Leeward Community College Faculty Senate Agenda (revised)

Oct. 4, 2000, call to order @ 3:15pm, former PASS Classroom

Refreshments 3:05-3:15
I. Approval of minutes 3:15-3:18
II. Reports: 3:19-3:45
   A. FS Chair
      1. Items from FacSen Chairs meeting-Kauai
      2. BOR actions - UH President
      3. General items and announcements
         a. Campus Council meeting
         b. EIF grants
         c. UH System Policy input
      4. Seven-day request for agenda items
   B. 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
   C. Ad hoc committees -
      1. Revision of ADP - Fritz Osell
      2. LCC Reorganization - Sinikka Hayasaka
      3. Shared Governance Policy Hearings - Fritz Osell and Mike Reese
      a. APT & Clerical Staff Council written comments
      b. Verbal comments summary from open hearings
      4. Chloe Holland Community Service - Candace Hochstein
      5. DE Oversight subcommittee - Jim Goodman
III. Old Business: 3:46-4:36
    A. Personnel Policies, Interim appointment procedures, position shifting, and
       Administrative Selection Committees membership and procedures (to committee?)
    B. Ms. Ganne letter - FS motion 00-- response? (moved to Faculty Committee)
    C. Response on FS motion 00-- re: printing of Campus Bulletin?
    D. Response on FS motion 00-- re: rekeying of Campus? G
    E. Rekeying response report distribution - Clifford Togo letter G
    F. Shared Governance Policy discussion
IV. New Business: 4:37-4:50
   A. Div. Chairs "lump sum" budgeting (informational item) - Doug Dykstra
   B. Distance ed clarifications - Mark Silliman
V. Announcements 4:51-4:55
VI. "What's on your mind?" 4:56-5:30
VII. Next refreshments volunteers?

Next meetings: Oct. 25, Nov. 8, Nov. 29, Dec. 6
Campus Council Meeting
(Unapproved) Minutes
September 28, 2000, 1:30 PM, LA-111

Meeting called to order by Chair Barbara Saromines-Ganne.

- Minutes of the May 9, 2000, meeting approved.
- Revised Charter and By-laws circulated for signature. Revision now includes a Lecturer designate to the Campus Council.
- Campus Council Meeting dates for Fall 2000 semester to be on:
  - October 24, 2000
  - November 21, 2000

Cliff Togo presented the college's budget for this fiscal year and answered questions from council. See attachment for details.

- Shared Governance:
  Motion to amend Faculty Senate's most recent version of Leeward Community College Shared Governance Policy. The policy document can be found in its entirety on pages 4 and 5 of the September 11, 2000, issue of the Campus Bulletin and can be accessed via the WEB at http://central.lcc.hawaii.edu/docs/bulletin/000911-b.odf. The amendment would delete paragraphs 1 and 4, and reword paragraph 5 to read "...preferences for the general direction and priorities of the college."
  Yes=11 No=3 Motion Passed

Motion to accept as amended, Faculty Senate's Version of Leeward Community College Shared Governance Policy.
  Yes = 3 No=11 Motion Failed

Motion to have the joint Executive Committees of the Campus Council and the Faculty Senate resubmit another draft policy on shared governance.
  Yes=7 No=7 Provost's Decision = No Motion Failed

- Adjournment

Did you know...........................................................(Tidbit on Campus Council)
More than two thirds of the voting members shall constitute a quorum (2/3 of 20 = at least 14 members). There will be only "yes" or "no" votes, no member of the Council may abstain.

---

1. What DE Coordinator a new position? - Not yet current council is appointed...it is a priority.
2. What are duties pg 2 of C MO DE Job description not yet finalized - depends on new position description.
3. What are other campuses doing with regard to this position? How are they being filled system-wide.
4. Qualifications of current DE Coord?
UNAPPROVED Minutes of the October 4, 2000 Meeting

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


SENATORS EXCUSED: P. Frary, M. Reese.

GUESTS: Kathleen Cabral, Jake de Ste. Croix, Irwin Yamamoto, Dale Hood, Lisa Hayashi, Barbara Saromines-Ganne, Doug Dykstra, Mark Silliman, Patricia Domingo

CALL TO ORDER: The meeting was called to order with a quorum at 3:15 pm.

APPROVAL OF MINUTES: The minutes of the September 13 meeting were read and approved with minor corrections.

CHAIRMAN'S REPORT: The Chair reported on several matters from the Faculty Senate Chairs meeting:

- Discussions on articulation between UH and the Community Colleges is ongoing. Former LCC Senate Chair, Linda Currivan, is a member of the Systemwide Articulation Committee and is ever vigilant.
- EIF Grant money is available. Interested faculty should see the Dean of Instruction.
- Two BOR policies need review.

Motion 00-44 (Thomson/Osell): The Senate should form an ad hoc committee to review these policies.

PASSED – Y=17; N=0; Ab=2

- The Chair requests that items for inclusion on the Senate agenda be received at least 8 days before the agenda is set. Agenda needs to be published 7 days before each meeting.

COMMITTEE REPORTS:

BUDGET AND PLANNING COMMITTEE – The Committee will look into the Food Service program with regard to working conditions, equipment, etc.
ELECTIONS COMMITTEE – Senator Hara reported on the progress of Senate elections and presented timelines/procedures for the upcoming elections. The question of divisions lacking representation after Senate elections was raised.

**Motion 00-45 (Hara/Imada):** The committee should examine the issue of underrepresented divisions after Senate elections and place on agenda for the next Senate meeting.

**PASSED – UNANIMOUSLY**

Senator Hara also requested volunteers to assist in the distribution and collection of nominations.

LEGISLATIVE RELATIONS COMMITTEE – Senator Lococo reported a need for the Senate to engage in discussion on the issue of University autonomy.

**Motion 00-46 (Lococo/Osell):** The Senate place the issue of autonomy on the agenda for the next Senate meeting.

**PASSED – UNANIMOUSLY**

PROGRAM REVIEW COMMITTEE – Senator Levy reported that regular program review (of ongoing programs/classes) does not seem to be ongoing on the campus. Program review needs to be formalized and carried out on some regular basis.

**Motion 00-47 (Thomson/Osell):** The Senate explore and discuss the Distance Education Oversight issue at the next meeting.

**PASSED – UNANIMOUSLY**

STUDENT COMMITTEE – Senator Andres reported on issues commonly expressed by students (as reported by Student Activities Director). These include online registration, job placement, and class availability.

CURRICULUM COMMITTEE – Senator Goodman reported that the DOI and Chair of the Committee approved several experimental courses. Other curricular matters will be brought to the next Senate meeting.

**AD HOC COMMITTEE REPORTS:**

LCC REORGANIZATION – Senator Hayasaka presented a discussion paper she authored for Senate/campus consideration. All are encouraged to read and consider her vision of College reorganization. She invited feedback and sought interested faculty to serve on the committee. Senators Imada, Thomson volunteered. Faculty members Nakano and de Ste Croix have also agreed to serve.
CHLOE HOLLAND COMMUNITY SERVICE – Senator C. Hochstein reported that the next highway clean up will be October 15.

SHARED GOVERNANCE POLICY HEARINGS – Senator Osell reported that two hearings were held. While there was not a great deal of written input (perhaps due to misunderstanding of a requirement that input be in written form), there was a great deal of concern from APT and Clerical Staff. Both groups, in a written report to the Senate Chair, stated that they did not support the development of the policy or any policy at this time. There was also some discussion whether this policy, as written, is even necessary. Institutional research (the recent Faculty/Staff Survey) suggests that, on average, faculty and staff were satisfied with the issues associated with campus decision-making. Others agreed that the proposed policy may, in fact, be dividing the campus. Motions to accept the current draft of the policy (Osell/Thomson) and to amend the draft (Pond/Andres) were withdrawn.

Motion 00-48 (Hayasaka/Thomson): To table discussion on the Shared governance policy until the November 27 meeting.

| PASSED – Y=11; N=3; Ab=3 |

Motion 00-49 (Hayasaka/Osell): To suspend the agenda to allow Provost and DOI to address the Senate.

| PASSED – UNANIMOUSLY |

SPECIAL REPORTS:

- Provost Silliman reported on the position of Distance Education Coordinator. The report addressed issues of whether the position is a new one; the duties of the Coordinator, MQs and DQs, job description, position description; what other campuses are doing with regard to this position; and the qualifications of the current Coordinator.
- DOI Dykstra reported on the new “lump sum” budgeting model. Senate and guests requested more dialogue and discussion on this new form of college budgeting.

Motion 00-50 (Hayasaka/Imada): To return to the regular agenda

| PASSED – UNANIMOUSLY |

OLD BUSINESS:

- Responses to Senate request for follow-up:
  
  ✓ Motion 00-31 requesting reply to Ms. Saromines-Ganne’s letter: The DOI responded that a summer school course-cancellation policy has been established and communicated to division chairs. No response was made to the A & H Division Chair as her letter did not specifically request a
response. Senator Pond will follow up and forward response to Ms. Saromines-Ganne.

✓ Motion 00-36 requesting a suspension of the campus re-keying project: The DAS reported that the re-keying project was born out of necessity. Multiple keys have been issued and lost or never returned. The project was undertaken to ensure safety of employees and property. Cost is being kept to a minimum as much of the work is being done in-house; efforts are being made to reduce the number of master keys on campus; efforts are also being made to reduce the need for multiple keys whenever possible; the project is being phased in over several years; and all new keys will be numbered to identify the owner and access rooms. Faculty with questions are invited to call Cliff Togo.

✓ Motion 00-35 requesting hard copy distribution of Campus Bulletin: No response received. Senator Pond will follow up.

- Personnel Policies, Interim appointment procedures, position shifting and Administrative Selection Committees' membership and procedures.

<table>
<thead>
<tr>
<th>Motion 00-51: To move the issue to the Faculty Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSED – Y=13; N=0; Ab=2</td>
</tr>
</tbody>
</table>

NEW BUSINESS:

- A committee chair was sought to follow through on several BOR Policies. No one expressed an interest in serving. Copies of the proposed policies will be forwarded to Divisions for input. The Senate Chair will check with the UHPA on these issues and report to the Senate.

ANNOUNCEMENTS:

STRATEGIC ENROLLMENT MANAGEMENT – Senator Hara reported that plans are moving forward on this critical issue. Those who indicated an interest in serving on this committee will soon be contacted. Other interested faculty/staff are invited to participate.

REFRESHMENT VOLUNTEERS: Senators Hara and Andres will provide refreshments at the next Senate meeting (October 25).

ADJOURNMENT: The meeting was adjourned at 5:35 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
Senators Ending Two-Year Terms
(Up for Re-Election)

ANDRES, Larence                      Student Services
GOODMAN, James                       Arts & Humanities
HAYASAKA, Ritva Sinikka              Language Arts
HOCHSTEIN, Candace                   Student Services
HOCHSTEIN, Robert                    Vocational/Technical
LOCOCO, Paul                         Arts & Humanities
LUM, Susan                           Arts & Humanities
NEILS, Patricia                      Arts & Humanities
OSELL, Frederic (Fritz)              Math & Science
POND, Garman Jacques (Jack)          Language Arts

10/3/00 Word 2000 Faculty Senate/FSOutgoingSenators
Leeward Community College Faculty Senate
Why you should become a Senator

I learn a lot about what goes on at LCC and in the UH System. The meetings may be long, but they are packed with information I would not otherwise receive within the confines of my classroom and division. I think that depth of knowledge and breadth of perspective make me a more effective member of this community college... all the bits and pieces I have stored in memory from several terms on the Faculty Senate, in addition to the helpful colleagues, has really helped me. Gail Levy

Aloha, Faculty! LCC calls! "Ask not what LCC can do for you, but what you can do for LCC!" Seriously, we all have the professional responsibility to participate in the numerous circles of influence within academia. The Faculty Senate is one of the most critical. Please consider the call and the challenges - for you, for me, for all of LCC! Joe Chernisky

...the sense of being at the swirling edges of various academic and system-wide governance storms almost always hurls one to the eye and heart of the turbulence usually leaving one with a sense of accomplishment and satisfaction and thinking that, "Whew, I survived another one." Ed Wiggers

Please ask your division chair for a list of those 50% or more FTE Board of Regents approved faculty members who are eligible to be nominated and vote in the faculty senate elections to be held in mid-November. Please consider if you or a colleague may want to be nominated for a two-year term as a Leeward Community College Faculty Senator and look for the nomination form in your next bulletin http://central.lcc.hawaii.edu/docs/bulletin and/or mailbox. Nominations end October 20, 2000.

Please review the Leeward Community College Faculty Senate Charter and By-Laws, approved October 15, 1999, on the LCC Faculty Senate Home Page: http://alaike.lcc.hawaii.edu/Senate/charter.html

Serving on Faculty Senate presents a unique opportunity to get an insider's look at many components of decision making- an invitation to think globally relative to the system, as well as locally concerning the campus. Linda Currivan
FACULTY SENATE ELECTIONS

The Faculty Senate Elections Committee is soliciting nominations for Senatorial seats for the 2001-2003 term.

All 50% FTE or Greater BOR Appointed Faculty Are Eligible to Serve

The Faculty Senate is a Board of Regents chartered governance organization whose constituency is the entire faculty of the college. The Senate is the cornerstone of the college-shared governance process. A strong autonomous Senate is an essential element in the representation of faculty interests on matters such as curriculum, workload, and budget.

The Senate has direct access to the Chancellor for Community Colleges through its Chair who meets with the Chancellor, her staff, and other Senate chairs monthly. Through the Chancellor's office, the Senate also has access to the BOR on matters of campus-wide as well as system-wide concern.

Make a difference and participate in the campus governance process by allowing your name to be submitted in nomination!

Completed nomination forms must be received by Jean Hara, in the Faculty Senate Nominations Box at the Office of the Dean of Instruction, no later than noon on Friday, October 20, 2000.

I, ___________________________, nominate ___________________________
Print your name
Print nominee's name
of the ___________________________ Division for the LCC Faculty Senate.

Signature of Nominator ___________________________ Signature of Nominee ___________________________

Brief background statement from candidate (to be printed in the LCC Campus Bulletin).

________________________________________________________________________
________________________________________________________________________

Return to Nominations Box @ Dean of Instruction's Office by noon, Friday, October 20, 2000.
**Faculty Senate Elections Committee**

- **Membership:** 21 voting members (11 elected to begin serving even year terms [voting done on odd years, 1999, 2001, 2003]; 10 elected to begin serving odd year terms [voting done on even years, 2000, 2002, 2004])
  * (One additional Senator appointed from each division not represented by an elected Senator)
  * (One non-voting Lecturer Official Observer elected by the Lecturer Organization—annually)

- **Members:** Full-time and 50% BOR appointees to positions of faculty

*Elected to two-year terms. Effective 2001-2003 term, limited to three consecutive two-year terms

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Line</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Faculty Senate Charter and By-Laws (latest version 10/15/99)</td>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Ask Human Resources to generate a list of BOR appointees to faculty positions with 50% FTE or greater—list of nominees and voters may be drawn from this list. Duplicate one list for each division: 1. Arts and Humanities 2. Business Technology 3. Language Arts 4. Mathematics and Science 5. Student Services 6. Social Science</td>
<td>September-October</td>
<td></td>
</tr>
<tr>
<td>Determine the number of seats up for election</td>
<td>First week of October</td>
<td></td>
</tr>
<tr>
<td>Notify the Senators whose terms are ending that they need to run again if they are interested in remaining on the Senate</td>
<td>First week of October</td>
<td></td>
</tr>
<tr>
<td>Place an announcement in the LCC Bulletin announcing that nominations will be made in one week; E-mail</td>
<td>End of first week of October for posting the second week of October</td>
<td></td>
</tr>
<tr>
<td>Select Election Committee members to collect the ballots from each division and to count the ballots</td>
<td>Early October</td>
<td></td>
</tr>
<tr>
<td>Update the names for the Division’s checklist for eligible voters</td>
<td>Third week of October</td>
<td></td>
</tr>
<tr>
<td>Nomination form with signature of nominee and a brief background printed in LCC Bulletin and 10 copies run off for each division; E-mail</td>
<td>Third week of October with the deadline for nominations being the end of the fourth week of October.</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Time Line</td>
<td>Completed</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Confirm nomination with candidate. Make sure each candidate has a personal statement. Compile and place in LCC Bulletin</td>
<td>End of first week of November</td>
<td></td>
</tr>
<tr>
<td>Key a voting ballot and duplicate enough copies for eligible voters in each division. Distribute copies of ballots together with list of eligible voters from each division taped to a large manila envelope to each of the six divisions. Nominating Committee member assigned to distribute to a particular division will also be the member to pick up the envelope at 12:30 on Monday at the close of voting.</td>
<td>Second Monday in November</td>
<td></td>
</tr>
<tr>
<td>Voting—Allow two full weeks, beginning on a Monday and ending at 12 noon on a Monday. E-mail faculty</td>
<td>Third Monday in November</td>
<td></td>
</tr>
<tr>
<td>Collect the ballots at 12:30 p.m. on Monday; meet with committee to count the ballots</td>
<td>Last Monday in November</td>
<td></td>
</tr>
<tr>
<td>Notify Faculty Senate Chair of the election results by Monday p.m. or Tuesday a.m.</td>
<td>Last Monday or Tuesday in November</td>
<td></td>
</tr>
<tr>
<td>Newly elected Senators’ names are placed in the LCC Bulletin</td>
<td>Last day of November</td>
<td></td>
</tr>
<tr>
<td>Write thank you letters to committee members</td>
<td>Early December, before final exams</td>
<td></td>
</tr>
</tbody>
</table>

9/26/00 Jean Hara, FSElections
R. Sinikka Hayasaka, Chair for the Faculty Ad Hoc Committee on Reorganization wrote this position paper to spark campus-wide interest in reorganization at Leeward Community College. Sinikka is solely responsible for the ideas contained in this draft dated 10/04/2000.

A Vision for Reorganization of Leeward Community College

Background

Reorganization is a vast undertaking. Reorganization for the sake of reorganization is an exercise in futility. Just because everyone else is doing it does not make reorganization a necessity for Leeward Community College.

However, there seems to be some compelling reasons why LCC should engage in a thorough reorganization in the immediate future lest it become irrelevant and unnecessary to the communities that its mission is to serve. Minimally the following changes are needed:

- Better utilization of physical, fiscal and human resources.
- More accountability for student performance outcomes.
- Less bureaucracy, less territoriality, redefinition of kuleanas.
- Less duplication of course content.

Furthermore, the timing is both ripe and right:

Externally there are many pressing reasons. This past spring (March 10, 2000) President Mortimer provided the following list:

- Impact of market forces on higher education.
- Globalization of science and technology.
- Rapid changes in technology.
- Shift of emphasis from inputs to outcomes (accountability).
- Integration of universities/colleges into society.

Internally, there are some pressing reasons as well:

- The college personnel are in flux due to resignations, non-renewals, and retirements over the past year.
- Budgeting and hiring procedures are also in a flux.
- The college is on the verge of major investments in technology.
- Current infrastructure for technology is questionable at best.
- Technology resources are not used in any systematic way to enhance instruction and learning.
- Civic and civil values on campus have deteriorated to the “law of the jungle” level.
• Morale on campus is at an all time low.

In short, currently, LCC is basically a disorganized 13th grade of a barely mediocre high school. Standards and outcomes are primarily accidental and random. Pockets of collective and individual excellence exist, but they are relatively rare. Student grades across the college often do not reflect any achievement in the real world. A survey done a few years ago indicated that only 4% of LCC students receive a D grade. That is an amazing statistic considering that 80% of the students admitted to LCC read at or below the 10th grade reading level. The integrity of the C grade has been seriously compromised with the attendant disservice for both the individual student and the institution.

In order to succeed in higher education and/or in the workplace today, all students need basic numeracy, literacy (traditional and computer), critical thinking skills, ability to work in groups, and at least, a rudimentary work ethic (Hawaiian, Protestant, Tokugawa, or any other variety). Students need to become life-long learners. The most successful students will become “obsessive learners” in order to prosper in our rapidly changing environment. These same skills are required for the Liberal Arts Division as well as Pre-Professional and Occupational Technology Division. (Described below)

My Vision

In my reorganization vision, students arrive at a campus that is sparkling clean and inviting. (An old does not have to equal a dusty, dirty, dark and dangerous facility.) With help from a friendly group of customer-service trained faculty and staff, the students will be able to complete both their testing and registration all in one day.

Students who test into one hundred level courses will be asked for their choice of major. If they have one, fine; if not, they will initially be declared Liberal Arts Division students. From their freshman year, these students will be eligible to take classes at UHWO if they meet the prerequisites for a particular class. Thus, Liberal Arts students are allowed and encouraged to be on the BA or BS track from day one.

Everybody else will be classified as pre-vocational.

Pre-Vocational Division

There will be a Pre-Vocational Division consisting of remedial and developmental departments with a strong in-house counseling component. A battery of aptitude and I.Q. tests as well as learning style tests will be administered to all students. Freshman experience, career counseling and basic computer literacy will be required. Presentation skills, both oral and written, will be an important part of this pre-vocational, pre-college division’s offerings. Men and Women in Transition will also be located in this division. Welfare to Work and School to Work programs will be housed here as well.
Language Arts, Math and Science, and Arts and Humanities will be dismantled and regrouped.

**Liberal Arts Division**

**Social Sciences** will stay in tact and become a department.
**Pacific and International Studies** will become a department in the Liberal Arts Division. This department includes Hawaiian Studies, Philippine Studies, all foreign languages, linguistics, and ESL.
**Performing and Studio Arts Department** will include Theater, Dance, Music, Art, Pottery, Photography, and Speech. 
**Humanities Department** will have all traditional humanities disciplines including Literature and Creative Writing.

**Pre-Professional and Occupational Technology Division**

Vocational Education Division will be renamed Pre-Professional and Occupational Technology Division. It will grow and be enhanced as never before. **Both Business Technology and Computer Science will become departments of the PPOT Division.** All pre-professional disciplines will form yet another department of this Division. Pre-Professional department includes, but will not be limited to, pre-engineering, pre-medicine, pre-nursing, pre-pharmacology, pre-veterinary medicine, pre-optometry, pre-SOEST, and pre-College of Business. All of these specializations will have well-informed faculty advisors. A very strong and vibrant job placement office will be located in PPOT as well. The ultimate goal will be guaranteed job placement at the completion of a certificate or a degree.

The bookstore will be no more. At registration, students will order books online or rent password controlled Internet space from the publishers for six months at a time.

OCET will become a truck driving, motor cycle safety training, and other non-academic training institute (backhoe operation, golf course maintenance, etc.). OCET will pay rent to LCC. Room control will be moved to the credit side of LCC, and OCET will pay rent to LCC.

**LCC/UHWO Academic Outreach College**

There will be a new LCC/UHWO Academic Outreach College. The Outreach College will administer both the Summer and Winter Sessions as well as contract courses for DOE and other outside agencies and entities. The Outreach College will handle Distance Education and any other asynchronous education. Fundraising, grant writing, publicity and community relations’ activities will be concentrated in the AOC.

**Counseling and Student Services** will be dispersed to appropriate locations around the campus and the community. Overall, these services will assume an added importance with some new positions supplemented with restored academic counseling by faculty.
Academic Support Services will form an active “bank of support services.” There may also be compelling reasons to disperse these services to the new divisions. Since we already know that demand will exceed the available supply from time to time, casual hires for special projects will be more the norm than the exception. Also, faculty in the divisions will eventually assume some of these roles as we keep hiring more and more technology savvy instructors and lecturers.

No new structures will be built. More aggressive space sharing will take place with West Oahu (mornings), and Waipahu High School as well as Kapolei High School (late afternoons and evenings). Strengthening of asynchronous learning will be a high priority throughout the college.

This is just the beginning of a vision for LCC reorganization. I hope this draft paper will generate interest for members of all LCC constituencies to want to participate in the planning process. If you would like to be on this Ad Hoc Committee, please forward your name to sinikka@hawaii.edu. You should direct your comments, opinions, and suggestions to the same address.

Thank you!
There were no recommendations in this area.

**Standard 10:**

**Major Recommendation**

The team recommends that the College develop and implement a written policy which articulates a decision making process which includes persons in the process who will be effected by the decisions and which clearly states the role and participation of faculty, support staff and students on College governing, policy making, planning, budgeting, and special purpose bodies.

**Response**

Leeward Community College has addressed this recommendation by creating an advisory committee called the Campus Council. Council membership represents every campus constituency including students, faculty, staff, and administrators. Through this body, all members of the campus community have a voice in the governance of the College. The Council has a Charter and By-Laws which articulate a decision making process that involves the entire campus community in planning, policy making, and establishing budget and resource allocation priorities.

**Recommendation**

The team recommends that the College and System stabilize the administrative staff of the College to insure the continuity and effectiveness of leadership, as well as limiting the disruption to the operating and planning procedures caused by frequent changes in the administrative staff.

**Response**

Dr. Barbara B. Polk served as Provost of Leeward Community College from 1989 till 1998. This was a longer tenure than any of the College’s other Provosts. The current vacancy in this position is as disturbing to the campus community as it no doubt is to the University System administrators. Exogenous factors, including budget constraints, declining enrollments, and the uncertain prospects for the health of Hawaii’s economy and the State government’s return to fiscal well being all have contributed to the pressures that impinge upon administrators. Internal factors that deplete the energy and will power of the administration may be most closely related to the small number of administrative positions at the LCC campus. Whatever the case, the College’s response to this recommendation at this time is that the problems that prompted it have apparently not been adequately addressed.

**Standard 1**

http://central.lcc.hawaii.edu/docs/a2k/final_report/a2k-v2.html 9/22/00
September 15, 2000

Memorandum

To: Robert Hochstein, Faculty Senate Chair

From: Gilbert Kuroda and Takako Desaki, Co-Chairs of APT Group
Terry Richter, President, Clerical Staff Council

Subject: Shared Governance

The APT Group and the Clerical Staff Council do not support the development of the proposed Shared Governance Policy, or any policy regarding this issue at this time. Our position is based on the following:

a. Dr. Leslie Munro’s previous proposal relating to Shared Governance cited the Accreditation Evaluation Report of 1994 (ref: Draft 1 Proposal, 11/04/99 Draft Proposal 01/15/00) as the impetus to creating the policy. However, the 2000 Leeward CC Institutional Self-Study for Accreditation does not identify the need for policy development as a problem or as an action item. It appears the problems associated with the shared governance have been resolved through other avenues and policy guidance is not necessary.

b. Bob Hochstein, Faculty Senate Chair, cites that the reason the Faculty Senate is overseeing this policy development is because the Senate was asked to do so by the Provost (ref: Shared Governance hearing on 09/13/00) then Provost Sharon Narimatsu said she felt the issue regarding Shared Governance had ended and no further action was needed in this regard. At the 09/13/00 hearing, Interim Provost, Mark Silliman also said that there was no need for an official policy on Shared Governance. Therefore, it appears the Provost’s original tasking has been remanded and no further action is required.

c. At the Wednesday, 09/13/00 hearing, Andy Rossi indicated that the cursory results of the recent Faculty/Staff Survey indicated that, on average, faculty and staff were satisfied with the issues associated with campus decision-making (Shared Governance). This new data supports our position.

Fritz Osell
Mark Silliman
### University of Hawaii - Community Colleges

**University Initiative (PCR)**

**FB 2001-2003 BUDGET REQUEST**

**MOF: General Fund**

**CAMPUS: LEWEWARD CC**

<table>
<thead>
<tr>
<th>Campus Priority</th>
<th>System Priority</th>
<th>Description of Item</th>
<th>Positions</th>
<th>FY2002</th>
<th>FY2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Profession Development:</strong> Sabbatical and Staff Travel</td>
<td>0.00</td>
<td>100,076</td>
<td>100,076</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td><strong>Distance Learning Support:</strong> (1.00) DE Coordinator, (2.00) Media Specialist, (1.00) Outreach Counselor, (1.00) Clerk Typist</td>
<td>5.00</td>
<td>191,808</td>
<td>191,808</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td><strong>Recruitment and Retention:</strong> (1.00) SEM Coordinator, (1.00) WEB Computer Specialist</td>
<td>2.00</td>
<td>118,424</td>
<td>118,424</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td><strong>Workforce Development:</strong> E-Commerce Lab, Creative Media Lab, Digital Audio Equipment, Digital Arts</td>
<td>0.00</td>
<td>63,000</td>
<td>51,000</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td><strong>Economic Development:</strong> Business Incubator Center, (1.00) Coordinator, (1.00) Clerk Typist (Net of revenues $15,000)</td>
<td>2.00</td>
<td>183,644</td>
<td>58,644</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td><strong>Evening and Weekend College Support Service:</strong> (1.00) Clerk Typist in Admissions and Records, (0.50) Clerk Typist in Counseling Office, (1.00) Cashier Clerk in Business Office, (2.00) Janitors for O&amp;M</td>
<td>4.50</td>
<td>104,688</td>
<td>104,688</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td><strong>Strengthen Learning Environment:</strong> Hazardous Waste Disposal Services (40,000), Sign Language Interpreters for ADA compliance (45,000)</td>
<td>0.00</td>
<td>85,000</td>
<td>85,000</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td><strong>Accountability &amp; Assessment:</strong> (1.00) Clerk Typist for Institutional Research Office</td>
<td>1.00</td>
<td>21,320</td>
<td>21,320</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Equipment:</strong> Campuswide</td>
<td>14.50</td>
<td>1,250,060</td>
<td>936,060</td>
</tr>
</tbody>
</table>

**System Priority #1:** Increase access and address workforce development needs of the State.

**System Priority #2:** Initiate or expand programs that provide potential for expanded State economic activity.

**System Priority #3:** Restore accumulated deficiencies in institutional and academic support programs.
Introductions

How to contact each other

Role of Campus Distance Coordinators (from p. 5, UHCC Implementation Plan for Integrating Distance Learning into Campus Operations):

- Appointed by the Provost.
- Assures the flow of information and concerns about distance learning at all levels.
- Serves as campus single point of contact responsible for providing contact between those with distance-related problems and those who can provide answers.
- Collects information from a variety of people who deal with aspects of distance learning.
- May serve on campus distance learning committee.
- Does not replace other campus functions such as counselors.
- Takes campus distance concerns to the appropriate campus staff, the appropriate Implementation Manager, and/or the UHCC Distance Education Committee.

Specifics of the Job

- What problems have come up that you are aware of?
  - Bookstore
  - Information
  - Other
- Data
  - Be the contact and dissemination point for distance data requests?
  - Review information, assure dissemination of information, handle explanations and apologies?
- Can there be a vehicle for originating campus notifying the receive campus when a student is dropped so receive campus can better use allocated seats?
- What vehicles are there on your campus for getting info from people?
- What vehicles are in place between campuses?
- What vehicles are needed between campus and Committee?

Effect of growth of distance delivery

- UHM Distance Education Committee established
- UH system look at proctoring
- Need to keep 4-year campuses informed about UHCC distance courses

On which Sub-Committees should this group be represented?

Meetings
## UHCC Campus Distance Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Phone</th>
<th>FAX</th>
<th>E-mail</th>
<th>Address</th>
</tr>
</thead>
</table>
| Mike Garcia       | Windward Community College | 235-7424   | 247-5362   | m_garcia@wccada.wcc.hawaii.edu           | Windward Community College  
45-720 Keahalani Road  
Kaneohe, HI 96744 |
| Kelli Goya        | Kapi'olani Community College | 734-9861   | 734-9287   | kgoya@hawaii.edu                        | Kapi'olani Community College  
4303 Diamond Head Road  
Honolulu, HI 96816 |
| Harry T. Kawamura | Hawai'i Community College  | 974-7484   | 974-7770   | hkawamur@hawaii.edu                     | Hawai'i Community College  
200 West Kawili Street  
Hilo, HI 96720-4091 |
| Sherrie Rupert    | Honolulu Community College | 845-9151   | 845-9173   | srupert@hcc.hawaii.edu                  | Honolulu Community College  
874 Dillingham Blvd.  
Honolulu, HI 96817 |
| Alison Shigematsu | Kaua'i Community College  | 245-8330   | 245-8232   | uhckkauai@mail.kauaicc.hawaii.edu        | UH Center  
Kaua'i Community College  
3-1901 Kaumualii Highway  
Lihu'e, HI 96766 |
| Stacy Thomas      | Leeward Community College | 455-484    | 455-0473   | sferreir@hawaii.edu                     | Leeward Community College  
96-045 Ala Ike  
Pearl City, HI 96782 |
| flo wigera        | Maui Community College     | 984-3234   | 244-0862   | flo.wigera@mauicc.hawaii.edu            | Maui Community College  
310 West Kaahumanu Avenue  
Kahului, HI 96732 |

### To Contact the Chair of the UHCC Distance Education Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Phone</th>
<th>FAX</th>
<th>E-mail</th>
<th>Address</th>
</tr>
</thead>
</table>
| Helen Sina | Kaua'i Community College  | 245-8336   | 245-8232   | hsina@mail.kauaicc.hawaii.edu            | UH Center  
Kaua'i Community College  
3-1901 Kaumualii Highway  
Lihu'e, HI 96766 |

MauiCC will contact its Educational Centers on Lāna'i and Moloka'i and the University Center, Maui with relevant information and concerns.

LeewardCC will contact its Educational Center in Waianae with relevant information and concerns.

The UHCC Distance Education Committee Chair will contact the University Centers with relevant information and concerns.
Stacy Thomas – DE Coordinator

**Education & Experience:**
CA TVPRO - LCC
AA Liberal Arts – LCC
BA Communications – UHM
Educational Technology Graduate Student – UHM
   (Courses completed: Educational Media Technology, Technology for Teachers, Computers in Education, Instructional Design and Development, Visual Design)
   (Courses enrolled F'00: Teaching and Training Technologies, Conducting Educational Technology Research)
Producer/Director, Aloha Stadium ’91- to present
DE Producer/Director, LCC ’94 – ’99
LCC TVPRO Instructor – Advanced Directing and Studio Production – Summer ’97
Production Manager, LCC ’98 – ’00
WebCT TALENT Trainer, UHM ’99 – ’00
DE Coordinator, LCC ’00

**Committee Work:**
UHCC DE Committee – ’98 – present
LCC DE Committee – ’98 – present
Chair, LCC DE Committee – ’99 – present
DOIS DE Committee – ’00 – present
DE Academic Support Committee – ’00 – present

**Facilitate:**
Over 600 DE students (State of Hawaii, U.S. Mainland, & International)
Over 20 DE instructors
Over 30 DE courses (Cable, Internet, Teleweb, CD-Rom)
Communication/information to and from students, Div. Chairs, Faculty, Academic Support, Student Services, Clerical Staff, Administrators, UHCC, and Chancellors office.

**Innovation:**
LCC **first** in the UHCC system to have:

DE Student Newsletter, "LCC CONNECTION"
DE Student Academic Support Guidebook
Incorporation of DE Courses into campus SOC
DE Student Orientation, On-site, Statewide
DE Student Orientation, On-site Statewide/Online (incorporating streaming video)
DE Student Web/Teleweb instructor contact requirement
Direct Marketing of DE courses via email to present/past DE students, corporate trainers, Non-profit & Social service organizations
### Unit Allocations for FY 00-01  October 4, 2000

#### Academic Support

<table>
<thead>
<tr>
<th>Service</th>
<th>Help</th>
<th>Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>0</td>
<td>6,076</td>
<td>6,076</td>
</tr>
<tr>
<td>College Computing Lab</td>
<td>26,300</td>
<td>8,604</td>
<td>34,904</td>
</tr>
<tr>
<td>Computing Center</td>
<td>8,566</td>
<td>30,000</td>
<td>38,566</td>
</tr>
<tr>
<td>Duplicating Center</td>
<td>13,172</td>
<td>61,328</td>
<td>74,500</td>
</tr>
<tr>
<td>Educational Media Center</td>
<td>14,215</td>
<td>32,113</td>
<td>46,328</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>28,593</td>
<td>4,065</td>
<td>32,658</td>
</tr>
<tr>
<td>Library</td>
<td>13,170</td>
<td>16,018</td>
<td>29,188</td>
</tr>
<tr>
<td>Library Books</td>
<td>0</td>
<td>63,883</td>
<td>63,883</td>
</tr>
<tr>
<td>UH Carl System</td>
<td>0</td>
<td>28,525</td>
<td>28,525</td>
</tr>
<tr>
<td>Staff Development Center</td>
<td>5,568</td>
<td>4,141</td>
<td>9,709</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>109,584</td>
<td>254,753</td>
<td>364,337</td>
</tr>
</tbody>
</table>

#### Instruction

<table>
<thead>
<tr>
<th>Field</th>
<th>Help</th>
<th>Supplies</th>
<th>Lecturer/Overload</th>
<th>Summer Session</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>11,880</td>
<td>21,794</td>
<td>279,283</td>
<td>21,606</td>
<td>334,563</td>
</tr>
<tr>
<td>Business Technology</td>
<td>9,450</td>
<td>10,500</td>
<td>112,840</td>
<td>444</td>
<td>133,234</td>
</tr>
<tr>
<td>Language Arts</td>
<td>9,180</td>
<td>14,556</td>
<td>279,055</td>
<td>8,528</td>
<td>311,319</td>
</tr>
<tr>
<td>LCC/W</td>
<td>3,775</td>
<td>14,800</td>
<td>0</td>
<td>0</td>
<td>18,575</td>
</tr>
<tr>
<td>Math &amp; Science</td>
<td>31,455</td>
<td>36,778</td>
<td>267,056</td>
<td>14,797</td>
<td>350,087</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>4,590</td>
<td>8,387</td>
<td>172,067</td>
<td>6,444</td>
<td>191,488</td>
</tr>
<tr>
<td>Vocational Technology</td>
<td>4,590</td>
<td>52,500</td>
<td>82,699</td>
<td>0</td>
<td>139,789</td>
</tr>
<tr>
<td>Lecturer/Overload Reserve</td>
<td>0</td>
<td>42,000</td>
<td>0</td>
<td>0</td>
<td>42,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>74,920</td>
<td>159,315</td>
<td>1,235,000</td>
<td>51,819</td>
<td>1,521,054</td>
</tr>
<tr>
<td>Lecturer/Overload Budget by DIVISION 9/26/00</td>
<td>Gross Allocation</td>
<td>Less 12.5%</td>
<td>*Adjustments</td>
<td>Adjustment from Reserve</td>
<td>Total G Allocation</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------</td>
<td>-----------</td>
<td>--------------</td>
<td>------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>A&amp;H</td>
<td>19% 180,608</td>
<td>158,032</td>
<td>71,251</td>
<td>50,000</td>
<td>279,283</td>
</tr>
<tr>
<td>BUSTECH</td>
<td>12% 110,470</td>
<td>96,661</td>
<td>10,179</td>
<td>6,000</td>
<td>112,840</td>
</tr>
<tr>
<td>LA</td>
<td>26% 249,124</td>
<td>217,984</td>
<td>61,071</td>
<td>10,179</td>
<td>279,055</td>
</tr>
<tr>
<td>M/S</td>
<td>25% 235,412</td>
<td>205,985</td>
<td>61,071</td>
<td>61,071</td>
<td>267,056</td>
</tr>
<tr>
<td>SS</td>
<td>13% 126,853</td>
<td>110,996</td>
<td>61,071</td>
<td>20,357</td>
<td>172,067</td>
</tr>
<tr>
<td>VOCTECH</td>
<td>5% 47,534</td>
<td>41,592</td>
<td>20,357</td>
<td>20,357</td>
<td>82,699</td>
</tr>
<tr>
<td>Reserve</td>
<td></td>
<td></td>
<td>118,750</td>
<td>0</td>
<td>-76,750</td>
</tr>
<tr>
<td>TOTAL</td>
<td>950,000</td>
<td>285,000</td>
<td>1,193,000</td>
<td>732,712</td>
<td>30,000</td>
</tr>
<tr>
<td>Total G Fund</td>
<td>1,235,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Adjustments</td>
<td>285,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net G Funds</td>
<td>950,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean's Reserve</td>
<td>12.50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*See attached
DIVISIONAL LECTURER & OVERLOAD BUDGET '00-'01

Adjustments calculated @$20,357 per fte & Assigned Time calculated @$1000 per credit 9/11/00

1. A&H ADJUSTMENTS:
Add to Allocation:
    Reynolds =30cr
    Keyser (sabbatical)=30cr
    Kennedy (sabbatical)=30cr
    HwnSt=15cr
    TOTAL= 105CR (3.5 FTE)

Subtract Assigned Time from Expenditures:
    Minasian Olelo=3cr
    *Goodman (FacSen)=3cr
    *Chernisky (SvceLeadership)=3cr
    *Cravath (DramaProduction)=3cr
    TOTAL= 12CR

2. BusTech:
Add to allocation:
    Atkinson=15cr
    TOTAL= 15CR (.5 FTE)

Subtract Assigned Time from Expenditures:
    Hara (Perkins OAT Advise)=3cr
    Hoshino (Perkins Placement)=6cr
    *Kamida (Provost Search)=3cr
    Kamida (Chanc. PlanAsses)=3cr
    TOTAL= 12 CR

3. LA:
Add to allocation:
    Bass=30cr
    Ostlund=30cr
    Hewett=30cr
    TOTAL= 90 CR (3 FTE)

Subtract Assigned Time from Expenditures:
    Title III Assigned Time=33cr
    Hayasaka Title III Proj Dir=3cr
    Nakano Svce Learn=3cr
    *Bailey (Campus IT Proj)=3cr
    TOTAL= 42 CR

ATTACHMENT TO LECTURER/OVLD SPREADSHEET

5. M/S:
Add to allocation:
    Russo=15cr
    Shapiro=15cr
    Mandraccia=30cr
    Crow=30cr
    TOTAL= 90 CR (3 FTE)

Subtract Assigned Time from Expenditures:
    Osell (Space Grant)=3cr
    *Stanton (MOP)=3cr
    TOTAL= 6 CR

4. SS:
Add to allocation:
    Miller (sabbatical)=30cr
    Hunckler=30cr
    Froelich=30cr
    TOTAL= 90 CR (3 FTE)

Subtract Assigned Time from Expenditures:
    *Estrada (Internet Course)=3cr
    *Truong (Internet Course)=3cr
    TOTAL= 6 CR

6. Voc Tech:
Add to Allocation:
    Ayakawa=30cr
    TOTAL= 30 CR (1 FTE)

Subtract Assigned Time from Expenditures:
    Pajo (Title III)=3cr
    *Hochstein (Fac Sen)=3cr
    Tomisato (Cafe Spec Fund)=3cr
    TOTAL= 9 CR

*Lecturer/Ovld Reserve Pays
### University of Hawaii - Community Colleges
#### University Initiative (PCR)
#### FB 2001-2003 BUDGET REQUEST

**MOF:** General Fund  
**CAMPUS:** LEEWARD CC

<table>
<thead>
<tr>
<th>System Priority</th>
<th>Description of Item</th>
<th>Positions</th>
<th>FY2002</th>
<th>FY2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FTE</td>
<td>Amount</td>
<td>Amount</td>
</tr>
<tr>
<td>1 1</td>
<td><strong>Professional Development:</strong> Sabbatical and Staff Travel</td>
<td>0.00</td>
<td>100,076</td>
<td>100,076</td>
</tr>
<tr>
<td>2 1</td>
<td><strong>Distance Learning Support:</strong> (1.00) DE Coordinator, (2.00) Media Specialist, (1.00) Outreach Counselor, (1.00) Clerk Typist</td>
<td>5.00</td>
<td>191,808</td>
<td>191,808</td>
</tr>
<tr>
<td>3 1</td>
<td><strong>Recruitment and Retention:</strong> (1.00) SEM Coordinator, (1.00) WEB Computer Specialist</td>
<td>2.00</td>
<td>118,424</td>
<td>118,424</td>
</tr>
<tr>
<td>4 1</td>
<td><strong>Workforce Development:</strong> E-Commerce Lab, Creative Media Lab, Digital Audio Equipment, Digital Arts</td>
<td>0.00</td>
<td>63,000</td>
<td>51,000</td>
</tr>
<tr>
<td>5 2</td>
<td><strong>Economic Development:</strong> Business Incubator Center, (1.00) Coordinator, (1.00) Clerk Typist (Net of revenues $15,000)</td>
<td>2.00</td>
<td>183,644</td>
<td>58,644</td>
</tr>
<tr>
<td>6 1</td>
<td><strong>Evening and Weekend College Support Service:</strong> (1.00) Clerk Typist in Admissions and Records, (0.50) Clerk Typist in Counseling Office, (1.00) Cashier Clerk in Business Office, (2.00) Janitors for O&amp;M</td>
<td>4.50</td>
<td>104,688</td>
<td>104,688</td>
</tr>
<tr>
<td>7 3</td>
<td><strong>Strengthen Learning Environment:</strong> Hazardous Waste Disposal Services (40,000), Sign Language Interpreters for ADA compliance (45,000)</td>
<td>0.00</td>
<td>85,000</td>
<td>85,000</td>
</tr>
<tr>
<td>8 3</td>
<td><strong>Accountability &amp; Assessment:</strong> (1.00) Clerk Typist for Institutional Research Office</td>
<td>1.00</td>
<td>21,320</td>
<td>21,320</td>
</tr>
</tbody>
</table>

**Equipment:** Campuswide  
14.50       1,250,060  936,060

**System Priority #1:** Increase access and address workforce development needs of the State.  
**System Priority #2:** Initiate or expand programs that provide potential for expanded State economic activity.  
**System Priority #3:** Restore accumulated deficiencies in institutional and academic support programs.
Introductions

How to contact each other

Role of Campus Distance Coordinators (from p. 5, UHCC Implementation Plan for Integrating Distance Learning into Campus Operations):
- Appointed by the Provost.
- Assures the flow of information and concerns about distance learning at all levels.
- Serves as campus single point of contact responsible for providing contact between those with distance-related problems and those who can provide answers.
- Collects information from a variety of people who deal with aspects of distance learning.
- May serve on campus distance learning committee.
- Does not replace other campus functions such as counselors.
- Takes campus distance concerns to the appropriate campus staff, the appropriate Implementation Manager, and/or the UHCC Distance Education Committee.

Specifics of the Job
- What problems have come up that you are aware of?
  - Bookstore
  - Information
  - Other
- Data
  - Be the contact and dissemination point for distance data requests?
  - Review information, assure dissemination of information, handle explanations and apologies?
- Can there be a vehicle for originating campus notifying the receive campus when a student is dropped so receive campus can better use allocated seats?
- What vehicles are there on your campus for getting info from people?
- What vehicles are in place between campuses?
- What vehicles are needed between campus and Committee?

Effect of growth of distance delivery
- UHM Distance Education Committee established
- UH system look at proctoring
- Need to keep 4-year campuses informed about UHCC distance courses

On which Sub-Committees should this group be represented?

Meetings
# UHCC Campus Distance Coordinators

[Draft 9-17-00]

<table>
<thead>
<tr>
<th>Name</th>
<th>Campus</th>
<th>Phone</th>
<th>FAX</th>
<th>E-mail</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Garcia</td>
<td>Windward Community College</td>
<td>235-7424</td>
<td>247-5362</td>
<td><a href="mailto:m_garcia@wccada.wcc.hawaii.edu">m_garcia@wccada.wcc.hawaii.edu</a></td>
<td>Windward Community College 45-720 Keeaahala Road Kaneohe, HI 96744</td>
</tr>
<tr>
<td>Kelli Goya</td>
<td>Kapi'olani Community College</td>
<td>734-9861</td>
<td>734-9287</td>
<td><a href="mailto:kgoya@hawaii.edu">kgoya@hawaii.edu</a></td>
<td>Kapi'olani Community College 4303 diamond Head Road Honolulu, HI 96816</td>
</tr>
<tr>
<td>Harry T. Kawamura</td>
<td>Hawai‘i Community College</td>
<td>974-7484</td>
<td>974-7770</td>
<td><a href="mailto:hkawamur@hawaii.edu">hkawamur@hawaii.edu</a></td>
<td>Hawai‘i Community College 200 West Kawili Street Hilo, HI 96720-4091</td>
</tr>
<tr>
<td>Sherrie Rupert</td>
<td>Honolulu Community College</td>
<td>845-9151</td>
<td>845-9173</td>
<td><a href="mailto:snupert@hcc.hawaii.edu">snupert@hcc.hawaii.edu</a></td>
<td>Honolulu Community College 874 Dillingham Blvd. Honolulu, HI 96817</td>
</tr>
<tr>
<td>Alison Shigematsu</td>
<td>Kaua‘i Community College</td>
<td>245-8330</td>
<td>245-8232</td>
<td><a href="mailto:uhckkauai@mail.kauaicc.hawaii.edu">uhckkauai@mail.kauaicc.hawaii.edu</a></td>
<td>UH Center Kaua‘i Community College 3-1901 Kaumualii Highway Lihu‘e, HI 96766</td>
</tr>
<tr>
<td>Stacy Thomas</td>
<td>Leeward Community College</td>
<td>455-484</td>
<td>455-0473</td>
<td><a href="mailto:sfreirei@hawaii.edu">sfreirei@hawaii.edu</a></td>
<td>Leeward Community College 96-045 Ala Ike Pearl City, HI 96782</td>
</tr>
<tr>
<td>Flo Wiger</td>
<td>Maui Community College</td>
<td>984-3234</td>
<td>244-0862</td>
<td><a href="mailto:flo_wiger@mauicc.hawaii.edu">flo_wiger@mauicc.hawaii.edu</a></td>
<td>Maui Community College 310 West Kaahumanu Avenue Kahului, HI 96732</td>
</tr>
</tbody>
</table>

To Contact the Chair of the UHCC Distance Education Committee

| Helen Sina         | Kaua’i Community College  | 245-8336 | 245-8232 | hsina@mail.kauaicc.hawaii.edu       | UH Center Kaua‘i Community College 3-1901 Kaumualii Highway Lihu‘e, HI 96766 |

MauiCC will contact its Educational Centers on Lana‘i and Moloka‘i and the University Center, Maui with relevant information and concerns. LeewardCC will contact its Educational Center in Waianae with relevant information and concerns. The UHCC Distance Education Committee Chair will contact the University Centers with relevant information and concerns.
Stacy Thomas – DE Coordinator

**Education & Experience:**
CA TVPRO - LCC  
AA Liberal Arts – LCC  
BA Communications – UHM  
Educational Technology Graduate Student – UHM  
   (Courses completed: Educational Media Technology, Technology for Teachers, Computers in Education, Instructional Design and Development, Visual Design)  
   (Courses enrolled F’00: Teaching and Training Technologies, Conducting Educational Technology Research)  
Producer/Director, Aloha Stadium ’91- to present  
DE Producer/Director, LCC ’94 – ’99  
LCC TVPRO Instructor – Advanced Directing and Studio Production – Summer ’97  
Production Manager, LCC ’98 – ’00  
WebCT TALENT Trainer, UHM ’99 – ’00  
DE Coordinator, LCC ’00

**Committee Work:**
UHCC DE Committee – ’98 – present  
LCC DE Committee – ’98 – present  
Chair, LCC DE Committee – ’99 – present  
DOIS DE Committee – ’00 - present  
DE Academic Support Committee – ’00 – present

**Facilitate:**
Over 600 DE students (State of Hawaii, U.S. Mainland, & International)  
Over 20 DE instructors  
Over 30 DE courses (Cable, Internet, Teleweb, CD-Rom)  
Communication/information to and from students, Div. Chairs, Faculty, Academic Support, Student Services, Clerical Staff, Administrators, UHCC, and Chancellors office.

**Innovation:**
LCC first in the UHCC system to have:  
DE Student Newsletter, "LCC CONNECTION"  
DE Student Academic Support Guidebook  
Incorporation of DE Courses into campus SOC  
DE Student Orientation, On-site, Statewide  
DE Student Orientation, On-site Statewide/Online (incorporating streaming video)  
DE Student Web/Teleweb instructor contact requirement  
Direct Marketing of DE courses via email to present/past DE students, corporate trainers, Non-profit & Social service organizations
MEMORANDUM

September 19, 2000

TO: Faculty Senate

FROM: Clifford Togo
       Director of Administrative Services

SUBJECT: Faculty Senate Motion No. 00-36
          Date Passed: August 30, 2000

Motion: The Senate strongly recommends immediate suspension of the campus re-keying project and a complete reporting to the Senate by administration regarding the need for and impact of such a project.

Comments: Re-keying of the campus is creating some problems. Some keys do not open doors they are supposed to; some office keys do not open restrooms; multiple keys are now needed to take the place of a single key. Some Senators questioned the need for campus re-keying as well as the expense of multiple keys.

Requested Response

Over the past several years, the college has issued hundreds of keys to faculty, staff and in some instances to students to access our facilities. Many of these keys have been lost, stolen or not returned when these individuals separate from the college. Unaccounted keys range from single office keys to Great Grand Master keys. Although the college has procedures to maintain control of keys, many disappear for some reason or another. As a result, the college proactively initiated a re-keying project to ensure the safety of our employees and property.

Thus far the BE, AM, GT, BS and DA buildings have all been re-keyed. The project is being phased-in over several years due to limited resources. The average cost per building for this project is about $2,500. There are 15 major buildings so the total cost for this project is about $37,500. The O&M staff are installing these locks minimizing the cost to just materials. During the re-keying project, we are working very closely with division/unit secretaries to determine who needs access to various rooms so we can provide keys with the least amount of disruption. Concurrently, we are trying to minimize the issuance of master keys for obvious reasons.
During the changeover, we are not denying any one access to rooms they need access to, however we are trying to limit the amount of master keys to those who absolutely needs them. This may result in some people requiring more than one key. The amount of buildings you will need access to will be a determining factor to the number of keys that will be assigned to you.

There are limitations to the keying system to effectively manage and maintain the integrity of the system. Keys are generally grouped by buildings and floors. We do have some flexibility to code certain areas to minimize the number of keys by placing same locks (i.e. the Campus Computer Lab). Whenever possible, we will try to minimize the number of keys in those areas.

All general classrooms (excluding labs), restrooms and hallway doors are opened and secured by our security staff on a daily basis. Faculty and staff should not need keys to access these areas. During instructional periods, please be reminded that these areas should not be locked. This makes it problematic for the next user of the room who may not have access to the room.

There will be some inconveniences as can be expected and we will try to accommodate everyone's needs. However, once the re-keying project is completed campus-wide, we will have a much more secured campus than we currently do. The old keys we are replacing can be duplicated very easily. The new keys are specially made and blanks are not available to the general public. Additionally, all new keys are numbered so, in the event it is found, we will be able to identify who the owner is and what rooms it has access to. Based on our numbered keying inventory we will also know what rooms may become vulnerable as a result of a lost or stolen key.

Mahalo for your understanding on this important safety and security college project. Should you have any further questions, please feel free to call me.

C: Mark Silliman
   Doug Dykstra
   Stella Ho-McGinnes