LEEWARD COMMUNITY COLLEGE
2002 – 2003 Faculty Senate

UNAPPROVED Minutes of the April 9, 2003 Special Meeting

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


SENATORS EXCUSED: C. Hochstein, W. Imada, M. Nakano S. Palombo.

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

SPECIAL ISSUES: The meeting was called to discuss several issues from the previous week’s meeting.

A. THE “N” GRADE:

The question before the Senate was whether or not to reopen the issue of the N grade. The WASC visiting team’s recommendation as well as Leeward’s self-identified action plans (from the self-study) could be the sole focus of the study. Some Senators felt that a complete review of the N grade was in order since the climate on the campus may have changed since the last review was undertaken.

Motion 03-19 (Levy/Flegal): To direct the Senate to deal with all aspects of the N grade.

PASSED – Unanimously

It was decided to move the issue to the Student Committee for study.

B. THE SCHEDULE OF COURSES:

The Schedule of Courses is almost always inaccurate shortly after it is printed due to post-printing schedule changes. Should the College abandon the current schedule format and print a much abbreviated version? A proposal was made to only print a 5-page list (10 pages front and back) of courses with prerequisites and recommended preparations without section numbers or times and refer to the website for days, times and other information. Senators were concerned that there are still students who do not use the computer for course selection prior to registration and that there was a great deal of other valuable information contained in the schedule. Abandoning that format might make registration difficult for students. Therefore, it was decided to continue to print the schedule in its current format for now. A change might be considered in the future, and
to that end, Senator Lococo suggested the College keep track of how many copies of the schedule are printed and how many are left over. It may be possible to reduce that number.

C. LCC'S CHIEF ACADEMIC OFFICER SELECTION:

Because of the lateness in the semester, the process of selecting a CAO will be extended into the fall. The Faculty Senate has been charged with forming this committee. The procedures used in the last two Provost searches will be followed and modified as necessary. The Senate's Committee on Committees (the Faculty Committee) will work with the Campus Council and all constituency groups on campus to establish a campus-wide selection committee that has broad-based representation.

D. NAME CHANGE:

The Office of External Affairs & University Relations [EAUR] has requested each campus hold an open meeting to discuss and facilitate a free exchange of opinions on their proposed name change. These are not being held for the purpose of voting, but to compile and forward a summary of comments to the EAUR.

The Open Forum will be held on Monday, April 14, 2003 at 1:00 in BE 104.

ANNOUNCEMENTS:

✓ Subsequent to the series of meetings of the ACCJC Executive Director, Vice Chair and one Commission member, the University of Hawaii Community College Reorganization substantive change request was approved by the Commission.

✓ The candidate field for the position of UH Vice President of Academic Affairs has been narrowed to about 10.

✓ The Chair of the newly formed Program Review Committee will be given 3 credits of release time. The scope of the committee’s work will be limited to academic programs only including AA, AS, AAS, and Certificate programs.

✓ The package of AIC reports that has been sent to all Senators will form the basis for the College’s Midterm Report to the Accrediting Commission. Senators are encouraged to read the reports carefully for perspective and accuracy. This topic will be discussed at the April 30 Senate meeting. The first draft of the report will be ready in August. It is due to the Commission by November 1, 2003.

ADJOURNMENT: The meeting was adjourned at 5:15 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
Leeward Community College  
Senate Agenda  
Special Meeting  

Wednesday, April 9, 2003  
3:15 - 5:00 pm  
FA 201

I  Curriculum Issues

A. Retention of the N grade?
   1. Pros & Cons
   2. How to solicit Faculty-at Large response.

B. Course Catalogue
   1. Does the Senate support the proposed Catalogue format change:
      (a) As students register online, and changes always make the printed catalogues inaccurate, a proposal was made to only print a 5 page list (10 pages front and back) of courses and pre-req and rec. preps without section numbers or times—only refer to the website for days and times.
      (b) Banner and Prerequisites.
         Currently courses listed on banner do not list recommend prep or prerequisites—it only prevents students from registering classes that they are not qualified for.

C. LCC CAO Selection.
   1. Conformation of Selection Procedures.
   2. Committee to form a campus-wide Selection Committee.

D. Campus Name Changes.
   1. Since this item was announced—there is a scheduled campus forum in L 111 on Monday, April 14 from 1:00-2:00.
   2. Senate volunteer needed to read e-mail comments at meeting.

II  Announcements

III  Adjournment
Memorandum

March 18, 2003

TO: Council of Chancellors

FROM: Paul Costello
Vice president for External Affairs & University Relations

SUBJECT: Campus Consultations for the Proposed Name Changes for the Community Colleges and the University of Hawaii – West Oahu

ACTION REQUESTED: The proposed name changes should be presented to the faculty, staff and students on your campus for consultation, and a summary of their comments transmitted to the Office of External Affairs & University Relations

RECOMMENDED DEADLINE DATES: The action requested should be completed by Friday, April 18, 2003 for possible use at the May Board of Regents meeting.

PURPOSE: The Office of External Affairs & University Relations is proposing to bring the names of the seven community colleges into line with the current best practices in higher education in the United States and make them more attractive to local, U.S. Mainland and international students as part of the current branding project, and to make the University of Hawaii – West Oahu consistent with the other four-year campuses under the new graphic identity program. As required by WASC, part of the decision making process is to hold consultation meetings on every campus.

BACKGROUND: In the fall of 2001, the University of Hawaii started examining the possibility of changing the names of the seven community college campuses for the purposes stated above. In the spring of 2002, the examination was continued by The Brand Strategy Group as part of the project to define the University of Hawai‘i brand and pursue a new, cohesive corporate identity for the UH system.

The desirability of making a change was reinforced by an examination of best practices and trends in higher education on the U.S. Mainland and further consumer market research in Hawaii undertaken as part of the branding project. More and more community colleges are dropping the name “community” from their signatures to better reflect their mission and make them more attractive to students seeking to use them as a stepping stone to a four-year program.
The proposed new names would be as follows:

University of Hawaii at West Oahu
Hawaii College
Honolulu College
Kapi'olani College
Kauai College
Leeward College
Maui College
Windward College

The mission of the community colleges remains the same, but each campus will now be more closely linked to the University of Hawaii System through the new graphic identity program that includes the name The University of Hawaii System in each campus logo.

When used in text, the proper nomenclature for the two-year campuses would be: The University of Hawaii System – Kapi'olani College, etc.

**ACTION RECOMMENDED:** The proposed name changes should be discussed in the appropriate forums on each campus as determined by the individual Chancellor. At least one meeting on each campus should be an open meeting for anyone who would like to participate. The meetings should be informal and facilitate a free exchange of opinions. They are not being held for the purpose of voting.

The Office of External Affairs will provide graphic versions of the proposed changes.

1. External Affairs will assist in the meetings for the Manoa campus.
2. UH Hilo, UH West Oahu and the Community Colleges are responsible for the meetings on their respective campuses, but External Affairs will be glad to help as needed.

Following the campus reviews, we will be meeting with the Council of Faculty Senate Chairs and the appropriate student government groups at the system level. Please call me if you have any questions.