

Academic Senate Meeting Minutes 2014-15

Date: Friday, 10/24/ 2014 Time: 12:00pm Location: 388-103 EH, West Hawaii B4, Rm2	Members Present: Marilyn, Bader, Annie Brown, Malcolm Chun, Sandra Claveria, Toni Angelina Craven, Sam Giordanengo, John-Gabriel James, James Lightner, Blossom Lincoln Maielua, Carrie Beth Mospens, Violet Murakami, Caroline Naguwa, Helen Nishimoto, Joel Peralto, Deseree Salvador, Jill Savage, Pamela Scheffler, James Schumaker, Kathryn Sims, Janet Smith, Joel Tanabe, David Tsugawa, Claudia Wilcox-Boucher, Mai Wong, and Robert Yamane
Call to Order: 12:09pm By: Joel Peralto Mins: Carrie B. Mospens	Guests: None

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by the Chair at 12:09pm with 12 senators (including 5 Executive Committee members)		
2. Approval of September 26, 2014 Minutes	<p>Motion to accept the September 26, 2014 minutes as amended. (Savage/Giordanengo)</p> <p>Motion carried unanimously by voice vote</p> <p>Amendments:</p> <p>a) include the motion and vote for secret ballot for Asian 120: motion made by Denise D’Haenens-Luker, second ?; did not pass (J. Ryan)</p> <p>b) include the motion and vote to end debate regarding SSCI 111: motion made by Harold Fujii, second Noe Noe Wong-Wilson; did not pass with two-thirds majority (J. Ryan)</p> <p>c) Correct name spellings for lecturers: Sherry Shepherd and</p>	Motion Carried	

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	Gwynne Pacheco (T.Nahm-Mijo)		
3. Report from Administration	Attachment 3		
4. Chair's Report	No report		
5. Standing and ad hoc Committee Reports a. Curriculum Committee b. Faculty Policy Committee c. Educational Policy Committee Attachment 5-C-1,2,3,4	<p style="text-align: center; font-size: 48px; opacity: 0.3; font-weight: bold;">DRAFT</p> No report No report -The chair of the Educational Policy Committee brought forth the Fast-Track policy proposal for discussion. The committee reviewed the policy and submission form on September 19, 2014 to identify course information that could be modified, with particular concern for CLO modifications, course objectives, and course alpha/title/number. -Discussion ensued. Question posed: Are CLOs specified on the COR? If so, modifications would need to be aligned. Chair James to verify. Noted that an efficient system is needed for making minor changes. Furthermore, the Fast-Track option expedites the clean up process of old records and was originally offered to facilitate GE designation in order to update the course catalog. Widely agreed upon that Fast Track should only be used for minor changes. In essence, the Ed Policy Committee needs to determine what constitutes superficial/minor changes versus substantial		

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<p>d. ad hoc Writing Intensive Committee</p> <p>e. ad hoc General Education Committee Attachment 5-E</p>	<p>changes.</p> <p>-Also of concern is the current approval process (CRC chair determining what constitutes a minor or major change).</p> <p>-Considering the possible ramifications of the Fast-Track option, Chair James requests the assistance of the Academic Senate in providing additional feedback. An announcement of this request will be forthcoming.</p> <p>-Fast-Track is available until December 2014.</p> <p>No report</p> <p>The co-chair of the ad hoc General Education Committee (M. Wong) reported that the committee met on October 8, 2014. With several new members, much of the meeting entailed getting everyone on the same page.</p> <p>-Question posed: Will the GEC revisit operating procedures? There is a concern about the review process for assessment plans, but any changes will be brought before the Academic Senate for approval.</p> <p>-A suggestion was made to reconsider Foundations and discussion ensued. Noted that while Foundations is well established, formatted, articulated, etc., it can be very</p>	<p>All Senators</p>	

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<p>f. ad hoc Distance Learning Committee</p> <p>g. ad hoc Curriculum Central Committee</p> <p>h. Administrator Evaluation Subcommittee Attachment 5-H</p>	<p>difficult to make small changes.</p> <p>No report</p> <p>No report</p> <p>-Carrie Mospens reported on behalf of the Administrator Evaluation Subcommittee. The subcommittee has met six times since the last academic session and has compiled guidelines consisting of a statement of purpose, assessment goals, assessment guidelines, assessment process, and assessment procedure. Moving forward, the next steps pertain to senators developing questions for the purpose of relating concerns to Administration and determining the format of the assessment.</p> <p>-Mentioned that last spring at the April Senate meeting issues were not addressed regarding the charge of this committee. The Academic Senate Executive Committee will follow up.</p> <p>-There was also discussion of whether this committee should be a standing committee (requires charter amendment) or ad hoc (does not require charter amendment). Noted that a standing committee would provide a framework for ongoing assessment. (This</p>	<p>Executive Committee</p>	

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	<p>discussion raised the question of whether the GEC should be a standing committee.)</p> <p>-The Senate chair and the subcommittee will be soliciting feedback via email.</p>	<p>Chair/Subcomm</p>	
<p>6. Old Business</p>	<p>None</p>		
<p>7. New Business</p> <p>a. Curriculum Proposals Attachment 7a</p> <p>b. Lecturer Evaluation Policy Proposal Attachment 7b</p>	<p>Deleted from agenda</p> <p>-The co-chair of the Faculty Policy Committee (S. Giordanengo) submitted the Lecturer Evaluation Policy for approval as disseminated by the Academic Senate Chair in attachment 7b.</p> <p>- The co-chair explained that the highlighted areas were added to the original document to provide clarification and are up for debate.</p> <p>-Discussion ensued. Question posed: Can DCs assign evaluators? Noted that currently most departments assign evaluators. It was also explained that while the policy calls for a minimum of one evaluation, it is up to each department to decide whether or not to increase this requirement. The discussion concluded with editing requests which were made at the time of suggestion. D. Tsugawa requested and was granted the opportunity to proofread the document and</p>		

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<p>c. Fast-Track Policy Proposal Attachments 5-C-1,2,3,4</p>	<p>report any changes to S. Giordanengo.</p> <p>Voice vote to accept the Hawai`i Community College policy for Evaluation of Lecturers carried unanimously.</p> <p>Report in section 5</p>		
<p>8. For the Good of the Order</p>	<p>-Senate asked to consider going back to a representative senate</p> <p>-Idea proposed to have two Academic Senate chairs instead of one chair and one vice chair such that one chair would cover campus matters and the other would cover System matters</p> <p>-Announcement made of the new Academic Senate Vice Chair, Claudia Wilcox-Boucher and the new Academic Senate Secretary, Carrie B. Mospens.</p> <p>-Invitation extended to the Academic Senate to meet with President Lassner on October 30, 2014 from 3:00pm – 3:45 pm in Kaneikeao.</p> <p>-Beth Sanders urges Faculty to contribute to the Hawai`i Island Aloha United Way.</p>		
<p>9. Adjourn</p>	<p>Meeting adjourned at 2:00 pm by Chair Joel Peralto</p> <p>Next meeting Friday, November 21, 2014 12:00 – 2:00 pm,</p>		

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	Bldg. 388, Room 103 and Polycm to West HI B4, Room 2		

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