred will share with the group and work with Todd to create recommended links.

Motion by Kent Short to accept Member Responsibilities document, pending recommended language changes; seconded by Ina Miller-Cabasug. Motion passed unanimously.

VIII. New Business
A. Proposal submitted by Cynthia Smith (based on constituent request) for FSEC to carry out or charge another body to review current FSEC committees, evaluating operational efficacy in: membership, processes, committee mission and goals, accomplishments to date etc. Goal is to determine whether committee needs revision of Charter to clarify or revise mission, membership, and/or procedural functioning, or determine if still needed as standing committee.

Discussion:
1. Concern this could lead to elimination of committees needed for campus operations and/or service opportunities for faculty seeking tenure and promotion.
2. Already is a yearly obligation for committees to provide annual reports; but sporadically done and enforced, and little to no review by FSEC of resulting reports. Additionally, committees are not consistently posting their minutes.
3. Suggestions this be done by Committee on Committees; but has never been tasked with this kind of work and not in its Charter

Determined need to carry out comprehensive review (broader than annual report) from all committees during the year. Will need to strengthen existing requirement of annual reporting and ensure FSEC members review and make use of reports when setting agenda for new academic year. There are existing guidelines for end of year reports; these could be revised to add more reporting points. Also will request Committee on Committees begin process of committee assignments and elections earlier in the spring semester.

Actions to be taken:
* Create template for committees to use in carrying out review this year.
* Campus Chair will work with Committee on Committees to discuss revision of Charter to increase C on C responsibility for reviewing end of year reports and sending summary to FSEC Chairs.

Draft of template will be circulated to FSEC members for action in November.

B. Need for COSA representative for off-campus programs

Bobby Salvatierra has agreed to serve.
Question raised regarding whether this was Committee on Committee issue; determined FSEC responsible for COSA membership based on Charter.

Motion to approve by Kent Short; seconded by Kimo Keaulana. 10 votes for; 1 abstention.

Adjourned at 10:40.