

University of Hawai'i Community Colleges  
**Community College Council of Faculty Senate Chairs**  
**November 16, 2007, 1 – 3 pm**  
Maui Community College, Lualaba 214

**MINUTES**

Present: Nancy Bushnell (polycom), Linda Currivan (polycom), Harry Davis (polycom), Michele Katsutani, Jim Poole, Jill Savage (polycom), John Morton, Deborah Nakagawa

I. Chair Davis called the meeting to order at 1:08 pm.

II. Articulation of Hawaiian, Asian, and Pacific (HAP) Issues Courses

Per Davis, the ACCFSC approved the HAP at its 11/16/07 meeting. Each CC FSC will meet with their respective senates. UHH has its own HAP and objected to wording in the systemwide HAP. Per Morton, currently, if proposing a new course to meet distribution requirement, need UHM course by course concurrence. A different process is being proposed and Morton to check with Johnsrud on the status/proposal for distribution requirements.

III. 11-Month CC Faculty Workload (including Department Chairs)

Davis shared that KapCC has 11-month faculty for nursing, medical technology, and culinary arts. KapCC Chancellor is considering converting some positions to 9-month while the faculty senate prefers to keep the positions at 11-month. Faculty hiring is performed during the summer, so decision-making is difficult. Per Davis, small programs are expensive to run so do not want to jeopardize income stream if staff is not available during the summer.

At other campuses, 9-month are compensated for summer work. At LeeCC all chairs are 11-month, so earn 21 days vacation and receive monthly stipend. At MauCC, up to 1-2 years ago, department chairs were 11-month and are now 9-month while all counselors are 11-month. At WinCC, department chairs are 9-month and receive a monthly stipend throughout the year so are compensated during the summer. At HawCC, 9-month nursing, counselors are now 11-month and 9-month but new hires will be 11-month. At KauCC, nursing and culinary are 11-month and the rest are 9-month while counselors are mixed 9- and 11 month. At HonCC, most are 9-month but 11-month for programs running during the summer and department chairs are 9-month. Per Morton, the UHCC is not considering uniformity across the campus on this matter so this will remain a local campus issue.

#### IV. Role of the CC Council of Faculty Senate Chairs

Per Davis, the ACCFSC will be reviewing by-laws which states it doesn't directly represent constituencies. Amendments to make the ACCFSC a stronger body and ability to seek advice and give opinion as a body are being considered to enable the President to obtain input for decision-making. The current AACFSC Charter constraints what actions can be taken. Need to define ACCFSC role – consultation vs. discussion (in what context), individual vs. constituency opinion, etc. This review directly affects the CCFSC which would likely mirror the ACCFSC.

Morton said that there should be parallel communication with CCCFSC and Chancellors. Need to determine the optimal mode to solicit info without getting bogged down. Davis shared that the campus charters predate the ACCFSC and CCCFSC so need to review and update these charters to reflect current and proposed roles. Each FS is to send their charter and by-laws to Nakagawa for compilation and dissemination to all CC FSC for review and update. Plan is to establish a standing committee on governance.

Currivan shared that as their campus representative, they cannot sign off without consulting other faculty. The process is time consuming if it includes consultation. Poole asked if you represent (and not just be messengers) your senate, should you be able make to decisions? If an issue needs consultation with constituency, this can be determined on a case-by-case basis.

Morton stressed the need to build internal communication within each faculty senate. Per Currivan, an important component is buy-in and if they had opportunity to review, then they cannot complain if input was not provided. Per Poole, Davis has a Administrative Consultation With the Kapi'olani Faculty draft dated 11/8/07 that includes a plan to have the faculty senate and chancellor agree and sign off. Davis shared a survey Traits of Effective Senates.

#### V. ACCJC/WASC November 2007 Visit

Morton shared that the UHCC had a positive exit interview that included comments: good progress compared to 2 years ago, keep on moving forward, etc. Will send visit report to CCFSC for review for correction of fact and then final version will be shared. The visit report will be reviewed at the ACCJC/WASC Commission meeting in January 2008.

Per Davis, SLO is a process driven by faculty, so each campus can determine their own unique way to handle. According to Currivan, accreditation standard III, SLO is one means of measurement.

#### VI. What's on Your Mind?

Critical Matters – Young shared that at BOR transactional and workshop meetings, there is insufficient time to learn or get independent information on critical matters.

Faculty Classification Plan – Bushnell shared that the BOR adopted the final version which over 7 months and 6 drafts was a significantly changed document.

CC Standing Committee of BOR – Young inquired about the status of this committee. Morton stated that previously, the BOR did not have time to understand/learn in-depth about UHCC. However, success with the workshop meeting format allows time to devote an entire meeting to CC. Morton wants to maintain CC Standing Committee and activate as necessary. Next year, we expect 12 new and 3 returning BOR so want this structure in place.

Curriculum Numbering – Savage and Currivan shared that UHH is planning to not count CTE hours since the vocational technical classes were converted to 100 level course and CTE credits are not applied towards graduation credits. As a result, these students will run out of financial aid. If numbering is below 100, then would be ok. Campuses are changing course numbers to 100+ without changing the content. Katsutani clarified financial aid requirements. Also, need to reinstate a policy governing curriculum as curriculum changes should drive the renumbering.

KapCC Reorganization – Davis inquired about the status of the reorganization. Per Morton, the reorganization was returned to KapCC due to position number errors and other minor adjustments. Then will send to unions for consultation and approval by VPCC. In September 2007, the BOR adopted a new policy on organization that requires Board approval only if affects a major unit (add new campus), reports to President or BOR, undoes a BOR action (e.g., eliminates a program or center), or incurs significant additional administrative costs. Approval of reorganization mirrors the same 2-up process relating to personnel actions. All reorganizations still need consultation with respective unions. Filling of VCAA position is a campus decision and reorganization is not required.

UHCC Strategic Planning Council – Per Currivan, the current strategic plan goal is to require a FTE to teach 24 credits while the proposed plan does not specify this...

Pre-Requisites – Per Davis, KapCC is planning to review pre-requisites. Morton stated need to know if requirements are enabling and should get empirical data.

Course/Student Evaluation – Savage asked if faculty or faculty senate selects course/student evaluation tool for student use. At WinCC, faculty chose their own. Who tabulates data? Currivan shared that the intent is feedback for faculty. Young asked if is it the prerogative of dean to look at faculty evaluation before faculty does. Per Morton, no as standard protocol is to collect, tabulate, give to faculty.

Faculty Turnover Task Force - Davis asked about the status. Morton responded that they Task Force met on 10/12/07 so was not aware of status and will share findings/recommendations when received.

VII. Next Meeting: January 11, 2008 at UH Mānoa

Meeting schedule is dependent upon BOR meeting schedule. When BOR meets 1 day, our meeting is tied to the ACCFSC meeting. Best date for our CCCFSC meeting is Friday and Thursday afternoon as many teach.

Nakagawa will coordinate polycom needs to facilitate the process.

VIII. Meeting adjourned at 2:45 pm.

Submitted by: Deborah Nakagawa