All Campus Council of Faculty Senate Chairs (ACCFSC)
Meeting Minutes (Draft)

September 30, 2011; 9:00 – 11:30

Attendance

Members
Paul Briggs (Windward Community College); Tom Craven (UHM College of Arts & Sciences); John Casken (UHM School of Nursing and Dental Hygiene); Sharon Cox (UH West Oahu); Gigi Drent (Kauai Community College); Evelyn Green (Honolulu Community College); Joyce Hamasaki (Hawaii Community College); Paul Lococo (Leeward Community College); Bonnyjean Manini (UHM Manoa Faculty Senate); Than Truc Nguyen (UHM College of Education); Hiapo Perreira (UH Hilo College of Hawaiian Language); Gwen Sinclair (UHM Library); Amarjit Singh (UHM College of Engineering); Dennis Vanairsdale (Kapiolani Community College); Elaine Yamashita (UH Maui College)

Non-Members
Kristin Herrick (UH Manoa Faculty Senate - Staff); Jo-Anne Itano (UH System - Director of Academic Affairs); Suzi Johnston (UH System – Academic Affairs Administrative Officer);

Co-Chairs:
Robert Cooney & Dennis Vanairsdale

I. Announcements

Co-Chair Cooney called the meeting to order at 9:05 am in Bachman Hall; members introduced themselves.

Committee on Common Course Numbering/ ACCFSC Governance Committee
System has asked ACCFSC representatives to designate a campus representative to serve on a system Committee on Common Course Numbering. Jo-Anne Itano explained that last year’s ACCFSC suggested forming this committee after reviewing the Common Course Numbering Proposal that originated from the UH-Manoa Faculty Senate. This committee will work towards common course numbering by addressing issues including course numbering, designations, prerequisites and descriptions. Itano clarified that the Campus Council on Articulation is an administratively driven committee that follows the administrative procedures for articulation, and stressed that a separate faculty-driven committee may be needed to discern discrepancies in common course numbering.

One Senator suggested that ACCFSC might be the appropriate body to make these decisions given the members’ background and knowledge of the history of this proposal, and in light of the consideration that other similar committees formed at the system level have tended to be been inactive and/or ineffective.

Motion was made to reconstitute the ACCFSC Governance Committee and to refer this issue to the committee to work with the UH-System to define/ design a draft process that they will present to the ACCFSC at the December meeting. Motion carried unanimously.

Paul Briggs, Gigi Drent, John Casken, Elaine Yamashita, and Sharon Cox were confirmed as members of the ACCFSC’s Governance Committee. Paul Briggs was designated as the lead for the committee. In response to a concern that outer-Island members may not be able to attend these meetings, Itano clarified that arrangements would be made via. Polycom.
II. Minutes Approval
Motion to approve minutes of 9/26 carried unanimously.

III. Election of an ACCFSC Secretary
ACCFSC Bylaws require that a secretary be designated. The secretary will work with Kristin Herrick to ensure accuracy of the minutes. A motion to approve Elaine Yamashita as 2011-12 ACCFSC Secretary carried without opposition.

IV. Business
Budget transparency – RTRF & UH Foundation Funds
There is concern that budget transparency may be lacking, especially in the use of RTRF and UH Foundation funds. Allocation and expenditures of RTRF (research, training and revolving funds) at UH-Manoa are posted online, while other individual colleges, campuses, and the UH System may not offer this transparency. 25% of RTRF is kept at the system office with the Vice President for Research – yet it is unclear how these funds are allocated and/or expended. There is also a transparency issue in the use of Foundation funds and a question about whether these funds are being spent on appropriate expenditures, even if they are meeting auditing requirements.

A resolution was made from the floor stating that ACCFSC supports budget transparency in the use of all funds including RTRF and UH Foundation funds. Resolution approved unanimously.

VP’s Jim Gains and Howard Todo will be invited to the October ACCFSC meeting in an effort to initiate a better understanding of the current level of fiscal transparency at the system and campus levels so that the group can access best practices and work together to improve transparency.

UH Campus & System Responsibilities
The UH System Organizational Chart is unclear and may need updating. A problem experienced at UH Manoa is that individual Chancellors may create a divide between the faculty and the President if the Chancellor doesn’t have actual decision-making authority. Community College Chancellors report directly to the President – but John Morton also has authority over things that are common across the UH System, including the Community College budgets. The Academic VP/Provost is more of a staff function and does not have direct line authority over the Chancellors. The question is whether the organizational administrative structure that has evolved is the best – both fiscally and functionally – and whether there are some things that could be improved to prevent against duplication of responsibilities. The need for a UH System VP for Research and Student Affairs was discussed in light of the consideration that the UH System has neither research nor students.

Members were asked to discuss this issue with their individual Senates and to bring back suggestions at the next ACCFSC meeting. Members were also asked to consult with their campuses to determine the current organizational structure in order to be able to access duplication of campus and system responsibilities. System Vice Presidents will be asked to discuss their roles at ACCFSC to ensure that duplication of duties is not occurring. Itano was also asked to provide ACCFSC with the organization charts and the functional statements for the System positions.

University Council on Articulation
John Casken was last year’s ACCFSC representative on the University Council on Articulation (UCA). A Motion to appoint Paul Lococo as ACCFSC’s 2011-12 representative on UCA carried without opposition.

Distance Learning Advisory Committee & Faculty Distance Learning Advisory Committee
The Distance Learning Advisory Committee (DLAC) is a UH System committee that is primarily concerned with administrative and technical issues and contains only a few faculty members. DLAC was deemed problematic by the 2010-11 ACCFSC because sufficient faculty representation was lacking and VP Lassner did
not initiate regular meetings. The Faculty Distance Learning Advisory Committee (F-DLAC) was formed to address faculty issues in distance education in light of these concerns. F-DLAC met once and came up with a lot of important issues that need to be addressed - but nothing was brought to fruition. In addition, the Associate VP of Academic Affairs for the Community Colleges – Peter Quigley – initiated a summer meeting to address distance-learning issues with a group that was populated primarily with administrative and technical staff and lacked sufficient faculty representation. Faculty should address academic issues pertaining to distance learning – especially in consideration of the new Federal regulations - and ACCFSC needs to ensure that faculty are involved in making these decisions. While community colleges may be more engaged in distance learning issues at the present moment – the system as a whole needs to be engaged in at least some degree because decisions will affect articulation at the system level. Prior ACCFSC minutes also stress the need to reconstitute the Distance Learning Committee to ensure faculty input.

A motion was made for ACCFSC to define a charge and process for the faculty Distance Learning Committee and to ensure that they report back to ACCFSC at each meeting. **Motion carried with one vote in opposition.**

A motion was made to ask each campus to nominate or reconfirm representatives to serve on F-DLAC this year. **Motion carried without opposition.**

To implement the motion, F-DLAC will be asked to report back to ACCFSC once it is reconstituted with new and/or returning members. Truc Nguyen was designated as the lead for this committee and appointments should be sent to her and Jo-Anne Itano.

A suggestion was made to add updates from all ACCFSC committees to the agenda each month to ensure progress and forward momentum on ongoing issues. Co-Chairs will add such reports to future agendas.

**Other Issues for ACCFSC Consideration**

There was a suggestion that the ACCFSC should expand and diversify the agenda topics it considers by including issues like the UH-bookstore outlet at Ward losing money, faculty housing, and others, in addition to ongoing issues like articulation that are discussed regularly. Members were asked to submit these issues to the Co-Chairs with specific action items so that action can be taken at future ACCFSC meetings.

**Laulima Server**

One issue, relating to Distance Education, is that Laulima is extremely slow during certain high-volume times in the semester. F-DLAC may be the appropriate body to discuss this issue. It was also suggested that the Senator send a motion to ACCFSC that can be voted on at the next meeting.

**Meeting with President Greenwood**

The ACCFSC would like to work more directly with President Greenwood on behalf of the faculty at large. One member conveyed their Senate’s process for inviting the Chancellor to attend Senate meetings, which included a designated time frame that may also work to encourage the President to attend ACCFSC meetings. Another suggestion was to host a second monthly meeting with the President. Itano suggested that ACCFSC reach out to the president directly. ACCFSC Co-Chairs will contact President Greenwood to ask her to attend all ACCFSC meetings for a limited time period that can be arranged based on her availability.

V. **Adjournment**

Meeting was adjourned at 11:00 am.