LEEWARD COMMUNITY COLLEGE
2001 – 2002 Faculty Senate

APPROVED Minutes of the April 3, 2002 Meeting

James Goodman, Chair
Jean Hara, Vice Chair
Jack Pond, Secretary


SPECIAL GUESTS: J. West, Pat Hurley, Barry Nakamura, Momie Kamahele.

CALL TO ORDER: The meeting was called to order at 3:30 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2002 meeting were read and approved with minor corrections to the Special Report on the PCATT Award.

REPORTS:

BUDGET AND PLANNING – Senator Kappenberg reported that all goals, objectives and action plans for the ADP are on spreadsheets and have been distributed to all units. Voting for priorities must be completed by Friday, April 5. An open meeting is planned for Tuesday, April 9 to report on the results of the voting. Following that, the Steering Committee will prepare the final version.

CURRICULUM COMMITTEE – Senator Buchanan brought several items to the Senate. The first was the Academic Subject Certificate in Hawaiian Studies intended to provide students with a strong introduction to the culture, language and history of Hawai‘i and the Native Hawaiian people. The proposed certificate enhances the Liberal Arts degree and prepares students with a strong foundation to complete their baccalaureate degrees in Hawaiian Studies or other fields of study at the University of Hawai‘i. The ASC supports Goals 3, 4 of the UH Strategic Plan and Goals C and D of the UH Community Colleges Strategic Plan.
### Required Courses

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<tr>
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### Elective courses (one)

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</table>

**TOTAL CREDITS**

18

Students choosing to take HIST 284 to satisfy the Arts and Humanities Group 2, REL 205 to satisfy the AH Group 3, and/or BOT 130 to satisfy the Natural Science Group 1 core requirements must complete other elective courses to earn a total of 60 credits required for the A.A. degree. Recommended electives include: HAW 201 and 202, LSK 110, ENG 217, HPER 124, MUS 112, 111, 121F, 122F, 121Z, 122Z, 173, 174, OCEAN 101, and ZOOL 200.

**Motion 02-10: To accept the Curriculum Committee's recommendation to approve the ASC in Hawaiian Studies.**

**PASSED – Unanimously**

The second item for Senate consideration was the addition of HAWST 107 Hawai‘i: Center of the Pacific (3 credits) to the Arts and Humanities Group 2 core. This course was passed as new at the February 20 meeting but must undergo approval for addition to the list of courses acceptable for the AH2 core for the A.A. Degree.

**Motion 02-11: To approve HAWST 107 as meeting the AH2 requirement for the General Education core.**

**PASSED – Unanimously**

The third item was the addition of BIOL 200 Coral Reefs (4 credits) to the Natural Science Group 1 core. This course was also approved as new at the February 20 meeting but must undergo approval for addition to the list of courses acceptable for the NS1 core for the A.A. Degree.

**Motion 02-12: To approve BIOL 200 as meeting the NS1 requirement for the General Education core.**

**PASSED – Unanimously**
The fourth item was the modification of several ART courses.

ART 105C  Change the prerequisite ART 105B to a recommended preparation
ART 243  Prerequisite language changed to ART 105C or equivalent
          experience or consent of instructor.
ART 244  Prerequisite language changed to ART 105C or equivalent
          experience or consent of instructor.

**Motion 02-13: To approve the modification of prerequisites for ART 105C, 243, and 244.**

**PASSED – Unanimously**

The final action item from the Curriculum Committee was to delete MUS 196 Twentieth Century Music. The course is not transferable, does not exist anywhere else, and has not been offered in years

**Motion 02-14: To approve the deletion of MUS 196.**

**PASSED – Unanimously**

The Curriculum Committee gave its approval for two experimental courses DMED 197K - Introduction to Web Graphics and DMED 297D - Desktop 3D Modeling and Animation. This approval does not require Senate action.

ACADEMIC/INSTITUTIONAL SUPPORT COMMITTEE – Senators Martin and Estrada reported that the committee held its last meeting earlier this afternoon. The topic was the bookstore. Minutes will be forthcoming.

LEGISLATIVE RELATIONS COMMITTEE – Senator Toyama reported that he was unable to find any evidence that the legislature is pursuing plans to plan the construction of a new UHWO campus at this time.

PROGRAM REVIEW COMMITTEE – Senator Levy reported that the Accreditation Implementation Committees’ work is progressing. Reports were due on April 1, and are currently being duplicated and distributed for an AIC Oversight Committee meeting on Friday, April 5.

**CHAIR’S REPORT:**

The Chair reported on several items that were discussed at the recent All Campus Council of Faculty Senate Chairs meeting in Hilo. Noteworthy was the modification of the working procedures of the ACCFSC which will now articulate its positions directly to the President/Chancellor without taking its opinion back to individual Senates for concurrence/vote. The issue of articulation was also discussed in some detail. According to the yet to be approved interim articulation policy (Memo from Mike Rota to Deane
Neubauer), in order to ease student transfer within the system, the Chancellors of each UH unit shall have the authority, with the advice of their respective faculties, to designate courses that may be used to fulfill the various GE requirements of other UH Units (Manoa, Hilo, West Oahu and the Community Colleges). The Chancellors also have the prerogative to submit individual courses for review as prescribed in Executive Policy E5.209. Each UH Unit will have the right to challenge courses certified by the Chancellor of another unit as being inappropriate for a designated category of the requirements. Challenges will go before the University Council on Articulation. Students who complete an Associate in Arts degree from any of the UH CCs will continue to be considered as having fulfilled the General Education requirements at any of the UH baccalaureate granting institutions. However, it was significant to note that the revised UHM General Education Core now consists of only 31 credits. Senator Pond questioned whether students at the CCs would continue to follow our AA degree requirements that might consist of courses no longer required at UHM. The result might be that the CC students may transfer sooner, and fewer may transfer before completing the AA degree. The implications of the revised UHM core deserve further study and consideration. The revised UH core can be found in the new UHM Catalog.

OLD BUSINESS:

✓ Senator Pond reported that Stu Uesato is working to determine the current balance of the BOSP including unspent funds from previous semesters, a task he inherited when Stella McGInnes left. It is reported that the unspent, carryover balance may be as high as $80,000.

ANNOUNCEMENTS:

✓ Next meetings: April 24, May 8.

ADJOURNMENT: The meeting was adjourned at 5:40 P.M.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
I Approval of Minutes

II Reports
A. Standing Committee Chairs
   1. Budget and Planning—Judy Kappenberg, Mike Reese
   2. Faculty—Warren Imada
   3. Elections—Paul Lococo
   4. Academic/Institutional Support—Cindy Martin, Zeny Estrada
   5. Legislative Relations—Ralph Toyama
   6. Program Review—Gail Levy, Kathy Hill
   7. Student Committee—Donnabelle Pascual
   8. Curriculum—Nancy Buchanan

B. Ad Hoc Committees
   1. Senate Service Committee—Ray Tanimoto
   2. UHWO/LCC Task Force—Jim West

C. Chair’s Report
   1. All Campus Faculty Senate Chair’s Meeting at UH-Hilo 03-15-02
      a. UH Chief Financial Officer Wick Sloane.
      c. New Operating Procedures for the ACCFSC.
   2. UH Strategic Planning STs at KCC 03-16-02.
   3. CC Strategic Planning groups at WCC 03-22-02.

III New Business
A. What’s on your mind?

IV Announcements
A. Spring 2002 Meeting Dates:
   April 24, May 8.
The following proposals have been reviewed by their respective subgroups and passed unanimously by the full Curriculum Committee. We ask that the Faculty Senate accept our recommendations for the following:

**Academic Subject Certificate in Hawaiian Studies**

This ASC will provide a strong introduction to the culture, language and history of Hawai‘i and the Native Hawaiian people. The proposed certificate enhances the Liberal Arts degree and prepares students with a strong foundation to complete their baccalaureate degrees in Hawaiian Studies or other fields of study at the University of Hawai‘i.

The College will integrate the certificate program with its outreach, recruitment and retention programs, including Title III. It will provide a vehicle for recruiting and retaining more Native Hawaiian students, thus addressing the issue of under-representation of Native Hawaiian students in higher education.

This ASC supports Goal 3 (Continue to Champion Diversity and Respect for Differences) and Goal 4 (Strengthen the University as the Premier Resource in Hawaiian, Asian, and Pacific Affairs, and Advancing Its International Leadership Role) of the University of Hawai‘i Strategic Plan. It also supports Goal C (Recruit and undertake special efforts to retain under-represented student populations, especially Hawaiians) and Goal D (Expand course offerings and promote increased enrollment in Hawaiian, Asian, and Pacific languages, history, and cultures) of the University of Hawai‘i Community Colleges Strategic Plan.

**Academic Subject Certificate Required Courses**

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Plus one course selected from the following

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</table>

Students choosing to take HIST 284 to satisfy the Arts and Humanities Group 2, REL 205 to satisfy the Arts and Humanities Group 3, and/or BOT 130 to satisfy the Natural
Sciences Group 1 core requirements must complete other elective courses to earn a total of 60 credits required for the A.A. degree.

**Recommended Electives:**

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</thead>
<tbody>
<tr>
<td>HAW 201</td>
<td>Intermediate Hawaiian I</td>
<td>4 cr</td>
</tr>
<tr>
<td>HAW 202</td>
<td>Intermediate Hawaiian II</td>
<td>4 cr</td>
</tr>
<tr>
<td>LSK 110</td>
<td>Relaxation, Concentration and Memory (Halau Ike)</td>
<td>3 cr</td>
</tr>
<tr>
<td>ENG 217</td>
<td>Writing About O'ahu</td>
<td>3 cr</td>
</tr>
<tr>
<td>HPER 124</td>
<td>Dances of Hawai'i</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Hawaiian Ensemble I</td>
<td>2 cr</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Hawaiian Ensemble II</td>
<td>2 cr</td>
</tr>
<tr>
<td>MUS 121F</td>
<td>Slack Key Guitar I</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 122F</td>
<td>Slack Key Guitar II</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 121Z</td>
<td>Ukulele I</td>
<td>2 cr</td>
</tr>
<tr>
<td>MUS 122Z</td>
<td>Ukulele II</td>
<td>2 cr</td>
</tr>
<tr>
<td>MUS 173</td>
<td>Hawaiian Music Interpretation I</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 174</td>
<td>Hawaiian Music Interpretation II</td>
<td>3 cr</td>
</tr>
<tr>
<td>OCEAN 101</td>
<td>MOP Seminar</td>
<td>1 cr</td>
</tr>
<tr>
<td>ZOOL 200</td>
<td>Marine Biology</td>
<td>4 cr</td>
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**BIOL 200 Coral Reefs (4 credits) Add to NS1 Core**

Prerequisites: A grade of “C” or higher in English 21 or 22.

This designation is appropriate because:

1. The course includes a broad coverage of biological topics such as cell and organism physiology, phylogeny and diversity, development, ecology and evolution that are part of a biology curriculum.
2. The course meets the new Diversification hallmarks at UHM, specifically the two-thirds guideline designation criterion being used to determine if courses will be included in the core. One hundred percent of BIOL 200 uses the terminology of the biological sciences, involves knowledge and theories relating to processes in the biological sciences, and demonstrates inquiry that is guided by observation/experiment and reasoning/mathematics.
3. This course will also meet the standards for a biological science laboratory course under the new system. It will use the laboratory methods of the biological or physical sciences; involve processes and issues of design, testing and measurement; and demonstrate the strengths and limitations of the scientific method.
4. BIOL 200 is taught as a NS1 core course at Windward CC and Maui CC.
HAWST 107 Hawai'i: Center of the Pacific (3 credits) Add to AH2 Core
Prerequisites: Eng 21 and Eng 22 with a grade of C or better or equivalent or instructor approval.

This designation is appropriate because:

1. The course has an integrated curriculum that provides broad coverage of topics including the humanities, arts, language arts and social science.
2. The course addresses Goals III (Champion Diversity) and IV (Premier Resource in Hawaiian, Asian and Pacific Affairs) of the University of Hawai'i Strategic Plan.
3. The course addresses Goals C (Recruit and retain under-represented student populations, especially Hawaiians) and D (Expand course offerings in Hawaiian, Asian, and Pacific languages, history, and cultures) of the University of Hawaii Community Colleges Strategic Plan.
4. This course is being taught successfully at Kapiolani CC, Maui CC, Windward CC, and Kauai CC. It is also taught at UHM.

ART 105C Introduction to Ceramics (Wheel Throwing) (3 credits) Modification

The modification will change ART 105B from a prerequisite to recommended preparation. Art 105C is also an introductory level class. Completion of 105B is not critical for success in 105C.

ART 243 Intermediate Ceramics, Hand Building (3 credits) Modification
Prerequisites: Art 105B or equivalent experience and consent of instructor.

Prerequisite language changed from “Art 105B or consent of instructor” to above. This change clarifies prerequisites for the student.

ART 244 Intermediate Ceramics, Wheel Throwing 2 (3 credits) Modification
Prerequisites: Art 105C or equivalent experience and consent of instructor.

Prerequisite language changed from “Art 105C or consent of instructor” to above. This change clarifies prerequisites for the student.

MUS 196 Twentieth Century Music (3 credits) Deletion
Prerequisites: Mus 108 with a grade of C or better.

The course is not transferable, does not exist anywhere else, and we do not intend to teach it.
Experimental Courses

The Division Chair, the Curriculum Committee Chair, and the Acting Dean of Instruction have approved the courses listed below on an experimental basis. They will be active for two years. At that time, they must be proposed as regular courses and proceed through the curriculum review process if they are to continue to be offered in the future.

DMED 197K       Introduction to Web Graphics
DMED 297D       Desktop 3D Modeling and Animation
ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS
MINUTES OF MEETING
15 MARCH 2002
UNIVERSITY OF HAWAII AT HILO

Present: Robert Fox, Charles Whitten, Nina Buchanan, Mary Goya, Neghin Modavi, Judy Guffey, Kathryn Hoffman, James Goodman, Margie Kelm, Jerry Saviano, Donna Fukuda, Rosie Woodruff, Joanne Cooper, Carmela Tamme, Ames McGinnis, from NCHEMS, Colleen Sathre, Karl Kim, Bill Pearman, Barbara Polk and Mike Rota were recognized.

The meeting began with a discussion with Wick Sloane, who discussed the current budget problems faced by the University. Various members of the ACCFSC asked questions about what faculty members could do and Mr. Sloane urged faculty members to exercise their constitutional rights to express their concern to the legislature. Some members expressed concerns about blanket freezes in hiring APT and other support personnel and wondered why individual campuses weren't given the freedom to make their own choices. The issue of positions which would be vacated after 89 days of casual hire was raised.

Following this discussion, members raised several questions with assembled administrators about such things as system articulation, budget constraints, system reorganization, strategic plan, etc. Some short term “growing pains-type” problems with General Education articulation were raised and the ACCFSC was informed that a recommendation was being prepared to invite Chancellors to reach a concordat on the subject. Administrators were encouraged to try to accomplish the same end through faculty, rather than administrators.

Administrators then left the meeting and the ACCFSC continued on Council business.

There was unanimous agreement that minutes would be more effective if they summarized discussions, rather than sought to recount them comment by comment.

The central business item was consideration on first reading of changes in the Council Working Procedures. There was some discussion about the difference between changing the Charter (which requires approval from the constituent Senates) and Working Procedures (which requires a majority of Council members present. (Nota bene: It appears that ONE reading is
sufficient to modify the Working Procedures.). Note was made of the fact that the Charter speaks to a single Convener of the Community College Council of Faculty Senate Chairs even though that group currently has two Co-Conveners and the fact that the UHH Instructional Faculty Coordinating Council has been superceded by the UHH Congress (see “Officers”) but no consensus on a course of action was reached.

After considerable discussion, the following modified Working Procedures were adopted. (New material is underlined. Deleted material is struck out.)

ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS
WORKING PROCEDURES FOR COUNCIL
January, 1994

Modified March, 2002

1. The Council will meet in alternating months monthly during the academic year: September, November, January, March, and May, if needed.

2. Each Senate will have one vote; however, two people per Senate are urged to attend for reasons of continuity. At the last meeting of each academic year (usually in May), Senates will send both their outgoing and incoming representatives to the ACCFSC meeting. Further, for reasons of continuity, the ACCFSC will conduct an annual retreat for incoming and outgoing representatives.

3. The Co-conveners will chair meetings, rotating alphabetically and, if needed, will share the duties of meeting secretary, rotating alphabetically. shall constitute the Executive Committee of the ACCFSC. At the annual retreat, the Council will elect an ACCFSC Chair, Vice Chair and Secretary from among the Co-Conveners. Minutes will be published and sent to everyone listed as a member of ACCFSC within one week of the conclusion of the meeting.

   The duties of the Chair shall be limited to running the meetings and acting as liaison to other bodies.

4. The Co-conveners will act as an executive committee, meeting in alternate months from the full council. See resolution of 1/21/94. The Co-conveners, after consulting with the ACCFSC membership, shall annually submit a request for funds to operate the Council to the office of UH President. The budget shall include adequate funds for travel and other costs associated with each meeting of the ACCFSC.

5. The members present constitute a quorum.
6. The ACCFSC will vote only on procedural issues and issues affecting the workings of the council. If a consensus cannot be reached through discussion, a simple majority of the members present will determine action. The ACCFSC may discuss those issues which it believes are necessary to carry out its mandate as described in its Charter and shall articulate those positions which it believes best represent the views of, and best interests of, the University of Hawaii faculty.

7. All resolutions and Votes involving academic and other matters brought before the council will be forwarded to each member Senate for its vote.

87 Ad hoc committees will be formed as needed.

9.8 These working procedures can be amended at any council meeting by a majority of those members present.

10.9 This set of working procedures will be in effect until a set of by-laws are completed for the council.
ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS
WORKING PROCEDURES FOR COUNCIL

January, 1994

(Modified March, 2002)

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University of Hawai‘i  
Interim Policy Memorandum on Articulation

In recognition of the complexity and time-consuming nature of implementing a new set of General Education requirements and of the need to ensure the continued articulation of courses and transfer of students into baccalaureate colleges during this change, the following policies and procedures shall be in effect until such time as a revised procedure for articulation of courses within the University is developed and implemented. It is understood that procedures for various concerns below may be adopted at different times. Each will supersede this memorandum when implemented.

1. The Chancellors of each UH unit shall have the authority, with the advice of their respective faculties and academic administrators, to designate courses that may be used to fulfill the various General Education requirements of other UH Units (UH Mānoa, UH Hilo, UH West O‘ahu, and UH Community Colleges), or submit individual courses for review as prescribed in Executive Policy E5.209. All courses approved by the Chancellors to meet University baccalaureate general education requirements shall be accepted in transfer for the purposes designated. In determining the appropriate designation for specific courses, the Chancellor shall make use of the particular area hallmarks adopted by the receiving campuses.

2. The current procedures for designating Writing Intensive (WI) courses shall continue to apply.

3. The UH unit chief academic officer shall have the right to challenge courses certified by the Chancellor of another unit as being inappropriate for a designated category of the requirements. Challenged courses will be reviewed by the University Council on Articulation (UCA) unless they are withdrawn by the Chancellor, or unless a simpler method of resolving the difference is agreed upon by the Chancellor and the chief academic officer of the receiving Unit.

4. The student who completes an Associate in Arts degree from any of the UH Community Colleges will continue to be considered as having fulfilled the General Education requirements at any of the UH baccalaureate granting institutions.

5. Courses taken by community college students through Fall 2002, that serve for Foundation requirements and also carry Writing Intensive designations at UH Mānoa, shall count for both purposes. For courses completed thereafter, the UH Mānoa decision that courses may not count simultaneously in both of these areas will apply to students transferring to UH Mānoa.

6. The System Academic Affairs Council is delegated the responsibility of drafting a revised version of Executive Policy E5.209 in consultation with the campus’ faculty and administration, that will reflect the changes in the various general education requirements, that will operate efficiently, and that will demonstrate our commitment to operating as a system; for approval by the Vice President for Academic Affairs.

Approved: ___________________________ Date ___________________________