I Approval of Minutes

II Reports
A. Standing Committee Chairs:
   1. Budget and Planning—Joe Chemisky, Frank Sherry — N R
   2. Faculty (also Ctte on Cttes)—Linda Currivan, Ruth Pfeiffer
   3. Elections—Stephanie Palombo — N R
   4. Academic/Institutional Support—Cindy Martin
   5. Legislative Relations—Joe Chemisky, Frank Sherry
   6. Student Committee (also ODE Coordinator)—Ron Flegal
   7. Program Review—Kathy Hill
   8. Curriculum (also AA Revision Ctte)—Paul Lococo

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

C. Chair's Report
   1. BOR Meeting/ACCFSC Meeting. HCC 2/20/04.
   2. BOR Meeting/ACCFSC Meeting. LCC 3/19/04.

III New Business
A. Approval of Banner Prerequisite Default Grade of C.

IV Announcements

V Adjournment
*Future Senate Meetings: March 31, April 21, May 5.
LEEWARD COMMUNITY COLLEGE
2003 – 2004 Faculty Senate

APPROVED Minutes of the March 10, 2004 Meeting

James Goodman, Chair
Nancy Buchanan, Vice Chair
Candace Hochstein, Secretary


SENATORS EXCUSED: M. Nakano, F. Sherry, L. Yamada

GUESTS: Jay Espinosa (Student Government), Eli Tsukayama (Student Government), Daniel Chun (Student Government), DJ Danner (Student Government), Steven Broun (Student Government).

CALL TO ORDER: The meeting was called to order at 3:20 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the meeting were approved with minor corrections.
- Curriculum Committee – include “curriculum committee review of” after However in the second sentence. It will then read, “However, curriculum committee review of such proposals would not be completed in time for the catalog, or by the end of this semester.”

COMMITTEE REPORTS:

BUDGET AND PLANNING – No report at this time.

FACULTY COMMITTEE – Senator Wood reported that the committee would meet March 11, 2004 as 12:30 pm to discuss the “No Show” policy. The committee would also be sharing the names of faculty who agreed to be on the Excellence in Teaching Award Committee.

Chair Goodman commended the Faculty committee on its work on the Chief Academic Officer Search Committee.

ELECTIONS COMMITTEE – No report at this time.

ACADEMIC/INSTITUTIONAL SUPPORT – Senator Martin shared a handout that listed questions/concerns that the committee was working on and positive comments about the campus.
LEGISLATIVE RELATIONS – Senator Chernisky shared a proposed memo regarding the “Resolution for a Faculty Settlement.” The Senate rearranged the order of the proposed memo, changing the order of item three with item one, and visa versa.

The amended resolution is:

Whereas, an impasse between the Faculty union (UHPA), the University Administration and the State of Hawaii exists, The Faculty Senate of UH-Leeward Community College calls upon the University Of Hawaii Board Of Regents to:

1. Call upon the respective parties of the Honorable Governor Linda Lingle, President Evan Dobelle and Executive Director UH Musto to negotiate a fair and just contract and settle as soon as possible before the faculty strike vote dates of March 30 and March 31, 2004.
2. Affirm and immediately mandate the University of Hawaii System to commit resources to implementing the “UHCC Strategic Plan 2002-2010 Progress Review” (January 2004). Specifically, Goad D: Develop Our Human Resources - slide #38 reference to bringing average salaries to the 80th percentile; reducing the annual credits taught to 24 credits by July 2005; budgeting 3% of personnel costs for professional development by 2010.
3. Re-affirm and immediately mandate the University of Hawaii System to commit resources to implementing the “UH System Strategic Plan, 2002-2010, adopted by the Board of Regents on June 21, 2002, Goal 4: Investment in Faculty, Staff, Students and Their Environment, Objective 1: Action Strategies to establish competitive and equitable faculty workloads; to improve employment and retirement benefits and raise faculty and staff salaries to competitive levels; ensure fair treatment of part-time employees.

Motion 04-06: (Imada/Reese) to accept the Resolution for Faculty Settlement as amended, and send it to the Board of Regents, Faculty Senates, President Dobelle, LCC Administration, JN Musto, the Governor, and Patricia Lee (BOR Chair).

Motion Passed- Unanimous

Chair Goodman commended the work and initiative taken by the Legislative committee.

Senator Chernisky also presented a memo asking that the Student Committee study the effects of discontinuing the N grade and to present the findings to the Senate.

STUDENT COMMITTEE – Senator Flegal shared that he believed in the importance of the memo presented by Senator Chernisky, but stated that he could not undertake the important and enormous task of such a review at this time. His current workload does not permit him the necessary time for this important task.
Chair Goodman suggested that perhaps this issue should be taken up by the Senate as a whole and asked for volunteers. Senator Reese volunteered to begin work on this issue.

PROGRAM REVIEW – Senator Hill reported that the Program Review Committee was having meetings every three weeks. It was working on filling out templates which would be completed at their next meeting (3/11/2004). The current goal was that the first four columns of the template would be filled out. Outcomes will be determined by the Divisions because they are the experts in their own areas.

She stated that the Program Review Committee was being modeled after the Curriculum Committee.

CURRICULUM COMMITTEE – Senator Lococo presented the following items:

- ESL 20 Intermediate to High Grammar (3 credits) Course modification. To make the following modifications:
  1. The Course Title is changed to reflect the level of student who will be permitted to take the course.
  2. The Prerequisites are changed to permit students who have reached an intermediate (and above) level of proficiency in grammar to take ESL 20.
  3. There are no longer Corequisites for this course.
  4. There is no longer any Recommended Preparation.
  5. The catalog Description has been changed to include intermediate students.
  6. Student Learning Outcomes have replaced learning objectives.
  7. The Content has been updated to reflect the student learning outcomes.
  8. References to ESL 11C, 12C, 13C and 14C (Question 16) are changed respectively to ESL 18, 19, and 20. There is already a proposal to delete ESL 11C.
  9. Information included in Method of Instruction, Method of Evaluation and Currently Available Textbook Option and Supplies (Questions 27, 28 and 30) has been updated.”

**Motion 04-07: To accept ESL 20 course modification as proposed.**

**Motion Passed– Unanimously**

- ICS 106 Database Fundamental (3 credits) New and ICS 110 Introduction to Programming (3 credits).

Upon discussion, it was discovered that the two courses being proposed were not new courses, but course modifications. The course numbers were being modified from ICS 113 (to become ICS 106) and ICS 130 (to become ICS 110). The content of the courses would be the same.
Motion 04-08: To accept ICS 106 (formerly ICS 113) and ICS 110 (formerly ICS 130) course modifications changing the course numbers only. To add the former course number in the catalog course description.

Motion Passed as amended – Unanimously

-ICS 212 Program Structure (3 credits) New course

Motion 04-09 – To accept ICS 212 as a new course.

Motion Passed - Unanimously

CHAIR’S REPORT: Chair Goodman shared a chart that the Windward Community College Senate Chair, Floyd McCoy, put together and gave to the All Community College Faculty Senate Chairs (ACCFC) showing the different grades used within the UH System. The ACCFC will be next looking at how the use of plus and minus grades affect students grade point averages, financial aid, job applications, etc. Research indicates that quantitative assessment of plus and minus grades tends to lower grade point averages for campus who use them.

It was one year ago that the Western Association of Schools and Colleges (WASC) accredited the University of Hawaii System as a whole. They will return in March to complete the evaluation of the UH System. The ACCFC co-chairs, Mary Tiles and Neghin Modavi, will meet with WASC to give input.

Spouses of faculty members are eligible to obtain tuition waivers within system. If this opportunity is used, the tuition waiver is considered taxable income for graduate students, but not taxable for undergraduate students.

The next Board of Regents meeting will be held at Leeward Community College on Friday, March 19, 2004.

Chair Goodman thanked Senator Ganne for his hard work as the Senate representative on the Board of Student Publication. Senator Imada will become the new Senate Representative on the BOSP for the remainder of the year.

Announcement: There will be two workshops on Work Place Violence this semester: March 16, 2004 from 1:30 to 3:00 in BE 106, and March 25, 2004 from 9:30 to 10:30 in GT 105.

NEW BUSINESS: Curriculum Committee Chair, Senator Lococo, brought forth a motion to have the Banner computer system change the Banner default pre-requisite
grade from a “D” to a “C”. He assured faculty that a pre-requisite could require a “D”
grade if desired, but that if no grade was specified, that the default grade in Banner would
be a “C” grade.

Motion 04-10 (Hochstein/Reese) To modify Banner so that the Default grade of “C”
or higher is used for successful completion for pre-requisite purposes. This does not
preclude faculty from making a “D” grade acceptable as a pre-requisite when
appropriate.

    Motion Passed - Unanimously

ADJOURNMENT:  The meeting was adjourned at 5:10 PM.

RESPECTFULLY SUBMITTED:  Candace Hochstein, Secretary
SUMMARY OF NO-SHOW POLICIES: 1/30/04

Unless otherwise indicated, these sections were taken from current on-line catalogs for each of the campuses.

HawCC:

“**NoShow**: A student is responsible for attending both of the first two classes of the course, or the first session for classes meeting once a week. If a student misses both of the first two classes, or the first session for classes meeting once a week, he/she may be dropped by the instructor. (Policy Haw 7.505)”

HCC:

(p. 45) “No-Show Policy—Students must attend the first two class sessions of the semester. It is the student’s responsibility to notify the instructor of anticipated or unavoidable absences. If a student is not able to attend the first two class sessions, he or she may be dropped by the instructor to make room for other students waiting to enroll in the class.”

MCC:

(p. 56) “**Attendance & No-Shows**: Students are expected to be in attendance on the first day of class. **Instructors may drop students who are ‘no shows’ on the first day, and add students who are on wait-lists and/or show up the first day of class.** Students dropped from class rosters will receive a refund if the drop is requested within the refund period. If the drop occurs within the erase period of three weeks, or within the first 20 percent of scheduled course contact hours of non-traditional offerings, the course(s) will not be reflected on the student’s record.”

UHH:

(p. 44) “**Attendance**: Students failing to attend classes during the Add/Drop period may be dropped from those courses to accommodate students on waiting lists.”
Academic and Institutional Committee
Meeting Notes – February 2004

Questions and Concerns:
1. Some bathroom stalls do not have hooks to hang bags—very inconvenient.
2. Some carts speed and take up the whole sidewalk
3. Clocks in some classrooms do not work.
4. Cost of food in cafeteria – expensive (good food – just pricey)
5. If there is a problem with the vending machine, who do we go to for a refund?
6. How is the vending money distributed. Can we get a report on who uses it?
7. What is the status of the classroom chair replacement. What was replaced? Is there more funds allocated to this effort?

Positive Comments
1. Glad fire alarms upgraded. Are the sprinklers in?
2. Good job in keeping the computer labs current. Excellent support (Help Desk, lab managers)
3. Prices on soft drinks went down to $1.00

Next meeting will be in April – Tuesday from 1:30-2:30 p.m.

Additional Comments brought by faculty:
1. Security will not open doors for faculty who forgot, lost, or locked their key in their office.
2. Towing of cars in loading zone seems more frequent. Extend loading zone or time or send out notice to have faculty call security if they plan to be loading longer than sign allows.
CURRICULUM COMMITTEE REPORT
TO THE FACULTY SENATE
MARCH 10, 2004

The following course proposals were reviewed by their respective subgroups and
passed unanimously at the full Curriculum Committee meeting on February 26,
2004. We ask that the Faculty Senate accept our recommendations for the
following:

ESL 20 Intermediate to High Grammar (3 Credits) Modification
From the course proposal:
“1. The Course Title is changed to reflect the level of students who will be
permitted to take the course.
2. The Prerequisites are changed to permit students who have reached an
intermediate (and above) level of proficiency in grammar to take ESL 20.
3. There are no longer Corequisites for this course.
4. There is no longer any Recommended Preparation.
5. The Catalog Description has been changed to include intermediate students.
6. Student Learning Outcomes have replaced learning objectives.
7. The Content has been updated to reflect the student learning outcomes.
8. References to ESL 11C, 12C, 13C and 14C (Question 16) are changed
respectively to ESL 18, 19 and 20. There is already a proposal to delete ESL
11C. 9. Information included in Method of Instruction, Method of Evaluation
and Currently Available Textbook Option and Supplies (Questions 27, 28 and
30) has been updated.”

ICS 106 Database Fundamentals (3 credits) New Modification
Course number change from ICS 113 which will be eventually deleted from the
curriculum.

ICS 110 Introduction to Programming (3 credits) New Modification
Course number change from ICS 130 which will be eventually deleted from the
curriculum.

ICS 212 Program Structure (3 credits) New
“This course is a requirement for the Academic Subject Certificate in pre-ICS.
It is an elective for our A.S. in ICS degree. It is a required course in UH-
Manoa’s B.A. in ICS and B.S. in ICS degree programs.”

“The ICS department at UH-Manoa would like the community colleges to teach
more of the courses in the first two years of their baccalaureate program. The
course is identical in content to ICS-212 at UH-Manoa. It is a degree
requirement for their B.A. in ICS and B.S. in ICS degrees.”
## A Garden of Grades, A Flowering of Formats

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**Notes:**

1. *audit*, same as "L" grade used at UHM, UHWO, HoCC & MCC
2. passing work on credit - no-grade grading scheme; also used at LCC as equivalent to UHWO "R" grade for credit-by-examination
3. includes IA, IB, IC, ID, and IF
4. *audit*
5. at HaCC = work in progress; elsewhere = non-punative withdrawal without credit
6. UHH graduate school only, work in progress
7. satisfactory completion of a non-credit course
8. non-satisfactory completion of a non-credit course
9. credit by examination or Challenge Exams
10. notation for grade is missing (appears to be more an administrative designation than a grade)
11. UHH graduate school only, satisfactory completion of course

compiled: F. McCoy/WCC 12/03
Feb. 26, 2004

MEMORANDUM

To: Paul Lococo, Chair
    Curriculum Committee

From: Bernadette Howard and Jack Pond
    Instructional Deans

Re: Proposal to make a grade of ‘C’ the lowest acceptable passing grade for students to move to a higher class when the lower numbered course is a prerequisite.

Background:

Banner needs to be programmed quite specifically where prerequisites are concerned. Without stating ‘C’ as the lowest acceptable grade for moving to a higher level course, the system will accept a ‘D.’ For math, foreign languages, some English classes, and career and technical education courses, this has become a concern.

The matter was discussed with all division chairs. No one has asked for any exceptions. They all agreed to have Banner state for all course prerequisites that a ‘C’ or better was the lowest acceptable grade. It is our understanding that the Curriculum Committee has been using this standard when reviewing modifications and new course proposals this year.

The schedule for the summer and fall is being prepared now. The catalogue is in the first stages of preparation for printing. This is the most appropriate time to make the change.

Proposal:

We are asking the Curriculum Committee for approval to modify Banner so that a grade of ‘C’ or higher is used as the acceptable passing grade for prerequisite courses, and that this matter be taken to the full Senate for their endorsement as soon as practical.

Approved: ____________________________  ____________________________
           Paul Lococo, Chair, Curriculum Committee  Date

Approved: ____________________________  ____________________________
           James Goodman, Chair, Faculty Senate  Date
March 10, 2004

TO: LCC Faculty Senators  
FROM: Legislative Committee  
RE: Resolution for a Faculty Settlement

Whereas, an impasse between the Faculty union (UHPA), the University Administration and the State of Hawai‘i exists, The Faculty Senate of UH-Leeward Community College calls upon the University of Hawai‘i’s Board of Regents to:

1. Call upon the respective parties of the Honorable Governor Linda Lingle, President Evan Dobelle and Executive Director JN Musto to negotiate a fair and just contract and settle as soon as possible before the faculty strike vote dates of March 30 and March 31, 2004.

2. Affirm and immediately mandate the University of Hawai‘i System to commit resources to implementing the “UHCC Strategic Plan 2002-2010 Progress Review“ (January 2004). Specifically, Goal D: Develop Our Human Resources – slide #38 reference to bringing average salaries to the 80th percentile; reducing the annual credits taught to 24 credits by July 2005; budgeting 3% of personnel costs for professional development by 2010.

3. Re-affirm and immediately mandate the University of Hawai‘i System to commit resources to implementing the “UH System Strategic Plan, 2002-2010“, adopted by the Board of Regents on June 21, 2002, Goal 4: Investment in Faculty, Staff, Students and Their Environment, Objective 1: Action Strategies to establish competitive and equitable faculty workloads; to improve employment and retirement benefits and raise faculty and staff salaries to competitive levels; ensure fair treatment of part-time employees.
March 10, 2004

TO: LCC Faculty Senators

FROM: Joe Chernisky

RE: Resolutions on ‘N’ Grade

#1 The Student Committee will immediately commence a feasibility study of non-punitive grading options. Findings and recommendations will be presented for a Senate vote on April 21, 2004.

#2 The Student Committee will initiate an impact study of the effects of discontinuing the N grade. Findings and recommendations will be presented for a Senate vote prior to the sunset provision’s deadline (of Fall 2005?).
March 10, 2004

TO: LCC Faculty Senators

FROM: Legislative Committee

RE: Resolution for a Faculty Settlement

Whereas, an impasse between the Faculty union (UHPA), the University Administration and the State of Hawai‘i exists, The Faculty Senate of UH-Leeward Community College calls upon the University of Hawai‘i’s Board of Regents to:

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2. Affirm and immediately mandate the University of Hawai‘i System to commit resources to implementing the “UHCC Strategic Plan 2002-2016 Progress Review” (January 2004). Specifically, Goal D: Develop Our Human Resources – slide #38 reference to bringing average salaries to the 80th percentile; reducing the annual credits taught to 24 credits by July 2005; budgeting 3% of personnel costs for professional development by 2010.

3. To call upon the respective parties of the Honorable Governor Linda Lingle, President Evan Dobelle and Executive Director JN Musto to negotiate a fair and just contract and settle as soon as possible before the faculty strike vote dates of March 30 and March 31, 2004.