

## All Campus Council of Faculty Senate Chairs (ACCFSC) Meeting

March 16, 2012; 9:00 – 11:30

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### ATTENDANCE

#### **Senate Chairs:**

Alan Boasic (Kauai Community College); Paul Briggs (Windward Community College); John Casken (UH Manoa – School of Nursing and Dental Hygiene); Bob Cooney (UH Manoa Faculty Senate, Chair); Sharon Cox (UH West Oahu); Evelyn Green (Honolulu Community College); Nick Ordway (Shidler College of Business); Gwen Sinclair (UH Manoa – Library Services); Dennis Vanairsdale (Kapiolani Community College); Elaine Yamashita (UH-Maui College).

#### **Guests:**

Robert Kajiwara (Chair of Library Council); Stephanie Kim (UH System – Government Relations); Jo-Anne Itano (UH System – Academic Affairs); David Lassner (VP ITS);

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### MINUTES

**I. Announcements;** Co-Chair Bob Cooney called the meeting to order at 9:08 am.

**II. Minutes Approval;** approved unanimously

#### **III. Guests**

##### **a. 15 to Finish Campaign; Jo-Anne Itano 9:00**

Campaign Power Point posted to ACCFSC website:

[http://www.hawaii.edu/accfsc/docs/20120316\\_15tofinishcampaign.pdf](http://www.hawaii.edu/accfsc/docs/20120316_15tofinishcampaign.pdf)

Itano explained that the 15 to Finish Campaign is a public relations campaign aimed at encouraging students to take 15 credits per semester. The campaign particularly targets freshman and their parents. Unfortunately, we seem to have created a culture where 12 credits per semester is full time since this is considered full time for financial aid purposes. There is no way that students can finish in 4 years by taking only 12 credits per semester. **Only about 30% of students take 12 credits per semester on 4-year campuses.**

UH will have different messages for students and parents to help encourage them to take more than 12 credits. Students can save up to \$12,000 if they “do-it-in-4.” Messages include: (from Power Point)

Students/Adults (18 – 24)

- “Seize the day!”
- Finish college faster and start a career that provides financial independence
- Enter the workforce sooner and earn more money over your lifetime
- Benefit from tuition caps: Enroll in 15, pay for 12

Parents/Adults (45 - 60)

- Students must earn  $\geq 15$  credits per semester to graduate on time
- Students who earn 15 credits are more likely to complete college on time, earn better grades, and have higher completion rates
- Four - year campuses use tuition caps; e.g., UHM resident undergraduates who take 15 credits per

semester can save as much as \$12K on their college education

Itano then explained Power Point data showing that students who take more than 15 credits per semester enter UH with more potential, have higher GPA's, take summer classes, and withdraw from more courses than their peers. Of freshman surveyed at 4-year campuses, students who took more than 15 credits had significantly higher SAT scores, High School GPR, and took credits during the summer. 4-year data supports the notion that those who took 15 credits or more were stronger in terms of qualifications and success. At Manoa 2/3 of students took less than 15 credits/semester. For the community colleges, those who took greater than 15 credits did better on the outcome factors. Community College students may be more reluctant to drop because they pay per credit cost, while students pay per full-time semester load at 4-years campuses.

On the Academic Success by Preparation and Number of Credits Taken, GPA is the vertical axis and the academic preparation is the horizontal axis. At Manoa, those taking more than 15 credits with lower preparation scores did about just as well as those who were similarly academically prepared and took only 12 credits. It was pointed out that, for Community College students, work may play a bigger role. At Hilo, the data shows that those who took less than 15 credits did better. At the Community Colleges, students have multiple responsibilities and jobs and one may argue that they are less able to take over 12 credits due to other obligations. The goal is to increase those who take at least 15 credits by 10% next fall. The data includes all first time freshmen that entered in Fall 2010 across all the Community Colleges.

There was a concern that, unless we see the distribution, we cannot interpret the data correctly and have to make inferences. Data may show that you're going to work at the same level, whether or not you take 15 credits. This Data is fine in terms of academic preparation, but it does not consider other factors that may make them unsuccessful if they took 15 credits – like work and other factors.

In response to the assertion that the decision to roll out the 15 to Finish Campaign had already been made, a member question why the decision was made without prior consultation with the ACCCFSC - the only faculty body delegated with the opportunity advise on academic policy matters. According to the book Academically Adrift, increasing retention means less studying. Another member raised concern that there may not be enough faculty members to teach these overloaded courses – particularly at Manoa. Another suggestion was to stop referring to 12 credits as full time.

The discussion was postponed for further discussion at a later time, as significant concerns were raised concerning the proposed endeavor and the underlying data supporting it..

**b. Legislative update; Stephanie Kim (Director of Government Relations); 9:30**

**Office Functions**

Kim explained that she has served as the UH System Director of Government Relations for 4 years. The System Government Relations office is under VP Rockne Freitas. The office tracks and monitors bills that have been introduced in the state and federal governments, coordinates official testimony and maintains a website. The UH System has legislative coordinator on all campuses and the community colleges has one coordinator housed in the System office. Legislative Coordinators meet every other week during the legislative session.

Q: Do you ever work with faculty?

A: We always go through the Chancellor's Office at each individual campus.

**Legislative Update**

Kim explained that the legislative calendar has actually reached almost the half way mark – since decking has happened, though some separate these into three components. We're half way with respect to calendar days. Bills are in the non-originating body – House bills in the Senate and Senate bills in House. Next week is major

lateral deadline, which means that the bills have to go to their final committee. Today was the deadline for triple referral of lateral deadlines.

There were two BOR package bills that were fast tracked this year – Act 2 (Tobacco Settlement that extends appropriation for TSF to 2015); Act 3 (Authorized revenue bonds for construction projects of \$100 million; signed by Governor on Feb 14). The Center for Nursing bill will make permanent an assessment – since now, nursing must pay fees every 2 years to get relicensed which go to Center of Nursing and both bills are moving in non-originating bodies.

### **BOR Nominees**

Governor Abercrombie submitted 6 BOR nominees for approval to the Senate [open seats for - Jeffrey Acido (Student); Carol Carolson (Current Regents, never confirmed); John Dean (Honolulu for Hirota's seat); Benjamin Kuto (At large – Russ Musen); Barry Misuno (Current Regent); Tom Shitomoto (Kauai – regent De La Pena)]. Senator Tokuda's office is looking through the questionnaire. In late March to April, they'll do a confirmation hearing. If the committee decides not to advise and consent, there may be timing issues and, if that happens, they'll appoint someone else or the current Regent(s) will be maintained.

### **Regent's Candidate Advisory Council**

Currently, there are three bills to amend the Regents Candidate Advisory Council (RCAC). They were all heard in the House Higher Education Committee on Tuesday – 2 were passed “as is” and 1 was amended slightly. Senate Bill 2005, introduced by Solomon, proposes a Constitutional Amendment that would submit to voters the question: Shall the constitutional requirement that establishes RCAC be repealed? This will not go to the Governor – it will go straight to voters. But this needs enabling legislation. Senate Bill 2620 would abolish the RCAC completely by changing the statute. The Governor will not sign SB 2620 unless the Constitutional Amendment passes. The third bill, Senate Bill 2546 introduced by Senator Tokuda, does not want the question to go to the voters yet. Her bill amends the form and function of the RCAC and does not require a Constitutional change, though it does amend RCAC by changing it to 5 members appointed by the governor and 1 non-voting Ex-officio member who would be the emeritus chair of the BOR. UH is not submitting any testimony on this issue.

One Senator noted that UHPA is testifying in favor of these bills to remain consistent with its original position in opposition of the RCAC. The UHPA Board put forth a motion to oppose the bill, but this motion failed.

The ACCFSC will lose its' ability to appoint a representative to the RCAC if the amendment passes. There was some discussion concerning whether the RCAC's BOR appointees have been successful. Another Senator noted that the people on the BOR may have different agendas and they award building contracts based on these alliances, rather than focusing on the academic mission.

ACCFSC may submit legislative testimony since it is one of the 7 groups who appoints to the RCAC.

### **Apportionment**

For this November, there will be a number of districts that are overlapping and will be combined so that representatives will have to run against each other. These include Kaimuki, Eva Beach, Moilili, Hilo, North Shore and Manoa/Makiki. There is an added Senate seat on the Big Island in Puna. A VP in the House has decided to run for City Council. All these districts will now be combined, so there will be 6-7 spaces that will be open and there will be a lot of change.

### **Medical School to W. Oahu**

The Bill to move the medical school to W. Oahu was “killed.”

### **Other Bills**

Last Wednesday was the deadline to introduce substantive resolutions. One is to study combining of Manoa and the System offices, another is to audit JABSOM, and there is also a resolution to retain the Magoon Research and Teaching Facility for the Center for Tropical Agriculture and Human Resources (CTAHR).

### Features of UH & State Legislative Websites

Kim demonstrated the UH Government Relations website and the features.

- **Official Testimony UH submitted (since 2004)**  
UH has recently added videos and will continue to add more.  
<http://www.hawaii.edu/offices/eur/govrel/senate/2012/index.html>
- **Search Feature**  
<http://www.hawaii.edu/offices/eur/govrel/search.php>
- **Reports to Legislature**  
<http://www.hawaii.edu/offices/eur/govrel/reports/2012/index.html>
- **Legislative Information - + Bill tracking**  
UH usually tracks between 400-500 pieces of legislation, but this number decreases throughout the session. Those with a *hawaii.edu* login can access this site.
- **New Capital Website**  
<http://www.capitol.hawaii.gov/>  
The Capitol Website has a great search feature that now includes all the information linking to the legislation. The website also enables users to submit testimony easily online.

Q: What is the state of UH's budget?

A: It may be too early to tell – the Council on Revenues forecast was rather positive. Howard Todo handles the budget aspect and can provide more information.

The group thanked Kim for her time.

### c. Library update; Robert Kajiwara (Chair of Library Council); 10:00

Kajiwara introduced himself as the head librarian at Kauai CC and current Chair of the UH Library Council and opened the floor for questions.

Q: Can you explain access library resources across the UH system?

A: Restrictions are based on licensing agreements between the individual campus and the vendor. Licensing agreements vary based on geographical location, # of campuses, and % FTE. Use is limited to the terms of the licensing agreement. Once the contract comes up for renewal, UH may renegotiate to bring in more campuses at an increased cost. Several services are offered on a consortium basis. Manoa has negotiated to allow other interested parties to join in on the contract – Ebsco host, Science Direct, E-Brary Electronic Books. We are participating in the consortium and receive a discount when it is divided up across the campuses. System access to Manoa databases is limited due to funding restrictions. Each campus has its' own budget allocations and there is no system funding for shared resources. The reality is that we do not get system-wide funding. The Library Council has attempted to approach the President to request additional funding off the top, without taking anything from the campuses budgets, to fund these shared library resources, but both Dobelle and McClain denied the requests. A request to current President Greenwood has not yet been made. The cost for system-wide coverage of all Manoa resources would be high, as Manoa is spending about 7 million dollars for its' library databases.

Q: What is the process for a faculty member at a particular campus to obtain access to a particular database that his/hercampus does not have access to?

A: If you talk with the Librarian, they'll see if it is feasible for them to start a contract with that vendor. Manoa cannot renegotiate its' contract until it has lapsed. In the meantime, you'd have to work it out with the campus to see if they can negotiate an individual licensing agreement.

Q: Greenwood was receptive to idea of doing some things at the system level.

A: Maybe a recommendation from ACCFSC will encourage President to take action.

Q: When you say that you went back in 02 & 06 to ask for a system allocation without reducing campus budget, do you mean not reducing the campus budgets at all? That may be why it got shot down.

A: We were asking not to touch the existing budgets at all.

Q: Perhaps you could talk about what the Library Council is and its' purview?

A: The Library Council started in the early 1980s to try to unify the policies and procedures across the board. That has been the policy up to now – to work as a system. In the past, some of the UH Administrators have looked to them as a model since it was one of the few units meeting as a system.

Q: There has been concern at UH Manoa that there is no faculty representative on the Council since the person is an E&M position and not faculty.

A: That's a good point. Historically, all members of the Council have been the head or Director of the library and it wasn't viewed in terms of faculty v. administration. Everyone else actually has faculty status.

The group thanked Kajiwara for his time and agreed to follow up.

#### **d. ITS update; David Lassner (VP ITS); 10:30**

David Lassner provided a Power Point presentation:

[http://www.hawaii.edu/accfsc/docs/ITS\\_ACCFSC\\_2012.pdf](http://www.hawaii.edu/accfsc/docs/ITS_ACCFSC_2012.pdf)

Lassner explained that the UH ITS office services the UH-System and Manoa and is the largest single thing in the UH System. Comparative data shows that ITS is near the bottom of Manoa Peer and Benchmarks (but those Benchmarks don't serve an entire system) and is half way below the national median – so it is highly under resourced relative to peer and benchmarks. In general, we're trying to keep a whole bunch of things running, while doing new things. Our budget is shrinking and we're finding things to stop doing.

The core business information system is a big part of what we do. The major systems are on the screen – we don't do the Library System, which is managed by the Manoa Library. In addition, RCUH and UH Foundation also run independent sets of information systems. Our areas are:

- **(1) Finance:** UH is in the process of implementing the Quali Open/ Community Source system.
- **(2) Travel:** Meda Lin serves as ACCFSC representative on the Business Council, which has tried to reduce the number of people who approve travel by introducing a pre-auditing procedure. The time to do a travel reimbursement used to take up to 80 days (trip finish to receipt of check) and this is now down to 30 days.
- **(3) People Soft:** Peoplesoft is UH's primary HR system. ITS implemented an electronic feed to the state system – which is free, but very slow and was a fully paper process. The data was entered three times manually. Last year, we took it upon ourselves to create an online system to feed into the government's system. Other state agencies are still doing it manually and we've offered our software to them. Another complaint is the "time to the first paycheck" and we're trying to cut that down and eliminate manually processing. Scopis handles overloading casual employees and SECE – for student employees. The University of Hawaii system cannot currently tell you how many employees it has. We're looking at a system called CURE to get all employees into the same system. Governor

Abercrombie has hired the first ever state CIO and hopefully they will update the state's payroll system. We're trying to help as much as we can on that. The leave systems are all also online. In our system, you can see the balance of leave online – so we don't risk people taking leave that they don't have.

- **(4) Student Relations Systems:** Big move from 02-04 to Banner, before that all community colleges had separate systems and that had a big impact on students. Now students can register online for courses across campuses. We also have aggregated data much better. We also have STAR that helps in advising for students. STAR pulls the data from Banner.
- **(5) Research Related:** UH has switched to the open source MyGrant, which is based on MIT's model. If you've ever tried to submit a form 5 from any Island or campus - it is now online.
- **(6) Data Related:** UH has pretty good data marts, but they don't link up well and many cut across all of our systems. This is an area of weakness for UH that is currently unfunded.
- **(7) Teaching & Learning:** UH is distinguished because (1) almost everything is available system wide and (2) we're non-denominational about technology. From a technology perspective, we have a wide range of tools. These tend to evolve over time. We have not built a separate UH E-College, which some schools have done with varying degrees of success. We have mainstreamed them into UH Instruction. We have lots of hybrid classes, which move some of the instructional work to an online classroom. HITS is the corner stone of televised video and in 2000 we did an upgrade. Now, Internet video is very high quality as typified by the Polycom system. We replaced the HITS network with Polycom technology and HITS is now fully integrated. HITS rooms have two Kodak's to allow for instructional interaction and the rooms are scheduled centrally. We use Lulima, which is based on community source, for online or web-based learning. These let you do real time desktop-based teaching.
- **(8) Cable Television:** UH program channel 55 is moving to 355. We collaborate with the DOE. We get hundreds of thousands of dollars per year and most of that money goes to the Community Colleges and Maui to support the UH classes that you see on cable TV. We have not started using Digital on Demand – and the Kamehameha Channel is the model for that. Almost no one watches classes live. We want to get it on Video On Demand to see how much storage they can give us. All viewers will get free digital boxes.
- **(9) Instructional Technology Projects:** There is a White Paper Project at the Community Colleges to look at effective ways to do remedial education. We're also looking at CT3 grant. Working with WICHE project to pull together over 3 million records from 6 institutions to identify trends across campuses.
- **(10) Research:** President is meeting with the Deans to ensure that we can continue to be competitive for large-scale research grants. The era of the individual investigator getting a large grant is pretty much over– now we need interdisciplinary groups.
- **(11) Infrastructure:** ITS maintains between 500-600 servers – physical and virtual. Phone service and the network were updated with the move to Voiceover IP. The Community Colleges have been updated and we are now updating the rest of Manoa – there are about 7000 lines left to update. We are updating the campus wiring structure and adding WiFi everywhere based on funds from Chancellor Hinshaw. The campuses are being upgraded to 10 gigabits/second for all the campuses. We have very high-speed connections to the rest of the world, as well.
- **(12) General IT Support:** The UH ITS Help Desk is for everyone, although we can only dispatch physically to Manoa. We try to do the administrative work to do volume discounts. We're also going to be doing an E-Waste disposal this October.
- **(13) Google:** Last year, ITS consulted with all 10 Senates – 9 Senates said “yes” and Manoa did not provide input and said it was consulted in bad faith. Students were migrated last fall. ITS is now migrating faculty and staff now. In general, it's going very well. Everyone was assigned a time if they had not already migrated. About 40% of faculty had migrated before the mandatory migration. New services offered by G-mail include mail, calendar and documents. Retired faculty still have e-mail access with the new Google system.
- **(14) Security:** UH spends a huge amount on information security and most infractions are individual

violations. One faculty member, for example, threw into a dumpster old class rosters with social security numbers.

- **(15) Extramural funding:** ITS competes for extramural funding against for-profit organizations.

Q: Are employees required to sign non-disclosure forms?

A: Yes; some units require non-disclosure forms.

Q: What about the change in Google's privacy policy?

A: It does not affect the Google Apps for Education agreement – that has its own separate privacy policy that remains unaffected. The changed privacy policy does affect personal G-mail. If we decided to turn on Google +, then the new consumer privacy policy would prevail. We have not turned those features on and we have not enabled web tracking. From what I can tell, people are really alarmed. The substance of the change is that the new, single policy applied to all Google applications, while the different policies used to govern each application. The application can now use information to inform one another – mostly to customize advertisements based on your activity.

Q: Does ITS have any interest in monitoring our web browsing?

A: Absolutely not.

#### **IV. Business**

##### **a. Questions to Pres. Greenwood**

##### **b. Follow-up on Administrator Salaries**

It was suggested that perhaps 20-year data would be more appropriate since the data provided at the last ACCFSC meeting was only for 5 years. There are also a lot of people in faculty positions who serve as E&M. The data also did not include RCUH personnel.

ACCFSC could make a request to RCUH for the personnel data. In theory, RCUH is not supposed to hire people who should be APT / Civil Service.

##### **c. Library Resources Across Campus**

##### **d. Common Course Numbering Follow-up (Governance)**

Kapiolani Community College approved the Common Course Numbering Process proposal.

All campuses are asked to approve / disapprove the Proposal by the April 20 ACCFSC meeting.

##### **e. Campus Testing Centers & Online Courses (F-DLC)**

A written update provided by Truc Nguyen, Faculty DL Committee Chair, is provided below:

1. We are actually not FDLAC, but the Faculty DL Committee. We ask that the ACCFSC revise our charge to the following:

The Faculty DL Committee is a parallel committee to the Distributed Learning Advisory Committee (DLAC). The Faculty DL Committee shall consist of 10 faculty members who are actively involved in DL and is convened to provide input and advise on curricular matters to the ACCFSC. The Office of the Executive Vice President for Academic Affairs/Provost shall request one appointment from each of the ten campus senates each year. Appointees do not need to be senators in their faculty senate. A member from ITS is also invited to participate. Like the DLAC, the Faculty DL Committee is not intended as an operational body, but is responsible to proactively identify and catalyze action on systemic DL curricular issues. March

2012.

Original document:

<http://www.hawaii.edu/offices/app/aa/cms/dlac.pdf>

Former Charge:

The ACCFSC requests that the VPAPP convene a parallel committee of 10 faculty members who are actively/ involved in DL to provide input on curricular matters. VPAPP shall request one appointment from each of the ten campus senate each year. This committee to advise on curricular matters. ITS to also participate.

2. As appointed positions, we are requesting letters of appointment to reflect our service work.

3. The five states that have not responded to our distance learning requests are Arkansas, Delaware, Massachusetts, New York, and Ohio.

4. We are seeking boilerplate language that campuses can use in developing their DL policy. In E5.204, it states that individual campuses are responsible for their own DL policies. Hawaii CC has a draft right now. Maui is working to developing one and is working with Hawaii CC to see if they can adopt theirs. Our committee recommends that system should provide a boilerplate from which the various campuses can then adapt rather than starting from scratch.

5. Committee is gathering information on impact of DL/DE classes on University Centers and the kinds of requests made of them (printing, distributing, mailing, etc.). Members of committee have been asked to go back to campuses and ask if DL/DE courses can work towards online testing solutions to reduce paper and mailing needs at the University Centers.

6. Committee recommends that the test proctoring form required to send to University Centers be digitized and that submission occur online instead of by paper form.

7. Regarding ADA accommodations, the Committee recommends that all DL/DE course syllabi include campus specific accessibility office information and information about self-disclosure. (UH cannot disclose special needs between campuses, must be self disclosure by the student)

FYI from College of Education Senate

-COE Senate is considering reorganizing into a true Senate model. Right now we have a representative model (FTE count divided by 8). The reorganized structure will reduce the Senate from the current 42 members to 24 members.

-COE Dean Christine Sorensen will be stepping down effective July 31, 2012. She is currently on medical leave and our Acting Dean is Donald Young.

Discussion was postponed until the next ACCFSC meeting due to time restrictions.

## **V. Committee Reports**

**a. Governance Committee**

**b. University Council on Articulation**

**c. Budget**

**d. Business Process**

**e. CCCFSC Report**

## **VI. Adjournment**

The meeting was adjourned at 11:45 am.