Faculty Policy Committee (FPC) Academic Senate Report 09/27/2018
Academic year 2018-2019

Respectfully submitted by Karen Crowell, chair
Current membership:

Karen Crowell, chair	Erick Cremer (NURS)
Gordon Ching (BEaT)	Sam Giordanengo (HUM)
Luria Namba (NSCI)	Renee Dela Cruz (ATE)
Rick Cowan (GSSS)	Sandra Claveria (SSCI)
Shawn Sumiki (HOST)	Deseree Salvador (ENG)

During the 2017-18 academic year the Faculty Policy Committee was charged with the following:
- Developing a Google survey to determine which Level I Campus questions will be adopted for the HawCC CES survey that will replace the eCafe in fall 2018. There were 51 participants and after sharing the results of the Google survey with the Academic Senate at the meeting on November 16th 2018 the senate approved the following options:
  - **How would you rate the overall quality of this course**?
  With a Likert scale of Excellent, Good, Average, Poor, Very Poor.
  - In addition an open ended **Other Comments** option
  - When asked who should receive the CES evaluation results of faculty and staff It was decided that:
  Each division/department may decide to share the results with the division chair/department chair

- Subsequently the FPC worked with the HawCC Division Chairs to ask their department members to decide if/how CES results will be shared within each department, with the department chairs.
There were three possible options recommended:
  - All results will be shared with the faculty chair
  - Only non-tenured faculty results will be shared with the faculty chair
  - No results will be shared with the faculty chair (default)

- The deadline set by Don Straney for this process to be complete was July 1st 2018 in order for the planned CES implementation in fall 2018 and the FPC met this deadline.

- Below is a table of the sharing rules determined by each department:

Division/Department	Chair	Results
d Technical Education	Fujii	ults will be shared with the faculty (department/division) chair.
ss Education & Technology, Hospitality and Culinary	hung	on-tenured faculty results will be shared with the faculty chair.
	e Naguwa	on-tenured faculty results will be shared with the faculty chair.
ities	~~Murakami~~ Meidor Hu (2018-19)	on-tenured faculty results will be shared with the faculty chair.
nd Natural Science	Scheffler	ults will be shared with the faculty chair.

g and Allied Health	ill	ults will not be required to be shared with the faculty chair. Faculty will be given the option to share or not.
science and Public Services	ahm-Mijo	lts will be shared with the faculty chair.

Recap of CES structure
Level I Campus question (already approved by HawCC Academic Senate)
1. **How would you rate the overall quality of this course**?
   (Likert scale Excellent, Good, Average, Poor, Very Poor)
2. **Other Comments** (open ended question)
Level II College/School/Division Questions   (optional)
Level III Course/Department/Program Questions (optional)
Level IV Faculty Questions   (optional)

On Friday September 14th 2018 at 2:00pm there was a CES implementation Polycom Q & A meeting with Hae Okimoto and Maggie Kaleleiki (UH System eCafe and CES Programmer)

<u>CES-Course Evaluation System</u>
- o   All credit courses will have a course evaluation
- o   There will be only one survey per course
- o   The CES questions will be offered in the following order: Level IV first (Faculty), Level III (College, School, Division), Level II (Course, Dept., Program), Level I (Campus) last
- o   Questions from all IV levels will have the same sharing rules as those agreed by each department for the Campus questions (level I)
- o   Each faculty member will be sent a link for them to use to share their results
- o   Lecturers will also have a link to share their results
- o   The survey will be automatically turned on, but cannot be turned off during the survey period
- o   Ecafe questions will be archived this semester but there will be a link sent out to be able to access them (to help in the development of new questions)
- o   Joni and Neva will be able to input level I, II, and III questions, but Maggie has offered to assist this semester as needed
- o   October 1st Instructors may input questions to create a Faculty level question bank.
- o   October 29-November 15th can choose from the bank of questions which ones they wish to use for each course (can use different questions per course)
- o   Hae recommended to keep the survey as short as possible (not to exceed 21 questions)
- o   In the past Ecafe results included the number and percent combined but CES will separate the two to make it easier to analyze the results
- o   CES will not ask students to provide their gender, class standing and ethnicity
- o   CES surveys can be submitted incomplete as there are no "required" questions
- o   Erick asked if there could be an answer options for a multiple choice question Likert scale that did not have neutral as an option and Hae said yes that will be included
- o   To encourage students to participate Hae recommended a possibility: if class has a 75% participation rate all the class will earn extra credit
- o   Hae sent Erick the first draft CES manual and he sent this to Claudia, Michelle and Joni, requesting that Claudia send it out to faculty.
- o   Hae and Maggie offered to come to HawCC in November to offer CES training/support
- o   Hae recommended that Faculty review level I, II, and III questions before writing level IV faculty questions to avoid repetition
- ●   There is a new CES web page on the HawCC website https://hawaii.hawaii.edu/ces
- ●   Important Timeline

- October 1, 2018 - CES is available for Campus Coordinators and Instructors to develop their bank of questions
- October 29, 2018 to November 15, 2018- Instructors may upload their specific questions
- November 19, 2018 to December 6, 2018 - Students take evaluation
- December 20, 2018 - Results released
- January 1, 2019 - Results published

- Hae and Maggie have offered to come to the Manono campus on Monday October 29th, time to be confirmed, to meet with faculty and talk about CES