
Refreshments 3:05-3:15

I. Approval of minutes (Vice Chair) 3:15-3:18
(Please proceed on time if Chair is late)

II. Reports: 3:19-4:15
A. Standing Committee Chairs-
   1. Budget and Planning - Franklin Iha
   2. Faculty - Warren Imada
   3. Elections - Jean Hara
   4. Academic/Institutional Support(unfilled)
   5. Legislative Relations - Paul Lococo
   6. Program Review - Gail Levy
   7. Student - Larry Andres
   8. Curriculum - Jim Goodman
B. Ad hoc committees -
   1. Revision of ADP - Fritz Osell
   2. LCC Reorganization - Sinikka Hayasaka
   3. Chloe Holland Community Service -Candace Hochstein
   4. DE Oversight subcommittee - Jim Goodman
C. Chair's report

III. Old Business: 4:16-4:30
A. Personnel Policies (moved to Faculty Committee)
B. Action form responses? (follow-up) (Jack Pond)

IV. New Business: 4:31-4:50
A. Excellence In Ed Award volunteer
B. Student request

V. Announcements 4:51-4:55

VI. What's on your mind? 4:56-5:30

VII. Next refreshments volunteers?

Next meetings: March 7, April 4, May 2
LEEWARD COMMUNITY COLLEGE
2000–2001 Faculty Senate

UNAPPROVED Minutes of the February 14, 2001 Meeting

Bob Hochstein, Chair
Warren Imada, Vice Chair
Jack Pond, Secretary


SENATORS EXCUSED: P. Frary, J. Hara, P. Neils, R. Toyama.

CALL TO ORDER: The meeting was called to order with a quorum at 3:15 pm. by Vice Chair Warren Imada.

APPROVAL OF THE MINUTES: The minutes of the January 24, 2001 meeting were read and approved with minor corrections.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senator Iha presented a chart that tracks College enrollment since 1981 (Fall semesters only). The chart also tracks tuition increases over the same period.

PROGRAM REVIEW – Senator Levy reported that it is still unclear about how much faculty input there is in the system-wide committees now studying and selecting Program Health Indicators for the community colleges. According to Cheryl Chappell-Long, who represents the Chancellor’s Office in coordinating the system-wide efforts, faculty input on the respective campuses will be sought after initial work has been done by the administrators on these committees. The Senators, however, still felt that the faculty perspective is needed in these initial discussions.

CURRICULUM COMMITTEE – Senator Goodman noted that the first meeting this semester will be held on February 15.

AD HOC COMMITTEE REPORTS:

REVISION OF ADP – The question arose whether or not to spend efforts in revising the current ADP or developing the new one which is scheduled to run between 2002 and 2007.

Motion 01-02 (Hayasaka/Thomson): It is the decision of the Interim Provost to appoint a committee to do follow-up on the ADP as stated in the pamphlet.
LCC REORGANIZATION – Senator Hayasaka reported there has been no meeting of the newly formed Provost’s Committee on Reorganization. The Senate’s committee on this issue is still meeting.

CHLOE HOLLAND COMMUNITY SERVICE – There was a recently held highway clean-up in which Phi Beta Lambda assisted. The next scheduled clean-up is scheduled for March 24. That will be the final effort this semester. The Department of Transportation needs to know soon if Leeward intends to continue in the Adopt-A-Highway program.

Motion 01-03 (C. Hochstein/Imada): The Senate shall continue the Adopt-A-Highway program for the next two years.

PASSED – Y=11; N=1; Ab=2

Motion 01-04 (Hayasaka/Thomson): The Senate extends its appreciation to Senator Candy Hochstein for her commitment to this worthwhile College project for the last two years.

PASSED – UNANIMOUSLY

DISTANCE EDUCATION OVERSIGHT – Senator Goodman presented an informal summary of the State-wide Distance Education Committee meeting from Kay Porter, the faculty representative on the committee. The notation that the committee intends to create a “Best Practices” document for faculty drew some concern from Senators who feared that such practices would too easily become policy. The State-wide Committee recognizes that any such document would need to go to the Union and the Senates. Other concerns expressed by the Senate include accepting “early admit” high school students, the Chancellor’s comments about continued funding for DE, the use of Teaching Assistants, and overall faculty input on the development of a DE model for the System and the College. (Also see item under New Business.)

OLD BUSINESS:

Senator Pond reported that there are as yet no responses from administration on follow-up items. He also reported that Provost’s Secretary reported no complaints from anyone off campus about failure to receive the Bulletin.

Motion 01-05 (Goodman/Hayasaka): The Senate recommends that the College reinstate the practice of external, hard-copy distribution of the Bulletin as previously recommended in Senate Motion 00-35.

PASSED – UNANIMOUSLY

NEW BUSINESS:
The report from Kay Porter on Distance Education was the subject of much discussion. The Senate noted many inconsistencies and troublesome ideas in some of the statements attributed to the Chancellor and the Provost. Kay is very serious about taking faculty concerns to the State-wide Committee and has made her e-mail address and office phone number available to us. She encourages us to send our concerns to her. The Senate wishes to thank Kay Porter for her efforts to keep the Senate informed and to solicit input.

The Excellence in Education Award Committee needs Senate representation. Senator C. Hochstein volunteered to serve. The Senate directed Senator Pond to inform the Provost’s Office.

The Chair brought a student concern to the Senate. If students decide to honor a picket line and not cross to attend classes, will their course grade be diminished in any way? Further discussion of this issue was tabled to the next meeting.

ANNOUNCEMENTS:

✓ The Food Service Scholarship Brunch is this Sunday, Feb. 18.

✓ The Leeward District Science Fair was held this past week and was very successful thanks to the efforts of Senator Reese and others.

✓ Senator Pond reminded the Senate that he will be on Accreditation business for the next Senate meeting on March 7 and that an interim Secretary was needed. Senator C. Hochstein volunteered to serve. Additionally, Jean Hara may have a student who needs practice taking minutes who could also assist.

ADJOURNMENT: The meeting was adjourned at 5:30 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.
To: Gail Levy, Faculty Senate
    Stacy Thomas, LCC Distance Education Coordinator
    Sinikka Hayasaka, LA Chair
From: J. Kay Porter, Faculty Representative

UHCC e-learn
Kay's informal summary of the State-wide Distance Education Committee Meetings held on February 2, 2001
Faculty sub-committee, 9-noon
Executive Committee, 1-4 PM

* If you want to develop an on-line course----March 15 is the due date for course project proposals.
* If you want to learn more distance learning—See the Excellence in Ed sessions
* If you are now teaching on-line, check out the DE website. See the new proctoring form, instructions for administration of tests; ordering textbooks for courses; and the Proctor support staff for administering tests.
*UHCC e-learn has a website: http://www.hawaii.edu/ccc/distance/
This is the best source for current information on distance education. The site meeting minutes, documents distributed, phone numbers and e-mail addresses of members of the sub-committee, and more.

If you want to receive reports of the state-wide DE meetings, send an e-mail to:
  jporter@hawaii.edu.

J. Kay Porter, LCC's faculty representative (or phone 455-0432).

Documents distributed:
1. UHCC Distance Education Committee Agenda for 2/2/01
2. Meeting Notes (minutes) of the UHCC Distance Learning Committee Meeting, Nov. 27, 2000
3. Ordering Textbooks for courses from the University of Hawaii system
4. Form: Instructions for administration of tests
5. System wide Proctor Support Staff for Administering Tests
6. Distance Learning List Serve via UHCC
7. UHCC Distance Education Committee Implementation Restructuring
8. UH Distance Education Committee Sub-Committees
9. UHCC Distance Education Committee Directions
10. Distance Course enrollment by campus, Fall 2000 and Spring 2001
11. Gap Courses
12. Supporting the UHCC.E-Learn Initiative
13. UHCC System: Online Learning Communities to Increase Access and Retention In an Associate in Arts Degree (Principal Investigator: Peggy Cha, Provost, Kauai Community College)
Report of the Faculty Sub-Committee Meeting of February 2, 2001

Present: Vinnie Linares, Chair, (Maui CC) Helen Sina (KauaiCC), Judi Kirkpatrick (KapiolaniCC), Cynthia Foreman (Maui CC), Ed Coll (Kauai CC), Rick Brill (Honolulu CC) and J. Kay Porter (LCC).

Communication
We are to keep our campus informed of our meetings.

Best Practices Document
We are to create a “Best Practices” document (two-pages) for faculty. One of our sources will be the “NEA Quality On-Line” booklet, which Vinnie helped create. The NEA document is available on-line from the NEA web page, in the higher education committee section. Our “Best Practices” document must be available for faculty for use in the Fall. It must go to the Union and also to the Faculty Senates. (Sample topics: Need for 800 numbers or net meetings for students to contact instructors.)

Mentoring and training should be part of Best Practices. What is appropriate for each faculty member? Do campuses have plans for developing distance ed? At Kapiolani, faculty get 3-6 credits of assigned time to develop DE courses, but they also have more federal money. Maui’s $20 million building will open in four months. Faculty and staff need training in using this “fantastic” facility.

Learning should be based on what our students need, not on faculty needs. It’s about students and meeting their needs. Hardware is essential. Look at the technological infrastructure. We need to continue to integrate technology into our classrooms. An early step in integrating on-line into regular campus courses is to have students communicate with each other through e-mail. Next, encourage students to use sources on the web.

Role of our sub-committee
We are to provide ideas that lead to policy without forcing anyone. But faculty need to know and use “best practices” in teaching. We created a sub-committee to write the Best Practices document (Vinnie, Cynthia, Judi and myself) We will meet on Friday, (Feb. 9) at MauiCC, to write the “Best Practices” document.

Opportunity
A faculty member might want to create an on-line tutoring or writing service for the system. MCC now has an on-line writing lab for their campus.

* Does our campus Schedule of Courses list all DE courses in the system or just our own?
**On-line courses differ**

Some courses sell materials to students on CD’s instead of textbooks. Some courses are already “open exit.”

Vinnie Linares shared some of the difficulties with his teaching a course with a mix of on-campus, Internet, and TV students. Which students received which information? Using a number of modalities results in confusion, but increases enrollment.

Vinnie wants an e-college. This would solve problems such as registration. The British Open University is the model. They have a campus, with libraries and faculty, but no students. Accreditation makes this difficult for us.

**Budget and Course Enrollment**

Distance Ed has helped improve overall enrollment in the community colleges. There has been a 19% increase in Distance Ed enrollment. Nearly 80% of the tuition incomes goes back to the campuses.

Will campuses pay for some of these activities? Who will pay for the Gap courses that need to be developed? Currently, there is an understanding that distance courses will not be canceled. This is to build student trust. Summer school courses will be an exception.

**Mark Silliman’s drop-in visit**

Mark spoke informally with our group (as we were meeting in his conference room). He is talking with Diane Oshiro, the person in charge of DOE’s “e-school” (I’m uncertain of her role) about putting some of LCC’s DE courses on their agenda. We will need to prescreen and prequalify these high school students. Rick Brill suggested that we include private high schools in this discussion. He had ten students from the Hawaii Baptist Academy in his DE geography course and they were excellent students. Another person said that teaching “early admit” students creates new problems in dealing with parents and high school guidance counselors. But enrolling “early admit” high school students may encourage more students to attend our community colleges after graduation.

Mark Silliman told us of LCC’s tentative discussions with the City University of Hong Kong. LCC may offer six credits of Hong Kong’s AA degree in Internet Technology. This is “redefining our service areas.” After the provost left, some said they see potential problems in individual campuses articulating international agreements on their own. Others say it is difficult enough to get an agreement with an international group, and would be nearly impossible if one had to also coordinate with the entire UHCC system.
Executive Committee Meeting (1-4 in the Chancellor’s Conference Room)

A. Chancellor Tsunoda: “What We’ve Accomplished”

Joyce Tsunoda is our featured guest, primarily to answer our questions about funding of DE. She said that we began the on-line teaching project even though we were not ready. We learn by doing and that funding is in the same situation. She thanks us for being willing to work outside the box. Joyce especially thanks Helen Sina, our Chair, for her organized and persistent managing of the process.

DE has helped our overall enrollment. It is not just an add-on program. We cannot afford to stop it. We must keep developing DE as part of our main stream. We now have more than 400 students. The majority is taking other courses on campus. It is possible that someday maybe 75% of our students will be DE students. We must finance DE until the money comes in.

She is working with legislators on getting funds, but we should not expect any funding increase. Collective bargaining will take any surplus funds. There will be no new money for UH and most state departments.

We have two categories of requests: 1) technical support and 2) release time for faculty to develop on-line courses. Most requests for funding are from the campus level. There are “pockets of money”: EIF funds, sabbatical leaves, summer stipends.

Question: What if campuses do not want to use their campus funds for DE?
Chancellor: It is no different from offering a campus course. Same clients. Campuses will have to pay. Joyce says she can take the fees off the top if that is what we want. But she is reluctant to do this.

Question: Some campuses will fund DE courses, other campuses will not.
Question: At MCC, a third of the student body is involved in distance education. We have to stop thinking about this being an add-on.

Question: But Kauai CC does not have the technology, the infrastructure.
Chancellor: Correct. Kauai CC is different. Her number one request for the CC budget is for Kauai CC to get $1.09 million for Kauai CC island-wide delivery. This is our #1 UHCC funding request. Kauai CC must be made strong enough to be independent.

Question: We do not need an Instructional Designer on each campus.
Question: We want Provosts to see this as a collective effort. “Tell Provosts not to get in the way.”

Question: Some things have to be done centrally, such as close captioning; one campus can do this, to serve all the other campuses.

Question: We have knocked down barriers in student services, registration procedures and more. If funds are short, we must protect and improve what we have done. Strengthen academic and tech support.

Question: In some cases, it is a locally bad decision to create a Gap Course, but this may be a good decision for the system. A course may find 20 students across the system, but maybe only a few from the home campus.
Chancellor: Gathering data is not difficult, but analysis is.

Question: Sometimes the quality of the student-teacher interaction is better on-line. You continue longer on-line conversations with a particular student.

Chancellor: Central to the quality of on-line teaching is the faculty. Who is the faculty? A trend might be towards creating the STAR teacher, with others becoming Teaching Assistants. There might be a whole new category of employees. Faculty might develop modules for other faculty to use. Joyce wants us to be pro-active, aggressive. This makes it easier for her to get support.

Question: The British Open University and the US Open University are potential models but contractual issues arise. They use fewer teachers, creating "Star Teachers" with more lecturers and teaching assistants.

Question: Faculty are content specialists. Support can be thought of as production crew, the design, software. "You can’t take content specialists and make them Hollywood directors."

Chancellor: Congratulations to all campuses for the Accreditation Reports, which just arrived. DE is a part of the future Assessment.

Question: But we faculty are not just content specialists anymore. "I’m a film star, an engineer, designer, mentor, and more."

Question: KHET is just across the street. They have a great facility, but no funds. Why can’t we work with them? They are reorganizing now, so this is a good time to talk with them. They have student interns with little to do.

Chancellor: Good idea.

B. Budget Concerns (Helen Sina, Chair)

The Budget. $10,000 of the $40,000 may go back to ITS. We need to develop more on-line courses. Students need certain Gap courses. We may be able to get Millennium funds for some of these course developments.

March 15 is the due date for course project proposals. See the handouts.

Mike Unebasami: Review of campus and distance budget efforts
He sees few funds from the legislature. "You need to know what you have been spending on DE." We need gap courses at University Centers on the neighbor islands. We need a commitment to offer courses no matter what the enrollment, to build the program.

Subcommittee Reports
1. Faculty Group (FIGS) by Vinnie Linares: We had our third meeting today. We are working on developing a Best Practices document, which will be sent to the 80 DE faculty, presented at Excellent in Teaching conference, sent to the Chancellor and then to the Faculty Senates. We work with all on-line courses, including those not part of the AA on-line degree.
2. Flo Wiger, DOIS perspective
3. Harry Kawamura, DOIS perspective
4. Judi Kirkpatrick FIGS perspective
5. Dan Ishii and John Muth, Database
6. Alvin Tagomori-Student Support
7. Mike Pecsok Academic Support.
   The Learning Resource Centers: They made the proctoring form (distributed) to coordinate testing. Next step is to put the form on-line. The LRC's are looking at on-line tutoring. This is a service that could be offered centrally.

   The Media Centers: Most teachers are using webCT. This helps standardize our on-line courses. They encourage faculty to use the templates and icons to keep a campus look. We want our on-line sites to look high tech.

   The Libraries: New databases available on-line. Info Track can now be accessed from off-campus through the web. Students need a campus library card and bar code number. Faculty can put this link on their courses.

8. Campus Distance Coordinators. (Sheri Rupert) Helen Sina developed the new textbook ordering procedure. (Handout). Campuses are working on their DE websites.

9. Marketing Update. (Marilyn Walsh) Distributes a handout. She has been talking with each campus provost. Look for ads in MidWeek and shoppers on the neighbor islands. Marketing is also planning another DE brochure. They want the e-learn website to be posted on everything: campus catalogs, course schedules, flyers. They will look into using the public cable TV station. Questions come up about giving information or commercials. Commercials may not be allowed on these public TV channels.

   Faculty need to update their web sites. Faculty websites are becoming a point of "first access" by many students.

10. UHCC Distance Website John Muth—a new web site for our Committee. (He shows this on screen). This is the best source for current news and information. All minutes and documents will be here, on-line. Go to the CC website: www.hawaii.edu/ccc/ and then add distance to that www.hawaii.edu/ccc/distance.
    Includes phone numbers and e-mail addresses of members and sub-committee members. Includes draft documents.

11. Helen Sina: "The Directions document states our rule and values. This is a snapshot of our current strategic plan. This is my blueprint and direction. Is this correct as you see it? Creating this document made things clear for me."

From the Directions document:
First Order change: Traditional content on a new platform. Different delivery in a different way, but it doesn’t change relationships or the institution.
Second order change: Change within the institution. Focus is on delivering services to the end user.
Third order change: Looks at the nature of education. Provides a new way of looking at the organization and how it relates to the world. For example, e-learning is now a major business for both educators and entrepreneurs.
What are our values? Access, quality and accountability.

1. As the UHCC Distance Education Committee, we are the system representation for all distance efforts.
2. Having pulled UHCC courses from all campuses together as a system-delivered AA degree, we are committed to refining courses and support services for that degree.

3. Representing the wide range of staff at the community colleges, we are committed to reviewing models, assessing activities and needs, and recommending a system direction for distance activities.

What are the major activities we need to accomplish? (To read more, go to the website.)

What we do next:

1. Establish policy on membership, authority, and responsibilities
2. Establish calendar for better timing with budget processes
3. Complete actions related to delivery of the in-state distance-delivered AA degree
4. Gather budget background information
5. Develop a recommendation for UHCC system directions related to distance.