APPROVED Minutes of the April 30, 2003 Meeting

James Goodman, Chair
Warren Imada, Vice Chair
Jack Pond, Secretary


GUESTS: Jean Hara, Kay Ono, Mark Minasian, Rae Watanabe, newly elected members of the 2003-2005 Senate S. Hamilton, J. Chernisky and F. Sherry.

CALL TO ORDER: The meeting was called to order at 3:25 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the April 2 regular meeting and the April 9 special meeting were read and approved as submitted. Senator Hochstein corrected the Curriculum Committee report of April 2 to clarify the Social Science division courses for which the ENG 21 and 22 prerequisites were changed to recommended preparations. The list given in the Curriculum Committee report was not meant to be exclusive. All S.S. Division courses that are currently offered as of April 1, 2003 that had ENG 21/22 prerequisites will now have ENG 21/22 listed as recommended preparations.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senator Kappenberg reported that voting is taking place now through May 2 to prioritize the proposed general funded action plans.

FACULTY COMMITTEE – Senator Currivan informed the Senate that the committee is still accepting faculty surveys.

STUDENT COMMITTEE – Senator Hill reminded the Senate of the upcoming Opening Day Experience. This fall, the new student orientation will be held on Thursday, August 21. Volunteers are essential to this program, and all are encouraged to participate. She also noted that the issue of the N Grade will be a crucial item next year.

CURRICULUM COMMITTEE – Senator Buchanan brought the following actions to the Senate for consideration.
Business Technology Division has proposed a modification to several courses.

BUS 127, MS® Word for Business, will change “completion of or concurrent enrollment in ENG/ESL 21/22” to recommended preparation. “Keyboard by touch or instructor approval” is changed from recommended preparation to prerequisite. “Familiarity with word processing” is added to recommended preparation. The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.

BUS 143, Professional Employment Preparation, will change the course description in Curriculum Central to read: “Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews.” The modification reflects the mission and goals found in the 2002-07 Strategic Plan.

BUS 200, Computer Speech Recognition, will add “Keyboarding by touch and computer application knowledge or instructor approval” as prerequisites. The recommended preparation of ENG/ESL 21/22 is changed to ENG/ESL 100. The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.

BUS 193B/C/D/E, Cooperative Education, will add to its prerequisites additional requirements by the Business Technology Division: “1) completion of 12 or more credits in the LCC Business Technology Division, 2) enrollment in a Business Technology Program of study, 3) full- or part-time student status at LCC, 4) a student in good academic standing with a minimum cumulative GPA of 2.0, and 5) eligibility for employment—U.S. citizen or have the legal right to work in the U.S.” The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.

Motion 03-20: To accept the curricular changes to BUS 127, 143, 200, and 193B/C/D/E as submitted

PASSED – Unanimously

Business Technology Program Modification: This modification would require that students pass all required business (BUS) and law (LAW) courses with a grade of C or better in order to earn a Business Technology or OAT certificate or degree. Currently, students who receive a D in any course may earn a certificate or AAS degree as long as their cumulative GPA is at least a 2.0.

Motion 03-21: To accept the change to the Business Technology Program to require students to earn a C or better in BUS and LAW courses to receive the certificate or AAS degree in Business Technology or OAT.

PASSED – Unanimously
MUS 140, Sound System Utilization, changes the number of credits from 2 to 3 to reflect the additional material to be covered in the course. The content is expanded to include the addition of lab and digital music editing assignments; data compression technology; teaching, demonstration and use of digital recording technology and synchronization of audio to video. The course title is changed to Introduction to Audio Production. The course is intended to become a required course for the Digital Media A.S. degree.

**Motion 03-22: To accept the proposed change to MUS 140.**

**PASSED – Unanimously**

Academic Subject Certificate in Music Program Modification: The number of credits required for the certificate will increase from 13 to 14 due to the modification of MUS 140 (above).

**Motion 03-23: To accept the modification of the Academic Subject Certificate in Music from 13 to 14 credits.**

**PASSED – Unanimously**

DMED 140, Introduction to Motion Graphics, will eliminate the prerequisite of ART 112. The recommended preparation of ART 111 or ART 197D, DMED 130 is replaced with ART 113D.

DMED 241, Introduction to 3D Animation & Visual Effects, will change its prerequisite of DMED 140 to a recommended preparation that can be taken concurrently. ART 111 and DMED 130 will be eliminated as recommended preparations.

**Motion 03-24: To eliminate the ART 112 prerequisite and replace the ART 111, or ART 197D, DMED 130 with ART 113D for DMED 140, and change the DMED 140 prerequisite to a recommended preparation and eliminate the recommended preparations for DMED 241.**

**PASSED – Unanimously**

ANTH 151 Emerging Humanity (3) New Course. The introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500.

**Motion 03-25: To add ANTH 151 Emerging Humanity as a new course.**

**PASSED – Unanimously**

To add ANTH 151 to the Social Science core. This designation is appropriate because the course is taught at UHM, and it fulfills the Global and Multicultural Perspectives Foundation requirement there.
Motion 03-26: To add ANTH 151 to the Social Science core.

PASSED – Unanimously

AMST 201, The American Experience, will change its ENG 21/22 prerequisite to recommended preparations. In addition, the course description is changed to match that found in the UHM catalog, which reads “Interdisciplinary course that examines diversity and changes in American values and institutions—political, economic, legal and social.”

AMST 202, Diversity in American Life, will change its ENG 21/22 prerequisite to recommended preparations. Additionally, the course description is changed to match that found in the UHM catalog, which reads “Interdisciplinary course that examines diversity and changes in American values and institutions—literature, film, visual arts, and architecture.”

AMST 211, Contemporary American Issues: Domestic, will change its ENG 21/22 prerequisite to recommended preparations. It will also change the course description to match that found in the UHM catalog, which reads “Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment.”

AMST 212, Contemporary American Issues: World, will change its ENG 21/22 prerequisites to recommended preparations. Its catalog description also changes to match that found in the UHM catalog, which reads “Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and environmental protection.”

Motion 03-27: To change the ENG 21/22 prerequisites to recommended preparations and change the catalog descriptions for AMST 201, 202, 211, and 212.

PASSED – Unanimously

ED 285 Introduction to Classroom Management (3) New. This course will replace the experimental course ED 197E.

ED 286 Special Populations I (3) New. This course will replace the experimental course ED 297L.

ED 287 Special Populations II (3) New. This course will replace the experimental course ED 297M.

ED 288 The Practice Seminar (3) New. This course will be a practice seminar wherein the students will have the opportunity to further integrate the theoretical knowledge gained and practice skills obtained over the previous semesters. This may occur through enactment of various role-plays that offer rehearsal for possible scenarios that could
Motion 03-27: To accept ED 285, 286, 287, and 288 as new courses.

PASSED – Y=17; N=0; Ab=2

The Curriculum Committee also presented a course approved for experimental status. ICS 197L Structured Cabling Systems (3) will be active for two years after which time it will need to be proposed as a regular course and proceed through the curriculum review process if it is to be continued. This does not require Senate action.

CHAIRMAN’S REPORT:

✓ Chair Goodman announced that at a recent Instructional Services Follow-up meeting it was noted that there would need to be a significant reduction of release time across the College. Notification of impacted faculty is on hold pending final system notification of funds. The Senate will lose the 6 credits (per year) normally assigned to the Senate Secretary. Those credits are being reassigned to the Senate for the new Program Review Committee Chairperson. [Some on the Senate were concerned that this reduction would render shared governance hollow.]

✓ The ACCFSC Meeting held on April 17 was a Q&A session with President Dobelle. At that meeting Dr. Dobelle made the following points:

a. UHPA contract negotiations are progressing (19 out of 22 issues have been agreed upon). With the current State economy, there will likely be no salary raises. The proposed UH budget has been reduced; however, a special session on CIP could be promising.

b. Surprise that the faculty have not held the Governor accountable for campaign promises and UHPA endorsement.

c. The UH system reorganization has been approved by WASC. Once hard copy arrives from ACCJC, Provosts will be called Chancellors. As duties will not significantly change, no personnel action will be required.

d. Commitment to retaining the $1 million of release time. Without release time, there is no shared governance.

e. To offset the budget crisis, Dobelle favors 2% tuition increases each year, instead of larger percentage raises every five years. Students currently enrolled in programs would be grandfathered. Some campuses and programs should charge fees.
OLD BUSINESS:

✓ The Senate was asked to give input on the AIC Progress Reports. After general discussion, the Senate was directed to give additional input to Gail Levy or Rae Watanabe (glevy@hawaii.edu and raew@hawaii.edu).

NEW BUSINESS:

✓ New Senators Joe Chernisky, Susan Hamilton-Wood, and Frank Sherry were introduced. Re-elected Senators include N. Buchanan, R. Flegal, J. Goodman, K. Hill, P. Lococo, C. Martin, and J. Pond.

✓ Election of new Senate officers:

   James Goodman was elected by acclaim as Senate Chair.
   Nancy Buchanan was elected by acclaim as Senate Vice Chair.
   Jack Pond was elected by acclaim as Senate Secretary.

   Paul Lococo was approved by acclaim as Curriculum Committee Chair.
   The Committee on Committees will search for the chair of the new Program Review Committee.

ADJOURNMENT: The meeting was adjourned at 5:57 PM.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
Leeward Community College
Senate Agenda
Wednesday, April 30, 2003
3:15 - 5:30 pm
FA 201

I Approval of Minutes

II Reports
A. Standing Committee Chairs:
  1. Budget and Planning—Judy Kappenberg
  2. Faculty (also Ctte on Cttes)—Linda Currivan, Ruth Pfeiffer, Candy Hochstein.
  3. Elections—Candy Hochstein
  4. Academic/Institutional Support—Cindy Martin, Carleen Yokotake, Karim Khan, Pat Kennedy
  5. Legislative Relations—
  6. Program Review—Gail Levy
  7. Student Committee—Kathy Hill
  8. Curriculum—Nancy Buchanan

B. Ad Hoc Committee
  1. Senate Service Committee—Mimi Nakano

C. Chair’s Report
  1. Instructional Services Follow-Up Meeting,
     a. Assigned Time Reduction.
        (1) Additional reduction in assigned time. Notification of impacted faculty is on hold pending final system notification of funds. FS reduced by six credits, then restored to new FS Program review Chair position.
  2. ACCFSC Meeting at UH-WCC on April 17, 2003 (Q&A with President Dobelle)
     a. Dobelle: UHPA contract negotiations are progressing (19 out of 22 issues have been agreed to. With State economy, likely no salary raises. Proposed UH budget reduced—however Special Session on CIP could be good.
     b. Dobelle surprised that faculty have not held Governor accountable for campaign promises and UHPA endorsement.
     c. UH system reorganization approved. Once a hard copy arrives from ACCJC, Provosts will automatically be called Chancellors. As duties will not significantly change, this does not require Personnel Action.
     d. Dobelle is committed to retaining the $1 mill. Release Time, “If there is no release time, then there is no Shared Governance.
     e. To offset budget crises, Dobelle favors 2% tuition increases each year, instead of raising large % every 5 years (current students in programs would be grandfathered in). Some campuses and programs should charge fees.

III Old Business
A. Senate Input on AIC Progress Reports.

IV New Business
B. Thanks to outgoing Senators: Judy Kappenberg, Mary Jane Dobson, and Zeny Estrada (the latter two completed the terms of Paul Cravath and Pat Neils, respectively).
C. Election of Senate Officers.
D. New Program Review Chair Selection.

V Adjournment
The following Digital Media course modifications were reviewed and passed unanimously at the full Curriculum Committee meeting on April 10, 2003. We ask that the Faculty Senate accept our recommendations for the following:

**DMED 140 Introduction to Motion Graphics (3 credits) Modification**
Prerequisite: ART 112 or instructor approval
Recommended Preparation: ART 111 or ART 197D, DMED 130

The modification eliminates the prerequisite of ART 112. The recommended preparation of ART 111 or ART 197D, DMED 130 is replaced with ART 113D.

**DMED 241 Introduction to 3D Animation & Visual Effects (3 credits) Modification**
Prerequisite: DMED 140 or instructor approval
Recommended Preparation: ART 111, DMED 130

The modification changes DMED 140 from a prerequisite to recommended preparation that can be taken concurrently. ART 111 and DMED 130 are eliminated as recommended preparation.

The following course proposals and the ASC modification proposal were reviewed by their respective subgroups and passed unanimously at the full Curriculum Committee meeting on April 17, 2003. We ask that the Faculty Senate accept our recommendations for the following:

**ANTH 151 Emerging Humanity (3 credits) New Course**
Introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500.

**ANTH 151 Emerging Humanity (3 credits) Add to SS Core**
This designation is appropriate because:

1. This course is taught at UHM.
2. This course fulfills the Global and Multicultural Perspectives Foundation requirement at UHM.

**AMST 201 The American Experience (3 credits) Modification**
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent
This course was included in the list of courses for which the Social Science Division voted to change the prerequisites to recommended preparation. In addition, the course description is changed to match that found in the UHM catalog. The course description would now read: Interdisciplinary course that examines diversity and changes in American values and institutions—political, economic, legal, and social.

AMST 202 Diversity in American Life (3 credits) Modification
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent

This course was included in the list of courses for which the Social Science Division voted to change the prerequisites to recommended preparation. In addition, the course description is changed to match that found in the UHM catalog. The course description would now read: Interdisciplinary course that examines diversity and changes in American values and institutions—literature, film, visual arts, and architecture.

AMST 211 Contemporary American Issues: Domestic (3 credits) Modification
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent

This course was included in the list of courses for which the Social Science Division voted to change the prerequisites to recommended preparation. In addition, the course description is changed to match that found in the UHM catalog. The course description would now read: Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment.

AMST 212 Contemporary American Issues: World (3 credits) Modification
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent

This course was included in the list of courses for which the Social Science Division voted to change the prerequisites to recommended preparation. In addition, the course description is changed to match that found in the UHM catalog. The course description would now read: Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection.

BUS 127 MS® Word For Business (3 credits) Modification
Recommended Preparation: Keyboard by touch and completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent

"Keyboard by touch or instructor approval" is changed from recommended preparation to prerequisite. "Familiarity with word processing" is added to recommended preparation. The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.
BUS 143 Professional Employment Preparation (1 credit) Modification

The catalog description is modified to read: “Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews.” The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.

BUS 200 Computer Speech Recognition (3 credits) Modification

Recommended Preparation: ENG/ESL 21 or ENG/ESL 22 or equivalent and familiarity with word processing software

“Keyboarding by touch and computer application knowledge or instructor approval” are added as prerequisites. The recommended preparation is changed from ENG/ESL 21 or ENG/ESL 22 to ENG/ESL 100, 100E. The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan. The textbook is changed to a newer version for Version 6 of the software.

BUS 193B/C/D/E Cooperative Education (1-4 credits) Modification

Prerequisite: Completion of or concurrent enrollment in ENG 100 or ENG 21 or ENG 22 or equivalent with a grade of C or better or equivalent and approval of the instructor.

“Additional requirements by the University of Hawai‘i, Leeward Community College (LCC) Business Technology Division: (1) completion of 12 or more credits in the LCC Business Technology Division, (2) enrolled in a Business Technology Program of study, (3) full- or part-time student enrolled at LCC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.” The course curricular function and educational goals are updated to reflect the mission and goals found in the 2002-2007 LCC Strategic Plan.

MUS 140 Sound System Utilization (2 credits) Modification

The number of credits is changed from 2 to 3 to reflect the additional material to be covered in the course. The course content is expanded to include the addition of lab and digital music editing assignments; data compression technology; teaching, demonstration and use of digital recording technology and synchronization of audio to video. The title is changed to Introduction to Audio Production. The revised course is intended to become a required course for the Digital Media A.S. degree.
Academic Subject Certificate in Music Program Modification

The number of credits required for the certificate will increase from 13 to 14. This is due to the modification of MUS 140 from 2 credits to 3 credits. The title of MUS 140 will be changed to Introduction to Audio Production.

The following course proposals and the Business Technology Program modification proposal were reviewed by their respective subgroups and passed unanimously at the full Curriculum Committee meeting on April 24, 2003. We ask that the Faculty Senate accept our recommendations for the following:

Business Technology Program Modification

This modification would require that students pass all required business (BUS), office administration and technology (OAT) accounting (ACC) and law (LAW) courses with a grade of C or better in order to earn a Business Technology or OAT certificate or degree. Currently, students who receive a D in any course may earn a certificate or AAS degree as long as their cumulative GPA is at least a 2.0.

**ED 285 Introduction to Classroom Management (3 credits) New**
Prerequisite: ENG 22 or placement of ENG 100 or consent of instructor

An introductory course which offers the student exposure to the legal and ethical issues of classroom management in the field of Special Education. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will also be addressed. This course will replace the experimental course ED 197E.

**ED 286 Special Populations I (3 credits) New**
Prerequisite: ENG 22 or placement of ENG 100 or consent of instructor. If a Department of Education (DOE) employee, the student will need to complete the Basic Training Class (1 day) with the DOE. Completion of ED 285 Introduction to Classroom Management with a grade of C or better.

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of selected disabilities and the particular needs experienced by students with mild to moderate disabilities. Identification of the challenges that confront the disabled student, the educational assistant (EA), and the teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on information needed to help prepare students with disabilities to transition into adulthood. This course will replace the experimental course ED 297L.
ED 287 Special Populations II (3 credits) New
Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. If a Department of Education (DOE) employee, the student will need to complete the Basic Training Class (1 day) with the DOE. Completion of ED 285 Introduction to Classroom Management and ED 286 Working with Populations with Special Needs I with a grade of C or better.

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of moderate to severe disabilities and the particular needs experienced by students with these disabilities. Information about other populations needing support (Multicultural and ESL learners) will also be covered. Identification of the challenges that confront the disabled student, educational assistant (EA), and teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on the use of Assistive Technology as part of related and supplementary services to help students succeed. As well, the course will address the most effective inclusion and transition practices for the moderate to severe special needs population. Identifying community resources and increased parent involvement will also be a focus of this course. This course will replace the experimental course ED 297M.

ED 288 The Practice Seminar (3 credits) New
Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. Completion of ED 285 Introduction to Classroom Management, and either ED 286 Working with Populations with Special Needs I, or ED 287 Working with Populations with Special Needs II, and with a grade of "C" or better. Student may take the course concurrently with ED 286 or ED 287; however, must have completed one or the other in order to enroll in this class.

This will be a Practice Seminar wherein the students will have the opportunity to further integrate the theoretical knowledge gained and practice skills obtained over the previous semesters. This may occur through enactment of various role-plays that offer rehearsal for possible scenarios that could occur with teachers or students, reports on observations in the classroom, and discussions about best practices for assisting the teacher and students in the classroom.

Experimental Course

The Division Chair, the Curriculum Committee Chair, and the Acting Dean of Instruction have approved the following course on an experimental basis. This designation will be active for two years. At that time, this course will need to be proposed as a regular course and proceed through the curriculum review process if it is to be offered in the future.

ICS 197L Structured Cabling Systems (3 credits)