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

APPROVAL OF THE MINUTES: The minutes of the November 28, 2001 meeting were read and approved.

**Motion 01-40 (Dabrowski/Lococo): To adjourn the regular meeting and go into executive session to receive a report from James West on UHPA business.**

**PASSED – Unanimously**

The meeting was recalled to order at 4:00.

REPORTS:

CURRICULUM – Senator Buchanan brought several items before the Senate from the Curriculum Committee.

**ART 112 Digital Art 3 credits (Modification)**

This modification changes ICS 100 from a prerequisite to a recommended preparation (along with BUS 101).

**ART 202 Digital Imaging 3 credits (Modification)**

This modification deletes ART 107 as a prerequisite for ART 202.
Motion 01-41: To accept the modifications for ART 112 and ART 202.

PASSED – Unanimously

LSK 110 College Success Strategies 3 credits (Modification)
This modification will change the course title and modify the course content to blend it with the course content from IS 197C as taught in the Hala ike O Puuloa (Title III).

Motion 01-42: To accept the modification for LSK 110.

PASSED – Unanimously

IS 210 College and Career Portfolio Development 3 credits (New)
This new course is being proposed by the Hala u as part of the package offered to its students. This course will assist them in developing the skills needed to function effectively in an academic setting and in the broader world and includes a service learning, career related or other independent project. Prerequisite: ENG 22. Rec. Prep: LSK 110, SP 151, MATH 24.

Motion 01-43: To approve IS 210 as a new course.

FAILED – Y=0; N=16; Ab=0

The course is being sent back to the division so that the proposers can answer questions about comparisons with similar classes on campus (OAT/BUS 144 and 143E and IS 104 and 105), consult with the BT and Student Services Divisions, and demonstrate division support of the course. There is also to be a more accurate reporting of the division vote for, against, and abstained for this proposal.

DANCE 108 Hatha Yoga: Beginning 3 credits (New)
This course will replace DANCE 198 that has been offered as an experimental course for the past three semesters.

Motion 01-44: To approve DANCE 108 as a new course.

PASSED – Unanimously

ART 222 Virtual Reality 3 credits (New)
ART 222 will teach students how to plan, create and draw a virtual world environment for Multimedia and the Internet using QTVR (QuickTime Virtual Reality). Prerequisite: DM 121 or approval. Rec. Prep: ART 202

Motion 01-45: To approve ART 222 as a new course.

PASSED – Unanimously
The Committee then presented a package of new courses in DMED.

**DMED 140 Introduction to Motion Graphics 3 credits (New)**

This course teaches the basic 2-D animation techniques for film, television and multimedia. It will include the history of animation, theories of 2-D animation techniques, editing skills, and production of video animation projects that will be viewable on the Internet. Prerequisite: ART 112 or approval. Rec. Prep: ART 111 (or 197D) and DMED 130.

**DMED 200 Electronic Portfolio 3 credits (New)**

This course will teach students how to digitize and store student portfolio projects and develop them into presentation formats (CD-ROM, DVD, etc.). This is the terminal course for the CC in Digital Media Production. Prerequisites: DMED 121 or 197B, DMED 131 or 197C, and DMED 113 or 197E for DMED majors; and ART 111, 112, 115, and 202 for Art majors. Rec. Prep: DMED 130

**DMED 221 Advanced Web Page Design 3 credits (New)**

This course covers the planning, creation and design of an advanced professional Web site incorporating audio, video and digital graphics and user interaction. Prerequisite: DMED 121. Rec. Prep: DMED 122

**DMED 240 Motion Graphics 3 credits (New)**

This course focuses on advanced 2-D animation techniques for film, television and multimedia. Prerequisite: DMED 140. Rec. Prep: ART 111, DMED 130, DRAMA 230.

**DMED 241 Introduction to 3-D Animation and Visual Effect 3 credits (New)**

This is a course in the design and production of 3-D animation and visual effects for film, television and multimedia application. Prerequisite: DMED 140. Rec. Prep: Art 111 and DMED 130.

**Motion 01-46: To approve DMED 140, 200, 221, 240, and 241 as new courses.**

PASSED – Unanimously

The Committee also presented two new certificate programs.

**Certificate of Competence in Motion Graphics** will prepare students for a variety of careers in the film, television and multimedia industries. It will consist of

- DMED 140 Introduction to Motion Graphics
- DMED 240 Advanced Motion Graphics
- DMED 241 Introduction to 3-D Animation and Visual Effects
Certificate of Competence in Virtual Reality will provide training in practical, technical and theoretical Virtual Reality skills used by graphic arts and allied industries in the areas of Web advertising and training promotion. It will consist of:

- ART 202  Digital Imaging
- DMED 221  Advanced Web Page Design
- ART 222  Virtual Reality

Motion 01-47: To approve the two new Certificates of Competence in Motion Graphics and Virtual Reality.

PASSED – Unanimously

Finally, the Committee submitted a list of courses that have been approved as experimental by their respective Division Chairs, the Curriculum Committee Chair, and the Dean of Instruction. These courses will be active for two years after which time they must be proposed as new courses if they are to be offered in the future. This does not require Senate action.

- HSERV 197F  Community Needs Assessment
- OPT 97I  Optical Theory II
- OPT 97J  Ophthalmic Business Management

ACADEMIC AND INSTITUTIONAL SUPPORT – Senator Martin reports that this committee has met and is planning another meeting on Jan. 28, 2002.

STUDENT COMMITTEE – Senator Pascual reports that plans are nearly finalized for the Opening Day Experience to be held on Jan. 10, 2002. Bob Hochstein will M.C. Faculty are encouraged to participate.

CHAIR’S REPORT: Chair Goodman reported on a request for eleven (11) faculty volunteers to serve on the UHCC Strategic Plan Steering Committee that will meet on Jan. 11, 2002. To date, Senators Lococo, Kappenberg and Estrada have agreed to serve as have former Senate Chairs Curriivan, Hochstein, and West. Bob Uesato and Lani Uyeno and several members from Student Services have been invited. Senator Imada and Grace Miller volunteered if needed. The top issues that this committee will address are 1) Faculty and Staff issues, 2) Articulation, 3) Student (and faculty) Information System, 4) Communications/Building a University Culture, and 5) International Education. Secondary issues include 1) Connections with the Workplace/Community, 2) Student Support Resources, 3) Curriculum Development/Coordination, 4) System Management and Co-ordination, 5) Streamlining Administrative Processes, and 6) Facilities Development, Maintenance and Operations. Additional issues are Accountability; Technology; Vision, Mission and Planning; Enrollment Management; Distance Education; Diversity; Budget Development and Allocation; and Access.

The Chair also reported that a special committee of Community College Faculty Senate Chairs met and prioritized EIF proposals. Three from LCC were funded.
As a follow-up, the Chair reported that Nancy Buchanan from Student Services and Morgan Keene from OCET have been appointed to serve on the Phase II Reorganization Committee in response to a Senate concern that these two groups were not represented on the committee.

ANNOUNCEMENTS:

Faculty are encouraged to attend Commencement exercises to be held Friday, Dec. 21, 2001. Senator Pond will MC and represent the Faculty Senate.

Next meeting is January 23, 2002

ADJOURNMENT: The meeting was adjourned at 5:40 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
I Approval of Minutes

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

B. Chair’s Report
   1. Joint Faculty Senate Chairs/Provosts Meeting, Chancellor’s Office.
      a. System Goals reviewed.
   2. EIF Proposals Recommendations,

III Old Business
   1. Send suggestions to Assoc. Professor Brent Sipes (sipes@hawaii.edu).
B. Chloe Holland Service Committee--
   1. Proposal to expand the scope of the committee.

IV New Business
A. Two Senate Representatives for Faculty/Staff Campaign (Leslie at 455-0668 or leslie.allen@uhf.hawaii.edu)

V Announcements
A. Wishing all a Merry Christmas and a Happy New Year.
B. Next meeting: January 23.
C. Spring 2002 Meeting Dates:
   January 23, February 13, March 6, April 3, April 24, May 8.
### Summary of Changes to Leeward CC's Approved Operational Expenditure Plan FY 2001-2002

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1% Merit Pay for Faculty</td>
<td>(97,000)</td>
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<tr>
<td>10% Unfunded Collective Bargaining (all unions)</td>
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<td>Payroll Lag Adjustment from Prior Year (overestimated)</td>
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<td>Additional Assessment for Workers Comp and Unemp Ins</td>
<td>(84,441)</td>
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<tr>
<td>Additional Assessment for UHCC Marketing</td>
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<td>Additional Funding for Sabbatical Replacement</td>
<td>20,420</td>
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<td>Reduction of Supplemental Electricity Allocation</td>
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<tr>
<td>LCC's Share of 1% Governor's Restriction</td>
<td>(129,888)</td>
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<tr>
<td>Additional Tuition Revenue from Fall 2001 (0.5% more)</td>
<td>111,428</td>
</tr>
<tr>
<td><strong>Total Net Change (reduction)</strong></td>
<td><strong>(255,040)</strong></td>
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CURRICULUM COMMITTEE REPORT
TO THE FACULTY SENATE
DECEMBER 12, 2001

The following course proposals have been reviewed by their respective subgroups and passed by the full Curriculum Committee. The ART 112 and Certificate of Competence in Motion Graphics passed with a 13-For/0-Against vote. All other proposals passed with a 14-For/0-Against vote. We ask that the Faculty Senate accept our recommendations for the following:

**ART 112 Digital Art (3 credits) Modification**
This modification changes ICS 100 from a prerequisite to recommended preparation.

**ART 202 Digital Imaging (3 credits) Modification**
This modification deletes ART 107 (Photography) as a prerequisite for ART 202.

**LSK 110 College Success Strategies (3 credits) Modification**
The modifications for LSK 110 blend the approved LSK 110 course with IS 197C, the experimental course developed as part of the Halau. This course will acquaint students with the college and its services, prepare students for success in all college courses, and help students begin to explore career options. Students will (1) focus on learning and study skills, critical thinking, basic computer skills, and presentation skills while reinforcing reading, writing, and math skills; (2) learn to improve their ability to recall both spoken and written materials (memory and concentration skills), visualize concepts, control their anxieties in high stress situations such as during public speaking and test taking (relaxation techniques), and develop a positive image of themselves as effective learners; (3) engage in a service learning or other independent project; and (4) learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students.

**IS 210 College and Career Portfolio Development (3 credits) New Course**
In order to learn to function comfortably and effectively in an academic setting and in the broader world, students will (1) assess their aptitudes, interests, abilities, skills, values and career opportunities; (2) learn to adapt their own cultural and personal learning styles to college and the business world; (3) apply their computer skills in designing a portfolio to include a resume and other pertinent career-related documents; (4) develop computer and research skills to produce an independent computer/research project; and (5) complete a service learning; career-related, or other independent project. Opportunities will be provided for students to blend creatively the various components of the course. Outside of class time, students might also be required to attend cultural colloquia or events; as appropriate, activities will focus on cultural issues and culture.
DANCE 108 Hatha Yoga: Beginning (3 credits) New Course

DANCE 108 will replace DANCE 198 which has been offered as an experimental course for the past three semesters. The course focuses on the practice, theory and history of the yoga tradition with the emphasis on the practice of hatha yoga postures. Sanskrit terminology is incorporated throughout the course.

ART 222 Virtual Reality (3 credits) New Course

ART 222 is a course in how to plan, create, and design a virtual world environment for Multimedia and the Internet. This course takes the student through the entire range of QTVR (QuickTime Virtual Reality) development including panorama, object and hotspot. Prereq: DM 121 or approval †/Rec Prp: Art 202.

DMED 140 Introduction to Motion Graphics (3 credits) New Course

This course teaches basic 2-D animation techniques for film, television and multimedia. For the first third of the course, students will learn the history of animation and the theories of two-dimensional animation techniques from film and television production. The second third of the course will be spent in learning the editing tools necessary to edit animated films. The final third of the course will be spent completing video animation projects with further introduction to new software packages that can add final effects and titles. Students will be introduced to the programs that will make their multimedia work available to viewers over the Internet and learn how to export their final projects to digital video. Prereq: Art 112 or approval †/Rec Prp: DM 111 (C-170) ‡/DMED 130

DMED 200 Electronic Portfolio (3 credits) New Course

This is a course in how to digitize and store student portfolio projects using a range of technologies and multimedia elements. This course asks students to summarize all work done in previous courses. The work will be developed into presentation formats such as CD-ROM, DVD, video and the Internet. This is the terminal course for the Certificate of Completion in Digital Media Production. Prereq: DMED 121 or 197B DMED 121 197C 197E

DMED 221 Advanced Web Page Design (3 credits) New Course

This course covers how to plan, create and design an advanced professional Web site that incorporates audio, video and digital graphics as well as user interaction. It includes the applications of common graphic tools available in Web layout design and typography as well as the artistic principles and techniques of Web page design and layout. It examines the graphic design process from concept to production. Prereq: DMED 121 †/Rec Prp DMED 122.
DMED 240 Motion Graphics (3 credits) New Course

This course focuses on advanced 2-D animation techniques for film, television and multimedia. Students will further enhance motion concepts in animation and develop advanced compositing, sound and editing skills.

DMED 241 Introduction to 3D Animation and Visual Effect (3 credits) New Course

This is a course in the design and production of 3-D animation and visual effects for film, television and multimedia applications. Topics include three-dimensional rendering; the relationship between 2-D and 3-D animation; and multimedia concepts and production procedures. Prereq. DMED 140 Rec Prep Art 111 DMED 130

Certificate of Competence in Motion Graphics

DMED 140 Introduction to Motion Graphics
DMED 240 Advanced Motion Graphics
DMED 241 Introduction to 3D Animation and Visual Effects

The objective of the certificate is to prepare students for a variety of careers in the industries of film, television and multimedia. This certificate teaches students the basics of 2-D and 3-D animation to form a digital literacy core. Students will develop a strong foundation in digital art, visual and information design, and animation for film, television and multimedia.

Certificate of Competence in Virtual Reality

ART 202 Digital Imaging
DMED 221 Advanced Web page Design
ART 222 Virtual Reality

The objective of this certificate is to provide training in practical, technical, and theoretical Virtual Reality skills used by the graphic arts and allied industries in the areas of Web advertising and training promotion. The certificate provides exposure and practical experience in the application and use of common Virtual Reality software packages including illustration and business graphics.

Experimental Courses

INFO ONLY:

HSERV 197F Community Needs Assessment
OPT 97I Optical Theory II
OPT 97J Ophthalmic Business Management
Voting process: Each of the 20 plan committee members were given four votes in the first round. These could be used to vote on one or more issues. Total votes in this round are shown in parentheses. The five top issues were selected and became the "A" list. Each member had four votes for the remaining items, with totals in brackets.

The "A" List:

Faculty and Staff Issues (16)
- Workload, salaries
- Professional development

Articulation (9)
- Common core?, unified numbering system?, smooth transfer of students

Student (and faculty) Information System (8)
- On-line application, registration, records

Communications/ Building a University Culture (8)
- Develop communications infrastructure, including teleconferencing
- Better communication generally
- Promoting faculty, staff and administration trust

International Education (7)

The "B" List:

Connections with the Workplace/Community (2) [16]
- Role as an economic development agent
- Monitoring and serving community needs
- K-16 integration
- Making teacher education available State-wide
- Find ways to make the community feel part of the University

Student Support Resources (6) [9]
- Bursar system
- Disabilities specialists on all campuses
- Sharing of expertise among campuses
- Student housing
- Financial assistance to needy students
- More counselors, or faculty advising?

Curriculum Development/Coordination (5) [9]
- Inter-campus learning communities
- Bachelor's degrees at CCs
- Remedial education–system responsibilities?

System Management and Co-ordination (4) [9]
- Horizontal integration of functions?
- Centralization/decentralization
- Personnel to support system coordination
- Coordinating curriculum development (e.g., what bachelor's degrees at CCs?)
- Common calendar
Streamlining Administrative Processes (5) [7]
Greater campus autonomy for operational decisions: travel authorization, purchasing, hiring flexibility, etc.
Save money on staff by reducing bureaucracy
Separate from the civil service system

Facilities Development, Maintenance, and Operations (3) [8]

Others:

Accountability, Educational Accountability (1) [1]
Student tracking, retention, transfer and placement
Learning outcomes

Keeping up with Technology (1) [1]
For students, faculty and staff
Require students to buy computers?

Vision, Mission, Goal Setting, Strategic Planning (0) [1]
Reviewing/defining the UH mission
Defining differential campus missions, identities
Name change/Brandin
Marketing as a system, projecting quality

Enrollment Management (1) [0]
Recruitment, locally, nationally and internationally
Admissions, retention
Enrollment targets

Promoting a Service Attitude (0) [0]
In staff support functions
Focus on student satisfaction

Distance Education (0) [0]
A system office? System degrees?

Diversity (0) [0]

Budget Development and Allocation (0) [0]
Make systematic, linked to planning
Opportunity to make a case for one's budget
Find ways to save money: automatic lights

Access (0) [0]
The Faculty Senate

The Board of Regents chartered the Faculty Senate to be the primary voice of faculty in the academic governance of the college. All faculty holding Board of Regents positions are eligible to serve on The Faculty Senate. The faculty elects twenty-one members at large with half of the Senate elected each year. The Faculty Senate also allows two nonvoting guests to participate but not vote at its meetings—one representing Lecturers, who are ineligible to serve on the Senate and another representing students who are also ineligible to serve on the Faculty Senate.

The Faculty Senate is the chief academic policy recommending and advisory body of the Faculty. It remains the primary vehicle for maintaining and developing the curriculum of the college and advising the Provost on academic policies, The Faculty Senate is also charged with conveying to the Provost a uniquely faculty view on budgetary matters, planning issues, financial expenditures and campus priorities. It has sometimes been euphemistically referred to as the watchdog of the faculty.

The Faculty Senate elects its own leadership and these leaders represent the Faculty on broad based system policy recommending bodies such as the All Campus Faculty Senate Chair, which brings together the many Senate chairs from across the system. In addition to providing its own input to the Provost, Chancellor of Community Colleges, President of the University of Hawaii or Board of Regents of the University of Hawaii, the Faculty Senate is also one of the constituency groups represented on the Campus Council.