Leeward Community College
Senate Agenda
Wednesday, October 9, 2002
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—Linda Currivan, Ruth Pfeiffer
   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 Committees
   1. Senate Service Committee—Mimi Nakano

C Chair’s Report
   1. ACCFSC Meeting at Manoa 09-13-02
      a. CAO Neubauer’s Letter to the ACCFSC:
         (1) All meet once a month, OVPAA will seek travel funds, President and any other officers will attend only at Council’s invitation...
         (2) President’s Advisory Committee: Five Senate Chair Conveners: UHM,UHH,UHWO,UHCC (2).
         (3) Manoa Representation: Ron Bontetoke (new A&S Chair).
   2. UH Gen Ed Core: Focus Requirements (300 & 400 O&E), History 151,152.
   3. HCC Resolution on CC Articulation—acceptance by most CC’s.

III Old Business
A. Hites Foundation
   1. LCC Fundraising goal $30,000 to be matched, for CC student scholarships to transfer to 4 year institutions.

B. Revision of Senate Charter & By-Laws.

IV New Business
A. Request for Faculty Parking Spaces.
B. Request to Hold Commencement Only Once a Year.
C. Discussion of Faculty Involvement in Merit Pay Increase Review Ctte and New Faculty Appointments.
D. Replacement for Pat Neils Seat.

VI Adjournment
AIC on Program Review is currently developing a broader review process for the College’s programs and services and will hold an open forum at a later date.

STUDENT – Senator Hill reminded the Senate about the next Opening Day Experience to be held immediately prior to the first day of instruction for the Spring Semester (January 9, 2003). She also put out a call for photographs that any person might have taken at past Opening Days.

SENATE SERVICE COMMITTEE (ad hoc) – Senator Nakano reported that she is meeting with the former chair (Ray Tanimoto) to establish this committee.

CHAIR’S REPORT:

Chair Goodman reported on the meeting of the All Campus Council of Faculty Senate Chairs (ACCFSC) at Manoa on September 13. In a letter to the ACCFSC, CAO Neubauer informed the group that it will meet once a month, that the administration will attend only if invited, and that the President wishes to put together an Advisory Committee to be made up of five Senate Chairs (UHM, UHWO, UHH, and UHCCs (one from Oahu and one from the outer islands). The constituency may change after January 1, 2003.

Finally, the Chair gave details of the resolution on articulation that passed HCC last year calling for the community colleges to accept all core area course requirements from other UHCCs as passed by the individual curriculum bodies. This would eliminate the need for further review by system-wide standing committees or by curriculum bodies at receiving institutions. The resolution called for all Faculty Senates to expedite policies that guarantee ease of transfer. To date, a similar resolution has been passed by the Senates of HCC, KapCC and WCC, but only HCC’s administration has approved resultant policy. The Senate asked to see the entire resolution and to have further discussion on the issue. To that end, the Chair agreed to invite Dave Cleveland and Jerry Saviano of HCC to speak on this issue at a future meeting. Some expressed an interest in having the meeting open to all interested faculty. On a related issue, Senators Currivan, Palombo and Kappenberg volunteered to organize and advertise a campus visit by the new UHM Chancellor Peter Englert to discuss undergraduate teaching and articulation/transfer issues in the very near future.

OLD BUSINESS:

HITES FOUNDATION offers scholarships for community college students who are transferring to a four-year institutions. The foundation will match funds raised by area community colleges. Leeward needs a few faculty to take the lead in handling this effort on our campus. Leeward’s goal will be $30,000. Senator Flegal volunteered; Senators Estrada and Pond volunteered to assist.

REVISION OF CHARTER AND BY-LAWS – It was agreed by most present that the Senate Charter and By-laws are in need of revision. Specific problems include term limits and the statement that the “Provost shall be the honorary chair of the Faculty Senate.”
UNAPPROVED Minutes of the October 9, 2002 Meeting

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


SENATORS EXCUSED: C. Yokotake, K. Khan.

GUESTS: Aulii Silva, Director of Student Activities.

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 September 25, 2002 meeting were read and approved (Flegal/Pfeiffer) with the suggestion that the Opticianary and Educational Assistant Programs be specifically named in questions nine and eleven.

INTRODUCTIONS: The Chair introduced new Senator Zeny Estrada from the Social Science Division. Senator Estrada will be filling the empty seat of Senator Pat Neils this year.

COMMITTEE REPORTS:

FACULTY – Senator Currivan reported that this committee is still forming.

ELECTIONS – Senator Hochstein reported that the committee has sent out the call for nominations via the Bulletin and hard copies in each faculty member’s mailbox. She has also contacted all Senators in their second year to ask if they intend to run. No presently sitting Senator will be impacted by the term limit rule.

ACADEMIC AND INSTITUTIONAL SUPPORT – Senator Martin reported that there will be a colloquium held on Thursday, October 31 in BE-108 from 12:30 to 1:30 to discuss issues and concerns related to academic and institutional support.

PROGRAM REVIEW – Senator Levy reported that an open forum, to be held on Thursday, October 10 in GT-105 from 12:30 to 1:30, will discuss the progress of the AIC (Accreditation Implementation Committee) on Curriculum Review. The meeting will discuss a review process for all the courses offered by the College and their syllabi. At present, only courses that are added, modified or deleted are reviewed by the Curriculum Committee, but courses that do not undergo that review should also be evaluated. Another
NEW BUSINESS:

- There has been a request from Student Services to hold Commencement only once per year in May. Student Activities Director, Aulii Silva, spoke to the Senate on the advantages and possible disadvantages of such a decision. Several points were raised. The numbers of students attending graduation overall (fall and spring) has been declining recently. LCC is the only CC that offers fall graduation exercises. The decision could be made allowing students to march in the spring if they intend to graduate at the end of the summer or the following fall semester. The manpower needs and costs (about $1100) to stage the fall ceremonies are becoming a drain on College resources. Crowd control at the theater is always difficult as there are not sufficient seats to accommodate the number that wishes to attend the ceremonies. The numbers attending graduation could be expected to rise over the next few years as overall enrollments are increasing. A decision to suspend the fall ceremonies could be made for a year or two, and then later reviewed. Student government and the Campus Council have also been asked for input, but some Senators felt that Graduation was a function of Faculty Senate, and it was inappropriate to ask the other governing bodies on campus for input.

<table>
<thead>
<tr>
<th>Motion 02-29 (Kappenberg/Levy): It is the Faculty Senate’s sentiment to support the Student Services request to hold graduation once a year on a trial basis for the academic year 2003-04.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTION PASSED</td>
</tr>
<tr>
<td>Y = 14; N = 0; Ab = 3</td>
</tr>
</tbody>
</table>

- The Secretary asked the Senate whether it would prefer the approved Senate minutes be published on the Senate Homepage only, in the Campus Bulletin, or as a hyperlink to the Homepage in the Bulletin. The Senate requested the Secretary to ask the Provost’s secretary to include the full text of the Senate minutes in the Bulletin noting that the Campus Council minutes were published there. The dates of future Senate meetings should be published there as well.

- The question was raised whether there should be faculty representation on the Merit Pay Increase Review Committee. It currently has none although faculty has the opportunity to participate in review at the division level. Most Senators agreed that this would be a very difficult role for faculty to play. No decision or recommendation was made.

ANNOUNCEMENTS: Future meetings: November 6, 27, December 11.

ADJOURNMENT: The meeting was adjourned at 5:45 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.
Hello Senators,

I invited David Cleveland to our next meeting on Nov. 6 to make a presentation and answer questions about the Core Acceptance Resolution that has been adopted formally among many UHCC's. He accepted our invitation (see below letter) and asked for a room for a powerpoint presentation. We could do it in FA 201, but I was thinking that maybe we could have it in GT 105 and invite Faculty and Admin to this presentation.

Let me know what you think about that? Also below David's message is the resolution, which we has been modified to suit each campus.

James Goodman
Faculty Senate Chair
UH-Leeward Community College
808-455-0613

From: david <davidc@hcc.hawaii.edu>
Date: Thu, 10 Oct 2002 07:57:02 -1000 (Hawaiian Standard Time)
To: James Goodman <goodmanj@hawaii.edu>
Cc: Jerry Saviano <saviano@hcc.hawaii.edu>
Subject: Re: HCC resolution

James - Jerry, Neghin, and I have been on the CC circuit with an evolving Powerpoint presentation (customized for each campus) on these issues.

We accept the invitation - please schedule our presentation in a room that will allow us to project the powerpoint slides.

The core acceptance resolution is included in this e-mail.

University of Hawaii
Council of UH Community College Faculty Senate Chairs

Passed Unanimously: 1/18/02

RESOLUTION - CORE ACCEPTANCE RECOMMENDATION

WHEREAS the University of Hawaii is in the final stages of drafting a Strategic Plan that will establish the direction of the system and campuses, and;
WHEREAS articulation of core courses is a longstanding issue that has been cited as a major concern by virtually all of the groups involved in the development of the new Strategic Plan, and;

WHEREAS the students, Board of Regents, Legislature, and citizens of Hawaii expect the separate institutions of the University of Hawaii to operate in full partnership with coordinated courses and programs resulting in a seamless web of higher education, and;

WHEREAS the Council of UH Community College Faculty Senate Chairs accepts responsibility to assist in the effort to simplify the transfer of credits from one UH institution to another, and;

WHEREAS this body endorses the development of core area criteria, competencies, and an assessment process that collects and analyzes transfer performance data, and;

WHEREAS UH Community Colleges wish to contribute to the development of a UH culture characterized by trust, respect, fairness and honor for students and colleagues, and;

WHEREAS this body has urged the replacement of the current unwieldy and sluggish articulation process (detailed in E5.209) by granting individual campus curriculum bodies the authority to assign UH-System accepted core area status to courses developed at their campuses (using system-endorsed core criteria);

THEREFORE, be it resolved that the Council of UH Community College Faculty Senate Chairs recommend that all UH Faculty Senates expedite the development/adoptions of policies that guarantee the acceptance of core area course assignments (according to agreed upon core area criteria/competencies) by the individual curriculum bodies throughout the system - eliminating the need for further review by System Standing Committees or by curriculum bodies at UH receiving campuses.

On Wed, 9 Oct 2002, James Goodman wrote:

> Hi Jerry and David--

> I can't find the hard copy of your resolution--and despite my earlier requests, I have still not received an e-mail attachment of it-so I can forward it to the Senators.

> ...and the Senators had a few questions that either or both of you could probably best answer in person. We were wondering if you could make it to our campus at our next meeting on Wednesday, November 6 in FA 201 at anytime between 3:15 to 5:30.

> What do you think?

> James Goodman

> Faculty Senate Chair

> UH--Leeward Community College

> 808-455-0613

>
CURRICULUM COMMITTEE REPORT
TO THE FACULTY SENATE
MAY 8, 2002

The following proposals have been reviewed by their respective subgroups and passed unanimously by the full Curriculum Committee. We ask that the Faculty Senate accept our recommendations for the following:

Associate in Applied Science Degree in Opticianry (63 credits)

The National Federation of Opticianry Schools (NFOS), through the local chapter of the Dispensing Opticians Association, proposed a partnership with Leeward Community College in summer 2000 to provide an Internet-delivered program of instruction leading to an AAS degree that prepares students for positions as Dispensing Opticians or Laboratory Opticians. The curriculum has been developed by the NFOS to provide "high quality, professionally relevant and job ready knowledge and skills" for people in the profession or entering the profession. The degree program is part of the NFOS strategy to improve the standards of practitioners in the field.

The program consists of 45 credits in the major courses and 16 credits in general education courses. The major courses have already been developed by NFOS; the general education courses will be selected from LCC's course offerings. Of the fifteen courses in the major, nine theory courses will be delivered on the Internet. Students will complete the clinical courses in optometric offices and laboratories through a unique partnership with practitioners in the community.

See the program sheet which outlines the structure of the program.

OPT 11 Optical Theory I (3 credits) New Course
Replaces OPT 97F
Prerequisites: Two years of high school algebra, trigonometry, and geometry.
Completion or concurrent enrollment in Math 25 or equivalent.

This course examines the nature of light and details the behavior of light when it encounters various refractive and reflective surfaces. In addition, the course will examine lens power, indices and prisms. This will establish the foundation for advanced ophthalmic applications.

OPT 12 Optical Theory II (3 credits) New Course
Replaces OPT 97I
Prerequisites: OPT 11

This course continues the study of optical theory. Topics include prism notation; vertical imbalance and methods of correcting for it; vertex power; illuminance, reflection and absorption; diffraction; third-order lens aberrations and lens tilt; anisometropia and spectacle magnification.
OPT 21 Optical Laboratory Theory I (3 credits) New Course
Replaces OPT 97B

This course will introduce the student to terms, instruments, lenses, frames, and materials to be used in the surfacing and finishing of ophthalmic prescription eyewear.

OPT 22 Laboratory Clinical I (3 credits) New Course
Replaces OPT 97C
Corequisites: OPT 21

This course is the clinical component of OPT 21, Laboratory I. Students learn clinical skills in fundamental optical laboratory tasks at the entry level under the direction and supervision of a preceptor (non-paid Opticianry practitioners who meet established qualifications). Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards.

OPT 23 Optical Laboratory Theory II (3 credits) New Course
Replaces OPT 97D
Prerequisites: OPT 21

This is a continuation of Laboratory I. Students continue to learn terms, instruments, lenses, frames, and materials to be used in the surfacing and finishing of ophthalmic prescription eyewear.

OPT 24 Optical Laboratory Clinic II (3 credits) New Course
Replaces OPT 97E
Prerequisites: OPT 22
Corequisites: OPT 23

This course is the clinical component of OPT 23, Laboratory II. Students learn clinical laboratory skills at the advanced level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards.

OPT 31 Optical Dispensing Theory I (3 credits) New Course
Replaces OPT 97K

This course introduces the student to the skills necessary for becoming a dispensing optician. Included are the history of the profession, patient/client measurements, frame and lens materials, frames and lens selection, prescription, prescription analysis, and adjustment techniques.

OPT 32 Dispensing Clinic I (3 credits) New Course
Replaces OPT 97L
Prerequisites: OPT 31
This course is a practicum in which the student will work in an approved ophthalmic or opticianry setting for approximately five to six hours per week for a total of 75-90 hours during the semester. This course will enable the student to gain knowledge in the practice and procedures of ophthalmic dispensing skills.

OPT 33 Ophthalmic Dispensing Theory II (3 credits) New Course
Replaces OPT 97M
Prerequisites: OPT 31

This course presents ophthalmic instruments and devices, analysis of absorptive lenses, computing and compensation of vertical imbalance, discussion of ethics and legal issues, record keeping and communication.

OPT 34 Dispensing Clinic II (3 credits) New Course
Replaces OPT 97N
Prerequisites: OPT 32
Corequisites: OPT 33

This course presents the clinical aspect of ophthalmic instruments and devices, analysis of absorptive lenses, computing and compensation of vertical imbalance, discussion of legal issues, record keeping and communication.

OPT 35 Ophthalmic Business Management (3 credits) New Course
Replaces OPT 97J

This is a basic optical management course presenting basic management and leadership skills necessary for a successful eye care office. The course will teach analysis, creative thinking, judgement, planning strategy, and the implementation skills necessary for today’s optical business challenges.

OPT 36 Dispensing Clinical III (3 credits) New Course
Replaces OPT 97Q
Prerequisites: OPT 34

This course is the final in a series in clinical dispensing. All principles in dispensing will be reviewed.

OPT 41 Anatomy & Physiology of the Eye (3 credits) New Course
Replaces OPT 97G

This introductory course is designed to give the Opticianry student an insight into the anatomical structure of the eye and its adnexa. The student will also learn the function of the parts of the eye as they relate to vision and the fitting of contact lenses. The learner will be presented with common pathologies of the eye and ocular pharmacology.
OPT 42 Contact Lens Theory (3 credits) New Course
Replaces OPT 970
Prerequisites: OPT 41
This course includes a historical view as well as theory, design and optical principles of contact lenses; indications and contraindications for contact lens wear; patient evaluation; discussion of lens types and availability; fundamental techniques and fitting philosophies including the role of the biomicroscope, keratometer and radiuscope; patient education on care, cleaning, insertion and removal of contact lenses.

OPT 43 Contact Lens Clinic (3 credits) New Course
Replaces OPT 97P
Prerequisites: OPT 42
This course is the clinical component of OPT 42, Contact Lens Theory. Students learn clinical skills in fundamental contact lens tasks at the entry level under the direction and supervision of a preceptor. Emphasis will be placed on accuracy and attaining skills that meet acceptable professional standards.

MATH 103 College Algebra (3 credits) Add to M/LR Core
Prerequisites: C or better in Math 25 or equivalent
This designation is appropriate because:

1. The study of functions has traditionally been considered transfer level material in mathematics. This is the reason that MATH 103 was proposed as a new course with different syllabus, goals, and competencies from Math 27 which replaced MATH 103 in the mathematics sequence of courses.

2. MATH 103 will, by the design of the course, fully meet all four of the system-wide AA degree Mathematical/Logical Reasoning competencies (adopted November, 1990):
   A. Manipulate and use symbols within a logical system to express abstractions.
   B. Choose and apply the techniques of inductive and deductive reasoning and estimating derived from the study of mathematics (eg. Arithmetic, geometry, algebra) and logic.
   C. Use the problem solving process to analyze and organize given information; translate it into symbolic form; develop a solution in symbols; and express and evaluate the solution within the framework of the original problem.
   D. Undertake experimentation, take risks, and evaluate results in the context of understanding numbers and/or manipulating symbols, and solving problems.

3. MATH 103 has been successfully taught at Kapiolani CC as a course meeting the AA degree M/LR core requirements continuously since Fall, 1997.

ART 145 Etching (3 credits) Deletion
The Art discipline does not intend to offer this course again.
HIST 100  Approaches to the Study of History  (3 credits)  Deletion
Prerequisites: ENG 9 and 10 with a grade of C or better or equivalent
This course was never offered and there is no intention to ever offer it.

DANCE 182V  Dance Production/Theatre  (3 credits)  Deletion
This course was never offered and there is no intention to ever offer it.

MUS 202B  Introduction to Concert Band  (3 credits)  Deletion
Deletion of this course will eliminate redundancy.

MUS 202D  Symphonic Wind Ensemble  (3 credits)  Deletion
Deletion of this course will eliminate redundancy.
Hello All,

At the behest of David Cleveland and with the support of our Faculty Senate Executive Committee, HCC passed this action on articulation....essentially the intent of this action is to foster goodwill between our campuses, so we're going to start acting as though the University of Minnesota system of articulation exists already.

Here's what we passed

"To facilitate student transfer between UH campuses, University of Hawaii-Honolulu Community College agrees to accept for transfer into the parallel/equivalent area of the HCC General Education Core all courses that are core-designated (utilizing core category criteria/competencies as developed by the system) at other UH campuses.

This policy negates the necessity for UH System Standing Committee or HCC review of transfer course work; however, HCC retains the right to challenge (for demonstrated cause) the core status of transfer courses.'

The intent of our action is to simply foster campus autonomy, that is, if Maui designates a course as Soc 205 as satisfying the foundation requirement, HCC accepts it automatically without review.

Thanks,

Jerry
<table>
<thead>
<tr>
<th>Campus</th>
<th>Funding</th>
<th>Chairperson</th>
<th>Frequency</th>
<th>Waiv</th>
<th>Cmte. Rep.</th>
<th>Fac. Involvement</th>
<th>Location</th>
<th>Regalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEEWARD</td>
<td>Vending</td>
<td>SA Coord.</td>
<td>Dec. &amp; May</td>
<td>n/a</td>
<td>3 Counselors, A &amp; R Clerk, OSA Clerk, Secretary, Graphic Artist, EMC Fac., Bkstr Mngr.</td>
<td>12 - 20 Fall, 20 - 30 Spring</td>
<td>Fall: Theater, Spring, Tuthill Courtyard</td>
<td>Yes</td>
</tr>
<tr>
<td>Honolulu</td>
<td>Vending</td>
<td>SA Coord.</td>
<td>May</td>
<td>n/a</td>
<td>Standing committee within Faculty Senate: &quot;Cmte. On Cmtes&quot;</td>
<td>&quot;Fair&quot; participation, Staff Dev. Sponsored reception post-event @ HCC</td>
<td>Waikiki Shell</td>
<td>Yes</td>
</tr>
<tr>
<td>Kapiolani</td>
<td>Vending</td>
<td>SA Coord.</td>
<td>May</td>
<td>n/a</td>
<td>&quot;Good&quot; participation, Staff Dev. sponsored reception pre-event</td>
<td></td>
<td>Waikiki Shell, but SP 2003 will use WCC Mall and Lawn</td>
<td>No</td>
</tr>
<tr>
<td>Windward</td>
<td>Vending</td>
<td>SA Coord.</td>
<td>May</td>
<td>n/a</td>
<td>Dept. Chairs, Bkstr, Bus. Office, DOSS office</td>
<td>&quot;as many faculty as graduates&quot;</td>
<td>WCC &quot;New&quot; Theater</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Principles of Robert’s Rules of Order

The below outline provides a basic working application of parliamentary procedure, which helps to ensure a fair exchange of ideas, a clear decision making process, and courtesy to fellow members.

1. In meetings, the Senate Chair as the presiding officer:
   a. Facilitates and moderates discussion on agenda items without taking sides, ensuring that all members have a voice.
   b. Does not vote on motions unless there is a tie. If the chair wants to voice an opinion or vote, he/she must turn the chair to another officer.
   c. Should be addressed as Mr. Chairman (or Madame Chair).
   d. In the Chair’s absence, the Vice Chair assumes that role of Chair.

2. All Senate members have the right to bring up ideas, discuss them, and come to a conclusion. To facilitate an orderly exchange of ideas:
   a. Members should first be recognized by the chair before contributing to the discussion by raising their hand.
   b. Members should speak clearly so that all can hear, while other members are expected to listen.
   c. No member should speak twice until all members have had a chance to speak.
   d. Statements and motions should be directed toward the chair, not to other members.
   e. To avoid making arguments sound personal, members should refer to each other in the third person, such as “the previous speaker” or by title “Senator Smith” or “The Student Committee Chair.”
   f. Members should only debate the merits of the question and refrain from personal attacks.

3. Once the agenda is approved and committee reports are given, the Senate will move to Old Business and New Business.
   a. Members should make a motion in the form of “Mr. Chairman, I move that...”
   b. Another member must second the motion. If there is no second, the chair will announce “If there is no second the emotion will not be considered,” and move on to the next agenda item.
   c. If seconded, the chair will announce “It is moved and seconded....is there any discussion?”
   d. Once recognized, members may speak for or against the motion by preceding their statement with “I speak for the motion...” or I speak against the motion...”.
   e. As the Senate takes up business one subject at a time, members should limit their discussion to the matter under consideration.
   f. Members may move to close debate. This must be seconded.
g. Members may call to **Amend** a motion, **Refer to a Committee**, **Table It** (return to it later in session) **Postpone to a Certain Time**, or **Postpone Indefinitely** (kill it). Any of the above must be seconded.

h. When discussion is concluded the Chair will call for the vote: “Hearing no further discussion, all those in favor raise your hand” then “All those opposed, raise your hand,” then “Abstentions?”

(1) Any member has the right to request a ballot vote instead.

(2) The majority vote wins, however a 2/3 majority is required for any vote to close or extend debate or where rights are taken from members.

4. At the end of each meeting, or before the next one via e-mail, any member may submit agenda items to the Chair for consideration in the future.