

Academic Senate Meeting Minutes 2016-2017

<p>Date: April 28, 2017 Time: 12:00pm Location: 388-103 (Manono), D-183 ACR (West Hawaii)</p>	<p>Members Present: Sandra Claveria, Toni Cravens, Erick Cremer, Karen Crowell, Kenoa Dela Cruz, Sharon Dansereau, Reshela DuPuis, Harold Fujii, Sam Giordanengo, Jessica Gonzalez, Meidor Hu, Luzviminda Miguel, Carrie Mospens, Caroline Naguwa, Trina Nahm-Mijo, Michelle Phillips, Petri Pieron, Deseree Salvador, Kate Sims, Jana Smith, David Tsugawa, Leanne Urasaki, Claudia Wilcox-Boucher, Bobby Yamane</p>
<p>Call to Order: 12:03pm By: Sam Giordanengo Mins: Michelle Phillips</p>	<p>Guests: None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05p with 13 senators (including 4 Executive Committee members) present.		
2. Approval of March 24, 2017 Meeting Minutes Attachment 1	<p>Motion to accept the March 24, 2017 minutes. (Fujii/Mospens)</p> <p>Motion carried unanimously by voice vote.</p>	Motion Carried.	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>3. Standing and ad hoc Committee Reports</p> <p>a. Curriculum Review Committee</p> <p>b. Educational Policy Committee Attachment 2</p> <p>c. Faculty Policy Committee</p> <p>d. ad hoc Writing Intensive Committee</p> <p>e. ad hoc General Education Committee Attachment 3</p> <p>f. ad hoc Distance Learning Committee</p>	<p>None.</p> <p>Senator Jessica Gonzalez reported that the committee will be proposing the new Fast Track Policy and a revision of Policy 5.702.</p> <p>None.</p> <p>None.</p> <p>The GEC submitted their End-of-the-Year report.</p> <p>Senator Leanne Urasaki reported that the committee prepared goals for next year's committee.</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
g. ad hoc Sustainability Committee	<p>Senator Wilcox-Boucher would like to suggest that we also consider a certificate of competence for 12 credits of courses included in the Sustainability certificate. It's presently in Kualii if anyone would like to view it. The committee is still looking for courses for S-designation.</p> <p>29th Annual Earth Fair went well and mahalos were shared with everyone who helped. 2,500 students from K-12 attended; 300 students, faculty, and staff from UHH and HawCC both attended and helped.</p> <p>6th Annual Sustainability Summit will take place in February in partnership with UHH. Will be 2 days in Hilo and 2 days at KMC. Feb 8-12, 2018. Notify Senator Wilcox-Boucher if you want to help.</p>		
5. Old Business a. DRAFT Senate Charter Changes Attachment 4	<p>*Edits to the Senate Charter were made in real-time during this meeting. The following notes reflect such changes.</p> <p>Article V1, Section 3: consent agenda info.</p> <p>The consent agenda is an option to include or not include in the Charter. Minutes can be included in the consent agenda and items can also be discussed briefly even if they are part of the consent agenda. Items that require longer discussion can also be pulled off the agenda for discussion. Senator Tsugawa presented two versions of language which could be included in the charter. The major difference in the two</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>versions; one combines the agenda and consent agenda into one item; the second one keeps both apart. Both versions say it would be used at each meeting, but it's really only when necessary.</p> <p>One advantage of using a consent agenda is that it can reduce the amount of time to go through items on the regular agenda. i.e. when there is a block of classes to delete.</p> <p>The point is not to hide but to streamline the process. As senators, it's important to put in the effort to read the consent agenda.</p> <p>Question: Are they used by other Senate Chairs? The Chair reported that he had asked but only one responded and said they have it; however, the details are not spelled out in the Charter.</p> <p>Motion to approve Version 2, Agenda and Consent Agenda. (Fujii/Wilcox-Boucher)</p> <p>Motion unanimously carried by voice vote.</p> <p>Article VII, Section 2d: General Education Committee language was inserted as is. By doing this, it makes the GEC a standing committee.</p> <p>Article VII, Section 8: "M" in membership should be capitalized.</p> <p>Senator Tsugawa asked about "ad hoc" committees and if we would want rotating options for these committees, but it was noted that this is not necessary because by the nature of an ad hoc committee, rotations in committee members can be brought up and changed.</p>	<p>Motion Carried.</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>Article IX, section 2: Senator Tsugawa asked what recourse there is for amendments to get voted down; is there a stipulation to change things that are minor? If document needs a change that is minor it can be revised, but if substantial, then it will need to wait for review. The charter is reviewed every five years currently, but it doesn't have to be that long.</p> <p>A 2/3 vote must be obtained by Senate to approve the Charter. Following that, Chancellor Solamsaas and UHCC VP John Morton must approve it.</p> <p>Motion to approve Senate Charter as edited and amended. (Fujii/Wilcox-Boucher)</p> <p>Motion carried unanimously. Yes (20) No (0) Abstain (0)</p>	<p>Motion Carried.</p>	
<p>6. New Business</p> <p>a. Haw 5.702 Graduation Requirements Attachment 5</p>	<p>Motion to approve draft revision of HAW5.702 Graduation Requirements (Gonzalez).</p> <p><u>Discussion:</u> Due to recent curriculum changes, revisions are attempting to encompass the changes, and trying to make the policy match current practices. The revised policy would allow students to choose to follow different catalog years as long as they were enrolled during the catalog year that they chose.</p> <p>Question: Senator Dela Cruz asked language could be added stating, "...and the program requirements have not changed so significantly that it would not be deemed possible to complete</p>	<p>Motion amended.</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>the requirements as listed.” (to be added after College); also to remove at Hawaii Community College.</p> <p>Original language taken out of the policy: <i>Program coordinators reserve the right to disallow students from declaring certain catalog years if the program requirements have changed so significantly that it would not be possible to complete the requirements as listed.</i> Senator Gonzalez shared that Dorinna’s concern was that putting that language in requires program coordinators or someone else to catch any problems. Senator Dela Cruz asked if it could be included in the catalog or website that if students want to change a major to go see a counselor? Her concern is that STAR won’t catch it or flag it. STAR isn’t built for majors prior to Fall 2013.</p> <p>Senator Gonzalez stated that the consensus of the committee was that it might create burden on the program coordinators. However, even though it’s final decision of those, the counselors would read ahead and communicate with students.</p> <p>Senator Crowell stated that a student might not realize that if they change their major they might not get anywhere and there could be frustration.</p> <p>Senator Nugawa asked if it is possible to re-negotiate the form requirements to include that students should talk to a counselor, or perhaps require a signature from counseling. The way it is now, a student could take a catalog year that does not fit licensing requirements that are current for their field.</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>b. Fast Track Approval Attachment 6</p>	<p>Potential language could be added to say that the catalog year needs to meet the requirements of the program for which you are applying.</p> <p>VCAA Onishi made a memo that when a process is changed a signature is required on the form, but this could slow the process down. Advising beforehand can reduce extra work for counseling and it's likely that the majority of students that will be positively affected, but there may be a few outliers.</p> <p>Motion to approve draft revision as amended (Dela Cruz/Wilcox-Boucher)</p> <p>Motion carried unanimously by voice vote.</p> <p>Motion to approve revision of Fast Track Policy (Gonzalez). <u>Discussion:</u> The newly revised policy was presented with previous changes included.</p> <p>It was requested to remove #14: <i>Addition or deletion of Program Learning Outcomes (PLO) for system alignment only. This revision requires evidence of system alignment.</i></p> <p>Currently the Policy is just for courses, not programs. A Fast Track policy could be made in the future for programs. In the meantime, a VCAA memo for this could work to change these. The Senate voice is covered by the required CRC chair signature.</p>	<p>Motion Carried.</p> <p>Motion Carried.</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>e. Standing Chair Elections 2017-2018 term</p>	<p>Nominations from the Floor were requested for Standing committee Chairs.</p> <p>Curriculum Review Committee Chair: Jana Smith was nominated and she accepted. Motion to approve Jana Smith as Chair of CRC. (Wilcox-Boucher/DePuis)</p> <p>Motion was carried unanimously by voice vote.</p> <p>Faculty Policy Committee Chair: Karen Crowell was nominated and she accepted. Motion to approve Karen Crowell as Chair of FPC. (Cremer/Dansereau)</p> <p>Motion was carried unanimously by voice vote.</p> <p>Educational Policy Committee Chair: Toni Cravens was nominated and she accepted. Motion to approve Toni Cravens as Chair of EPC. (DuPuis/Gonzalez)</p> <p>Motion was carried unanimously by voice vote.</p>	<p>Motion Carried.</p> <p>Motion Carried.</p> <p>Motion Carried.</p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>7. For the Good of the Order</p> <p>a. UHPA Update</p> <p>b. HawCC 5.250 Course Review Policy Attachments 9, 10, & 11.</p> <p>c. Pau Hana</p> <p>Other:</p>	<p>Keep an eye on email and sign up with a private email address if you are not getting the email newsletters currently. UHPA has staff if you have any questions. We are the union though – any actions UHPA takes is the action of the faculty.</p> <p>Question: Will contract renewal and tenure documents be affected by expiring contract? Contract expires June 30. Senator Tsugawa will ask and find out.</p> <p>Any questions about these documents should be directed to VCAA Joni Onishi. They are being presented only as an FYI.</p> <p>No Pau Hana – please support the 50 Years of Model Homes Celebration, UHH Campus Center Dining Hall, tonight, April 28: 5:30-9pm.</p> <p>Mark your calendars! End of the year pau hana: Hilo Yacht Club. Thursday, May 4, 2017, 5:30pm-8:30pm. \$20/person (includes tax and tip) with a no host bar. All faculty are welcome; please invite lecturers from your department.</p> <p>NO Special meeting next month</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
8. Adjourn	Motion to adjourn at 2:09 pm. (Fujii/Smith) Next Meeting: Friday, August 25, 2017, 12:00-2:00p. Location: TBA		