UHM - Bachman 113  
UHH - LRC 361  
UHMC - Kaailke 103  
HawCC - Conf Rm 6A  
KauCC - LRC 121A

Present:  
Paul Lococo, Leeward  
Rohayati Paseng - Library/Manoa  
Jenny Wells - College of Ed/Manoa  
Evelyn Greene - Honolulu CC  
Dennis Vanairsdale - Kapiolani CC  
David Duffy - Manoa Faculty Senate  
Susan Hippensteele - Manoa Faculty SEnate  
Tom Craven - Arts and Sciences/Manoa  
Joyce Chinen - West Oahu  
Amarjit Singh - Engineering  
John Casken - Nursing/Manoa  
Barbara Leonard - UH-Hilo  
Ellen Okuma - Hawaii CC  
Elaine Yamashita - UHMC  
Rick Randolph - Kauai CC  
Libby Young-Windward CC  

Guests: VP David Lassner  
VP Linda Johnsrud

**Action items in bold.**

I. Call to Order, Sign In  
   Called to order by co-chair Libby Young 9:10 a.m.

II. Approval of Jan. 21 minutes  
    Minutes approved as circulated.

III. Election of new ACCFSC co-chair  
    Co-chair Barbara Leonard stepped down.  
    Susan Hippensteele elected as 4-year co-chair by acclamation.

IV. Standing Committee reports  
    A. Distance Learning Advisory Cmte  
       (Jenny Wells, need new CC rep + 1)  
       Follow-up on parallel academic committee  
       Jenny reported on faculty committee – reviewed 2003 plan. 12 of 15 were in attendance. Plan to meet before end of semester one more time to see if any
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Bachman Hall 113  
*Approved on March 18, 2011

Changes have occurred. Committee’s role is to carry forward to DLAC the issues/concerns from faculty for possible policy consideration. Lassner and Johnsrud (co-chairs of DLAC) have called a meeting of DLAC in early March – first time in awhile. For DLAC – decision to have at least one ACCFSC member and another faculty to report to ACCFSC (for continuity/institutional memory). Ellen Okuma will serve until end of this semester, Jenny agreed to continue to serve again next year, and one more member will be sought from UHWO. Jenny and Ellen will also be on the faculty committee.

Jenny will draft a document about the process for DLAC/faculty committee interaction/functioning and will send to ACCFSC through email for discussion.

Issue of whether some deans are pressuring colleges to implement distance because it’s a moneymaker. The issue of how decisions are made on distance, faculty workload, incentive, etc. are all part of the discussion. Committee also talked about how to be involved in the decision making process on issues that impact on their program.

B. University Council on Articulation (John Casken)
Next meeting is in March. Common numbering issue should be part of discussion. UHM FS put forward the issue to make student transfer between campuses easier. UHM working to shift focus to what the students need. Another issue is how discipline prerequisites are met. Discipline-specific meetings need to occur. Do courses have to be identical to transfer?
Issue of UHM driving most articulation agreements, with apparent lack of trust in CC courses. UHM working to shift the way they participate. Forms for new course and course modifications at UHM require consultation w/other campuses.
Example of change in title to HIST 151/152 by UHM, UHH, UHWO – no consultation made w/O’ahu CC’s, even though change was positive one that would probably be agreed upon. No notification was made to campuses.
Example of engineering courses, finding that students from CCs are not well-prepared for 300/400 level courses. Perception that content is similar, rigor is different. No conversation between two year/four year faculty yet. Data could inform the discussion.
Are there resources to bring faculty together in disciplines? Linda –CCAOs decided yes to at least one face-to-face meeting in problem areas, and subsequent polycom. How to identify problem areas? Talk to your VCAA. Need data to inform conversations.
Waiting for feedback from senates on the statement on Foundation that was put forward by UHM FS – deadline is May 2011. If campuses choose not to endorse, feedback on what would be appropriate wording or on the issues that were sticky is welcomed.
In hindsight, this bypassed UAC.

C. Budget (Barbara Leonard)
Governor’s budget given to Legislature this week. Will put in Laulima.
D. Business Process (Meda Chesney-Lind)
Have been dealing with travel bureaucracy. Handouts distributed. Progress has been made. 70 days (2006) to 45 days to complete process. Trend due to change in faculty behavior – filing etravel more quickly after return. Etravel has been more people friendly.
Administrative manual is 39 pages ("Employee Out of state and Interstate travel") from 150 pages. There is a list of 7 things needed to document travel. Document still in process, not to fiscal offices yet. **Need to ask VP Howard Todo what the timeline for release is.**
Fiscal bureaucracy at UHM being looked at. Looking at culture change, behavioral change via education.
Faculty travel is currently looked at 3-4 times before reimbursement, looking at a post-audit process instead, perhaps more close look at international travel and when personal/work travel is mixed.
Travel budget for faculty at UHM is down about 50%. Unknown what is happening at other campuses. Encouraged ACCFSC to advocate for travel funds to be restored. University Research Council at UHM used to fund travel for other campuses, now only does UHM.
Need info on what administrative travel trend is.
Question of travel advance – issues get complex. If time to be reimbursed was very short, travel advance would not be an issue. Long lag for reimbursement is barrier for faculty recruitment and retention.
Kudos to Meda for her work on the committee on behalf of faculty.
Lassner encouraged all to sign up for e-payment.
Have cut out two steps in payroll process between UH and DAGS.
Faculty leave forms are now online. Working on getting everyone on.

E. CCCFSC Report (Libby Young)
Discussion around BOR policies. VP Morton summarized the process and major changes.

F. Governance (Susan Hippensteele)
**Summary of UH faculty senates – send any updates to the document by Saturday.**
UHM faculty senate has administrative asst who has volunteered to take over management of ACCFSC website, Laulima site, etc. Look at UHM FS site to see how she has set that up.

IV. Continuing Business
A. Revising academic calendar – Feedback from campuses due to endorse/ not endorse forming a committee to explore potential benefits and problems of revising the academic calendar – Joanne Itano
Yes to committee to explore: KauCC, WCC, UHMC, UH COE, UHM, UHH (question of financial aid, nursing), UHWO (w/questions), KapCC.
No – HICC (Questions re: remedial developmental, CTE programs), HonoCC, UH Engineering, LCC (CTE questions, willing to be at committee if committee is formed).
Linda: Financial aid is by credit hour, not by semester length. CTE issue needs to be explored, also developmental/remedial. HonoCC sent a summary of CTE concerns – Linda needs summary. Documents are in Resources in Laulima – Academic calendar link.

B. Google update – David Lassner
DLAC will meet March 7, 1:30.
Proposal and contract were passed out at UHM.
Initial four-year contract executed 6/10. Any changes that are not approved by UH would not go into effect until end of contract. If faculty have concerns about the service (e.g. security concerns), individual (or unit) can forward to another email or create private server and subsequent costs.
Can forwarded email be intercepted by a server? Lassner will investigate, all should understand any email can be intercepted at any time.
Does it have to be all or nothing? No. Can faculty choose not to migrate? Yes. Can campuses choose not to migrate? Yes. Servers that are currently handling email will be used for other things, such as Laulima. Benefit of collaboration tools cited.
Current costs of email about $250,000 – servers, storage, back-up, etc. $250,000/year to maintain email service, which will continue as the servers would be repurposed.
Save about $200,000/year. Contract is an “enabling” contract – could stop using it. Proposal was requested last year, passed out today – David will email to all.
Is there still money to maintain the UH servers if campuses choose not to move? No money in budget to replace equipment. Money would have to be found for maintaining the servers.

**Need presentation on migration for all campuses.**
David/his staff will do session for WCC, KauCC, HICC to answer questions via HITS. Ellen, Rick, Libby, UHWO will work together to create list of questions. Campuses that voted to endorse move to Google: LCC, HonoCC, UHMC, UHH, UHM Nursing, UHM Nursing, UHM libraries (w/a few questions). UHWO and KapCC now have enough info to take back to campuses for vote.
UH COE – one more meeting.
UHM – waiting for face-to-face meeting w/David.
KauCC – voted to let faculty choose whether or not to move.
WCC, KauCC, HICC- need more info (see above)

C. Evaluation of deans – Jenny Wells – no time
D. Questions for VP Howard Todo – will attend March 18 ACCFSC meeting
E. UH system leading indicators data/ discussion of best practices (SEE ATTACHED) – Joanne Itano – no time
F. International Engagement Mission Statement update – Linda Johnsrud – no time

IV. New Business
A. BOR amendments – Linda Johnsrud
Susan is collecting campus comments on BOR policy changes. Send comments in Word to Susan by March 2. She will send to BOR and leads of each section.
Libby talked to BOR chair Howard Carr – he is willing to meet w/ACCFSC next
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month. Need to determine what our message is about consultation and questions – send to Libby and Susan. Distinction between BOR policy and Executive policy. Will faculty see executive policy? If they touch on faculty matters (chapters 4,5,9), will be in consultation with faculty.
Barbara brought up issue of academic standards.

B. Invitation to BOR chair Howard Karr for March 18 ACCFSC meeting
C. Facilities concerns – no time
D. Secretarial assistance for faculty senates – Amarjit Singh – no time

Adjourned noon (polycom ended).

NEXT MEETING: Friday, March 18, 2011

APRIL MEETING DATE: Friday, April 15