

## Academic Senate Meeting Minutes 2017-2018

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| <p><b>Date:</b> March 23, 2018<br/> <b>Time:</b> 12:00pm<br/> <b>Location:</b> 388-103 (Manono),<br/>         Kaoli Bldg-106 (Palamanui)</p> | <p><b>Members Present:</b> Marilyn Bader, Roberta Brashear-Kaulfers, Gordon Ching, Sandra Claveria, Toni Cravens, Alma Cremer, Erick Cremer, Karen Crowell, Sharon Dansereau, Susie Dill, Reshela DuPuis, Harold Fujii, Lisa Fukumitsu, Josh Horowitz, Kanoe Lambert, Larissa Leslie, Darrell Miyahsiro, Carrie Mospens, Caroline Naguwa, Trina Nahm-Mijo, Luria Namba, Helen Nishimoto, Michelle Phillips, Cheryl Puntil, Pamela Scheffler, Elizabeth Shaver, Kate Sims, Jana Smith, Leanne Urasaki, Claudia Wilcox-Boucher</p> |
| <p><b>Call to Order:</b> 12:00 pm<br/> <b>By:</b> Claudia Wilcox-Boucher<br/>         (Vice Chair)<br/> <b>Mins:</b> Michelle Phillips</p>   | <p><b>Guests:</b> None.</p>  |

| TOPIC  | DISCUSSION  | ACTION / PERSON RESPONSIBLE | TARGET DATE |
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| 1. Ascertain quorum  | Meeting called to order by Vice Chair Claudia Wilcox-Boucher at 12:05pm with 21 senators (including 6 Executive Committee members) present.   |                             |             |
| 2. Approval of the February 23, 2018 Meeting Minutes <b>Attachment 1</b> | <p><b>Motion to accept the February 23, 2018 meeting minutes. (Fujii/Claveria)</b><br/>           A minor correction was requested: #7. Change EPC → FPC</p> <p>Motion carried unanimously by voice vote.</p> | <b>Motion carried.</b>      |             |

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| <p>3. Consent Agenda Approval<br/><b>Attachments 2 &amp; 3</b></p>                                  | <p><i>* Reminder: 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>The current consent agenda includes committee reports from the Distance Education Committee and Educational Policy Committee.</p> <p>Please note that in Attachment 3, for the EPC, #4 was removed and will be on the agenda at the next Senate meeting.</p> <p><b>Motion to accept the Consent Agenda. (Fujii/Smith)</b></p> <p>Motion carried unanimously by voice vote.</p>  | <p><b>Motion carried.</b></p> |             |
| <p>4. Old Business</p> <p>a. EPC policy proposal on on-line instruction<br/><b>Attachment 4</b></p> | <p>The EPC would like to thank everyone for questions and comments, which were sent back to the DE committee, and reviewed in the EPC meeting with only minor language changes needed, but no major changes in content. For accreditation, it was decided that the policy that was presented last month is truly an addition to a policy that already existed (Policy 5.20).</p> <p>Question for EPC – Does the policy need to go through CRC? In the past, the directive for CRC was directed by EPC to begin with. If we want to change that, we can. The CRC requested that the EPC send the policy for them to look over but doesn’t want to hold things up. Due to accreditation coming up, the EPC would like to ask for the Senate to vote to adopt the policy today.</p> |                               |             |



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|   | <p>The final survey will be sent out Monday, March 26, to close on Friday April 2.</p>   |                               |             |
| <p>5. New Business</p> <p>a. GEC Foundations Core Courses Approval<br/><b>Attachment 5</b></p> <p>b. AA Degree Modifications<br/><b>Attachments 6, 7, &amp; 8</b></p> | <p>GEC Co-Chair Meidor Hu presented the GEC Report, which includes the 9 Foundations proposals reviewed and approved by the committee. In the attachments sent out to faculty, there is an error – it says WS165, which should be WS175. The corrected attachment will be put up on the Senate blog. These courses will become effective Fall 2018.</p> <p><b>Motion to approve Foundations Core Courses. (GEC co-Chair Hu)</b></p> <p>Motion carried unanimously by voice vote.</p> <p><i>*this agenda item was moved until after the Diversifications vote.</i></p> <p>AA degree and AA concentrations advising sheets and programs were modified to reflect changes with Foundations and Diversifications. Attachments that were sent out had some errors regarding electives, asterisks, and crosses (no major program changes were made; only changes reflecting verbiage regarding newly designated Foundations and Diversifications courses). Changes were brought to the Senate floor and corrected. Corrected attachments will be put on Senate blog.</p> <p>Final sheets will be posted on the Google Team Drive. Program Study DCs should check in the Team Drive to ensure that it's the final version for counseling. Deadline will be Tuesday, March 27, 2018.</p> | <p><b>Motion carried.</b></p> |             |

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|       | <p><b>Motion to vote for the AA Degree in LBRTS with approval for minor technical modifications as necessary (Fujii/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to vote for the AA with a Concentration in Administrative Justice (LBRT) with approval for minor technical modifications as necessary (Fujii/Nahm-Mijo).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to vote for the AA with a Concentration in HIST (LBRT) with approval for minor technical modifications as necessary (Fujii/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to vote for the AA with a Concentration in PSY (LBRT) with approval for minor technical modifications as necessary (Fujii/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to vote for the AA with a Concentration in SOC (LBRT) with approval for minor technical modifications as necessary (Fujii/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> | <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> |             |

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| <p>c. Diversifications Approval<br/><b>Attachment 9</b></p> <p>d. GELO-to-ILO alignment approval<br/><b>Attachment 10</b></p> | <p><b>Motion to vote for the AA with a Concentration in Art (LBRT) with approval for minor technical modifications as necessary (Fujii/Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p>The AA with a Concentration in Hawaiian Studies (LBRT) will be moved to next meeting (no advising sheet available).</p> <p><i>*this agenda item was moved until after the Diversifications vote.</i></p> <p>The courses proposed for Diversifications (all current GE-designated courses) are listed on the attachment. Attachment that was sent out had some errors and these were brought to the Senate floor and corrected. Corrected attachments will be put on Senate blog.</p> <p><b>Motion to approve the Diversifications courses with approval for minor technical modifications as necessary (Cremer/Nishimoto).</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to approve the GELO-to-ILO alignment. (Fujii/Hu)</b></p> <p>This alignment was needed for accreditation.</p> <p>Motion carried unanimously by voice vote.</p> | <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> |             |

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| <p>e. Nominations for Standing Committee Chairs that are open<br/><b>Attachment 10</b></p>            | <p>General Education Committee – OPEN (need 2 co-Chairs)</p> <ul style="list-style-type: none"> <li>i. Nominations are taken from the floor</li> <li>ii. A Senator can self-nominate</li> </ul> <p>There was a nomination of Senator Helen Nishimoto and James Schumaker for GEC co-Chairs from the committee. Senator Nishimoto accepted and Senator Schumaker had accepted over email prior to the meeting if presented with the nomination on the floor.</p>   |                                   |             |
| <p>f. Nominations for Senate Chair<br/><i>Executive Committee Nominee:</i> Claudia Wilcox-Boucher</p> | <p>There was a nomination of Vice Chair Claudia Wilcox-Boucher as the new Senate Chair from the Executive Committee. If anyone else would like to be please let the Senate Chair know, and there will be a ballot election.</p>   | <p><b>Motion not carried.</b></p> |             |
| <p>g. Senate Resolution 2018-1<br/><b>Attachment 11</b></p>   | <p>Background: The resolution presented is coming from the Executive Committee as an effort to bring awareness that junior faculty should be allowed to focus on teaching rather than committee work.</p> <p><b>Motion to accept the Senate Resolution. (Fujii/Horowitz)</b></p> <p>Discussion:</p> <p>Support was voiced over-all for the idea of the resolution, but “junior faculty” may have different backgrounds and levels of experience – some have been lecturers for many years and then it</p> |                                   |             |

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|   | <p>should be up to them to make those choices; we don't want it to be too prescriptive. The resolution is also unclear in terms of committee assignments – it should be clarified how many per year. Non-instructional faculty were also missing (which was discussed in Executive Committee but missing in the resolution). Some committees are also different than others – which committees are being discussed here? Are these guidelines? If so, it was suggested that the wording should be changed to “recommended” or “should.” Additionally, those who are reviewing committee work for contract renewals and tenure need to be made aware of the resolution.</p> <p>Motion was rescinded by Senator Fujii.</p> |                             |             |
| <p>7. For the Good of the Order</p> <p>a. UHPA Update Report<br/><b>Attachment 12</b></p> <p>b. Earth Fair</p> <p>c. Final Pau Hana of the Year</p> | <p>a. UHPA Update Report – none.</p> <p>b. Earth Fair – HawCC/UH Hilo, April 20: 9am-2pm. Contact Claudia if you would like to volunteer.</p> <p>c. Final Pau Hana of the Year, May 3 (Thursday) at the Hilo Yacht Club. Susie Dill was thanked for offering to sponsor. Will be \$30 for pupu and one free drink. Executive committee is looking for sponsors to help lower cost.</p>   |                             |             |



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| d. Pau Hana Today | <p>d. Pau Hana today @ Joann's Lounge (88 Kaneoehua Ave, Hilo) 4pm-6pm after the meeting!</p> <p>Other Announcements:</p> <ul style="list-style-type: none"> <li>• CES survey is still waiting to hear back from the administration. Each department needs to decide on sharing rules.</li> <li>• May 1 is the CRC proposal deadline. CRC needs 2 new members for next year. Public service and Natural Science members are leaving.</li> <li>• It was brought up that we need safety policy on campus. There is a Faculty/Staff Development training on the 11<sup>th</sup> of April. Is there an active safety committee already? The EC will follow up to determine an appropriate resolution.</li> <li>• Monday, April 9 is the Career and Job Fair. Please watch for invitations in your mail. Currently about 66 employers coming.</li> </ul> |                             |             |
| 8. Adjourn        | <p><b>Motion to adjourn at 2:04pm. (Fujii/Nishimoto)</b></p> <p>Motion approved unanimously by voice vote.</p> <p><b>Next Meeting:</b> Friday, April 27, 2018, 12:00-2:00pm.<br/>Location: HawCC 388-103 (Manono), Kaoli Bldg-206 (Palamanui).</p>  | <b>Motion Carried.</b>      |             |