

## Academic Senate Meeting Minutes 2017-2018

<p><b>Date:</b> September 22, 2017  <b>Time:</b> 12:00pm  <b>Location:</b> 383-215 (Hale Aloha, Manono), Elama 183 (Palamanui)</p>	<p><b>Members Present:</b> Gordon Ching, Sandra Claveria, Erick Cremer, Karen Crowell, Kenoa Dela Cruz, Renee Dela Cruz, Susie Dill, Camelo Ducasin, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Gene Harada, Josh Harowitz, Meidor Hu, Colby Koreyasu, Bill Laurenz, Chip Michels, Darrell Miyashiro, Carrie Mospens, Lew Nakamura, Patrick Pajo, Michelle Phillips, Christine Quintana, Kate Sims, Jana Smith, No`el Tagab-Cruz, Darryl Vierra, Brenda Watanabe, Claudia Wilcox-Boucher, Bobby Yamane</p>
<p><b>Call to Order:</b> 12:07pm  <b>By:</b> Claudia Wilcox-Boucher  <b>Mins:</b> Michelle Phillips</p>	<p><b>Guests:</b> None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05p with 10 senators (including 3 Executive Committee members) present.		
2. Approval of the August 25, 2017 Meeting Minutes <b>Attachment 1</b>	<p><b>Motion to accept the August 25, 2017 minutes. (Fujii/Michels)</b></p> <p>Motion carried unanimously by voice vote.</p> <p><i>Note:</i> On current agenda (not minutes) the next meeting date should be Friday October 27, not October 26.</p>	<b>Motion Carried.</b>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>3. Consent Agenda Approval – CRC Course Approvals* <b>Attachment 2</b></p>	<p><i>* Please note the addition of the new Consent Agenda item. Any item on the Consent Agenda <b>can be</b> moved to New Business by any Senator. <b>No second, no debate, and no vote is required to move and item. If there is nothing to be moved, then the Consent Agenda is voted on as a whole and approved in one voice vote.</b></i></p> <p><b>Motion to accept the Consent Agenda. (Fujii/Clavaria)</b></p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion Carried.</b></p>	
<p>4. Standing, Select, and ad hoc Committee Reports</p> <p>a. Curriculum Review Committee <b>Attachment 3</b></p> <p>b. Faculty Policy Committee</p> <p>c. Educational Policy Committee <b>Attachment 4</b></p>	<p>Curriculum Review Committee (CRC) Chair Jana Smith reported that the committee will meet on Mondays 2:30-4:30pm. If you submit a proposal to the CRC, you will be asked to join the committee during the day your proposal is being vetted. The committee will notify the respective Department Chair who will notify the person responsible for the proposal. There is a new button on Quali which has the agenda for the committee and the proposals that they will be looking at that week.</p> <p>All CRC proposals were accepted by the Senate.</p> <p>Faculty Policy Committee (FPC) is working on the Course Evaluation System Questions. Discussion under old business.</p> <p><i>Note:</i> In the attachment, the report discusses that there is no GSSI representative on the committee, however, Larissa is on that committee.</p>	<p><i>EPC: Please amend the report to reflect this.</i></p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
d. General Education Committee	Co-Chair Meidor Hu reported that the General Education Committee (GEC) is putting together Foundations proposal paperwork currently. The proposal paperwork will be distributed by GEC representatives to all departments for review and discussion during the next department meeting. Current GE proposals have a deadline of Oct 31, 2017 to get into the 2018-2019 catalog, and the GEC is recommending that people still put in proposals for GE designations in order to improve options for students. Foundations will not take effect until at least the 2019-2020 catalog. Assessment plans must be given to the Assessment coordinator to meet that deadline on or before October 24.		
e. Hawai'i Asian Pacific Course Designation Committee (Select)	Chair No`el Tagab-Cruz reported that the committee just met yesterday to determine the internal process for designation of proposals by the committee. Hawaii and UHH are the only two campuses not on the system-wide committee, so the Chair is trying to get the two campuses added to the UH System HAP committee. The next meeting will be on October 19, 3pm, Location TBA.		
f. Distance Learning Committee (Select)	Member Kate Sims reported that they are still determining the chair for this committee.		
g. Sustainability Designation Committee (Select)	Co-Chair Wilcox-Boucher reported that the Certificate of Competence in Sustainability will be going to the CRC.		
h. Writing Intensive Committee (Select) <b>Attachment 5</b>	Chair Sharon Dansereau not present, but the roster was sent out as an attachment to help solicit for more members. Please contact her if you would like to join the committee.		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>5. Old Business</p> <p>a. CES Questions <b>Attachment 6</b></p>	<p>The FPC presented questions and a Likert scale for the Institution-level questions of the Course Evaluation System.</p> <p>A suggestion was made to amend #3 to remove “service” and to take out the comma. By removing the word “service,” students may respond more positively to the prompt if they have participated in a less formal type of service than is implied.</p> <p>It was asked how long until the CES will go into effect. This is currently unknown.</p> <p>It was suggested to add “not relevant/not applicable” instead of “neutral.”</p> <p><b>Motion to change the Likert scale to agree/disagree (Crowell/K. Dela Cruz).</b></p> <p>Per Senator Laurentz, a binary option (i.e. agree/disagree) forces a student to make a choice, which can be useful to get clearer data. There is some research that shows that binary options can help with this. Discussion ensued.</p> <p>It was suggested that the Likert scale could be changed to: strongly agree, agree, disagree, and strongly disagree. This leaves some option for further interpretation of the data.</p> <p>Senator Crowell rescinded the motion.</p>	<p><b>Motion rescinded.</b></p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p><b>Motion to change the Likert scale to a four-point scale: (4) Strongly Agree; (3) Agree; (2) Disagree; (1) Strongly Disagree (Fujii/K. Dela Cruz).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to approve the six questions with the new Likert scale (Fujii/Claveria).</b></p> <p>The first five statements make it clear that the students understand and achieved the Institutional Learning Objectives (ILOs), but number six is not the same and deals with sustainability. Since this is not a course-level issue, it's a college level issue, it was suggested add, "the college has helped me to understand..." to number six.</p> <p><b>Motion to modify question six to, "my learning experiences at the college have helped me to contribute to sustainable environmental practices that promote personal and community health and wellness." (Crowell/DuPuis).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to approve the six Level I questions along with the new four-point Likert scale (Crowell/ DuPuis).</b></p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion carried.</b></p> <p><b>Motion rescinded.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p>	

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>Senator Crowell suggested that since these questions were modeled after our ILOs, which are in Hawaiian, it could be nice to do the same with the CES questions. There is a process for doing this that might have a cost associated with it...Senator Crowell will look into it.</p> <p>Discussion about bullet points in the attachment: There is an issue with trying to keep track of asking students the Departmental-, Program-, and Institutional-level questions only once per semester due to privacy. A recommendation was made that these questions could go out with every course, but they can opt-out if they have already answered once. This discussion was moved to next meeting.</p>		
6. New Business	None.		
7. For the Good of the Order  a. UHPA Update  b. Announcements	<p>No update.</p> <p>Pau Hana at Coqui's, 3pm-5pm (1<sup>st</sup> drink and pupus included).</p>		
8. Adjourn	<p><b>Motion to adjourn at 1:35pm. (Fujii/Claveria)</b></p> <p>Motion approved unanimously by voice vote.</p> <p><b>Next Meeting:</b> Friday, October 27, 2017 12:00-2:00p. Location: HawCC 388-103 (Manono), Elama 183 (Palamanui).</p>	<b>Motion Carried.</b>	