

SPECIAL GUESTS: Haoli Foster, Student Senator; Momi Kamahele, A&H; Barry Nakamura, A&H; Barbara Saromines-Ganne, Acting Chair, A&H; Angelica Austria, student.

CALL TO ORDER: The meeting was called to order at 3:23 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the January 23, 2002 meeting were read and approved.

SPECIAL REPORT (Follow up): The Senate reiterated its concern about the reserves held in the Board of Student Publication fund. It wants to know exactly how much is in the reserves and how that money will be spent.

Motion 02-02 (Imada/Lococo): To request a report from the Dean of Student Services that reflects the current balance, past funding and expenditures, and projected funding and expenditures of the Board of Student Publication fees.

PASSED – Unanimously

COMMITTEE REPORTS:

ELECTIONS – Senator Lococo requested assistance from Senators to help with the Mentoring/Dossier workshop planned for Wednesday, March 6 between 1:30 and 3:00. If any Senators are interested, they should contact Senators Lococo or Martin.
CURRICULUM – Senator Buchanan reported on several actions taken by the Committee. The first was an Academic Subject Certificate in Digital Art (18 credits). With the advent of computer graphics, the College has begun to offer classes that combine art and the new digital technology such as Digital Art, Digital Drawing and Digital Imaging. This academic subject certificate supports students who have an interest and talent in art and digital media and prepares them for further academic study or the workplace. It consists of the following courses:

Core Prerequisite: ART 101

Core Courses for the Certificate:  
- ART 111 Digital Drawing 3cr  
- ART 112 Digital Art 3cr  
- ART 202 Digital Imaging 3cr (Spring only)  
- DMED 121 Web Page Design 3cr  
- DMED 200 Digital Portfolio 3cr (Spring only)

Electives (students select one):  
- ART 115 Design 3cr  
- DMED 113 Layout Design 3cr  
- DMED 130 Digital Storyboard 3cr (Fall only)  
- ART 222 Virtual Reality 3cr (Spring only)

Total Credits Required: 18

Motion 02-02: To accept the Curriculum Committee’s recommendation to approve the Academic Subject Certificate in Digital Art.

PASSED – Unanimously

The Committee also submitted several new courses and course modifications.

HAWST 107 Hawai‘i: Center of the Pacific (3 credits) - New Course. An introduction to the unique aspects of the native point of view in Hawai‘i and the larger Pacific with regard to origins, language, religion, land, art, history and modern issues. The course will serve as in foundation for all other Hawaiian Studies courses. Prerequisites: ENG 21 and ENG 22.

Motion 02-03: To accept the Committee’s recommendation for HAWST 107 as a new course.

PASSED – Unanimously

SPAN 101 Elementary Spanish I (4 credits to 3 credits) Modification, and  
SPAN 102 Elementary Spanish II (4 credits to 3 credits) Modification. The Spanish Division at UHM has switched its Elementary Spanish courses to three credits each
beginning in the Fall 2002. The LCC Spanish faculty has decided to adopt the same policy. A decision by LCC not to adopt this policy could result in a loss of Spanish students.

Motion 02-04: To change Spanish 101 and 102 courses from 4 credits each to 3 credits each.  

PASSED – Unanimously

BIOL 200 Coral Reefs (4 credits) New Course. An introduction to the biology, ecology and geology of coral reefs. Emphasis will be on Hawai‘i’s coral reefs, but comparisons will be made among reefs from other areas. Course to include one three-hour laboratory per week. Prerequisites: ENG 21 and ENG 22.

Motion 02-05: To accept the Committee’s recommendation for BIOL 200 as a new course.  

PASSED - Unanimously

ACADEMIC AND INSTITUTIONAL SUPPORT – Co-chairs C. Martin and Z. Estrada reported that the committee has held three meetings. The first meeting on Dec. 5, 2001 was largely organizational and generated a list of topics for discussion at future meetings. The second meeting was attended by special guest Derrick Uyeda, Auxiliary Services Officer, who discussed a range of topics that included lack of smoke detectors and sprinklers on campus, campus railing, parking lot lights, upgrades to the food service area of the Campus Center, ability to dim lights in classrooms for TV or overhead viewing, air conditioning, leaks, etc. As a direct result of this meeting, several changes are now planned. Other campus improvement projects have been planned or underway for some time. The third meeting featured invited guests from the Media Center to discuss problems and solutions in that area. A planned meeting on March 6 will feature guests from the Bookstore. Detailed minutes from the first two meetings will be sent to Senators. Minutes from the third meeting are in the process of being written and will be sent to Senators at a later date.

PROGRAM REVIEW – Senators Levy and Hill report that their committee will look at models of program review done by other colleges in our region as recommended by ACCJC. They are also working on a survey to collect data from disciplines doing program review to determine the process and procedures they use. The end result of these efforts will be to establish a workable model for Leeward College.

CHAIR’S REPORT:

Chair Goodman asked for volunteers to serve on the UHCC Strategic Planning SITs (Strategic Issue Teams). To date, the only LCC volunteers include James Goodman, Jim West, Mark Silliman and Jeffery Galicinao (student). The five subcommittees that have been formed around the strategic planning goals are 1) Culture of Effectiveness, 2) Facilitating Student Success, 3) Dynamic Community Involvement, 4) Knowledge Creation and Transfer, and 5) Investing in
Human Capital. They will meet this semester and eventually present their ideas to UH President Dobelle. Each subcommittee has a designated number of administrator, faculty and student seats that need to be filled. Senator Martin volunteered to serve on subcommittee number five, and student Hau’oli Foster volunteered for committee number one. Chair Goodman will canvass the faculty for more participants.

The Chair also reported on the Restructuring Meeting held last week and presented three options for the organization of the UH System. The issue of the consolidation of UHWO and LCC generated some discussion among senators. What would be the implications for LCC faculty and students should this become a reality? Several scenarios were presented. It was suggested that an ad hoc committee of the Senate be formed to explore the needs and wishes of the students, faculty and residents of this area. It was suggested that James West might be interested in chairing the committee and could report periodically to the Senate. Senators Martin and Pond will establish a basic purpose and course of action and approach James West when he returns in March.

OLD BUSINESS:

CHLOE HOLLAND SERVICE COMMITTEE – A proposal to change the name of the committee and expand its scope has been in the works for a while. Senator Tanimoto gave several options to tie this committee to other service projects and efforts on campus and perhaps establish an award in Chloe Holland’s name for persons who do outstanding service work. He has volunteered to organize and plan for the new design and report to the Senate.

ANNOUNCEMENTS:

ACCJC STANDARDS HEARING – Senator Pond reminded the Senate that the Accrediting Commission will hold hearings in Honolulu on March 13 at the Royal Hawaiian Hotel (Regency Room) between 1:00 and 5:00 pm. on Draft B of the new Standards for Accreditation. Copies of the proposed standards and a key which links the current and proposed standards are available on the ACCJC website (www.accjc.org).

The next meeting will be on March 6, 2002.

ADJOURNMENT: The meeting was adjourned at 5:33 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.
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
   5. Legislative Relations—Ralph Toyama
   6. Program Review—Gail Levy, Kathy Hill
   7. Student Committee—Donnabelle Pascual
   8. Curriculum—Nancy Buchanan
B. Chair’s Report
   1. Volunteers/names for UH Strategic Planning SITs.
   2. LCC Restructuring Meeting 02-07-02.
   3. All Campus Faculty Senate Chair’s Meeting at HCC 02-22-02

III Old Business
A. Chloe Holland Service Committee—
   1. Proposal to expand the scope of the committee.

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

V Announcements
A. Spring 2002 Meeting Dates:
   March 6, April 3, 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 Digital Art (18 credits)**

The Leeward Art Department has offered courses in the traditional studio arts with very little change until 1997. Since that time and with the advent of computer graphics, we have been adding classes that are digital such as digital Art, Digital Drawing and Digital Imaging. There is a merging of art and the new digital technology. Students who are trained technically but lack art background will find this a handicap in achieving high quality digital presentations. No matter how technically skilled a student is, without the creative component, the work can fall flat.

This academic subject certificate supports students who have an interest and talent in art and digital media. The merging of art and technology is reflected in the interdisciplinary nature of the course offerings included in the certificate. It is designed to give students a firm foundation in the digital arts so that they will be more knowledgeable, more articulate and better prepared for further academic study or the workplace.

Core Courses: 

**ART 101** Introduction to Visual Art 3 credits

This course must be taken before the student begins work on the other core courses for the certificate. It will not count as credits toward the certificate.

Core Courses for the Certificate:

- ART 111 Digital Drawing 3 credits
- ART 112 Digital Art 3 credits
- ART 202 Digital Imaging 3 credits (offered Spring only)
- DMED 121 Web Page Design 3 credits
- DMED 200 Digital Portfolio 3 credits (offered Spring only)

Electives (any one course may be chosen):

- ART 115 Design 3 credits
- DMED 113 Layout Design 3 credits
- DMED 130 Digital Storyboard 3 credits (offered Fall only)
- ART 222 Virtual Reality 3 credits (offered Spring only)

Credit hours required to earn certificate: 18
BIOL 200  Coral Reefs  (4 credits)  New Course
Prerequisites:  A grade of “C” or higher in English 21 or 22.

Introduction to the biology, ecology and geology of coral reefs.  Topics include the
physical and chemical properties of coral reef habitats, reef geology, the physiology,
anatomy, ecology and evolution of coral reef organisms, and the management of human
impacts on coral reefs.  Emphasis will be on Hawaii’s coral reefs, but comparisons will
be made among reefs from other areas.  Course includes one three hour laboratory per
week.

HAWST 107 Hawai‘i:  Center of the Pacific  (3 credits)  New Course
Prerequisites:  Eng 21 and Eng 22 with a grade of C or better or equivalent or instructor
approval.

An introduction to the unique aspects of the native point of view in Hawai‘i and the
larger Pacific with regards to origins, language, religion, land, art, history and modern
issues.  This course will act as a foundation for all other Hawaiian Studies courses and is
similar to the Hawaiian Studies 107 course at UHM.

SPAN 101  Elementary Spanish I  (4 credits to 3 credits)  Modification

Spanish 101 will be changed from a 4 credit to a 3 credit course.  The Spanish Division at
UHM has decided to switch completely to three credit courses in the Fall 2002 semester.
The Spanish faculty at LCC has decided to adopt the same policy.  In this way, the
student transition to the Manoa campus will be as smooth as possible.  Also, if LCC does
not adopt this new policy, we may lose a number of students who will opt for three credit
courses and stop taking four credit Spanish courses at LCC.

SPAN 102  Elementary Spanish II  (4 credits to 3 credits)  Modification

Rationale is the same as for SPAN 101.

Experimental Course

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

ED 198  Introduction to Teaching as a Career

Course Editing

ENG 8 was approved through the curriculum review process during the Fall 2001
semester.  Therefore, the information included in #8 of the core outlines for ENG 18 and
ENG 19 were modified to reflect this fact.
ENG 18

#8. Appropriate reading and writing placement test scores, or successful completion of ENG 1B, or ENG 8 or equivalent, or approval from Language Arts Division.

ENG 19

#8 Appropriate reading and writing placement test scores, or successful completion of ENG 2B, or ENG 8 or equivalent, or approval from Language Arts Division
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*These folks will meet on these issues and present ideas to UH Pac-12 delegation.*
Hi Faculty Senators:

I was mistaken. The UH West Oahu meeting on Saturday is by invitation only. A few of our administrators and faculty will attend and can let us know what happens.

Attached and enclosed are minutes of the Institutional and Academic Support Committee of the LCC Faculty Senate:

Meeting Minutes
The first meeting of this committee was convened on December 5, 2001 at 3:00 p.m. in the Staff Development Office.

Committee members present included:

- Zeny Estrada (Social Sciences)
- Christian Ganne (Voc. Tech.)
- Andrzej Dabrowski (Language Arts)
- Mike Fujita (Business Technology)
- Jennie Thompson (Math & Sciences)
- Ralph Toyama (Academic Support)
- Cindy Martin (Academic Support)

Committee members not present: Flo Abara, Student Services and Steven Laycock, Arts & Humanities representative.

Discussion included the following:

This committee proposes to find out what's not working to improve academic support and institutional support. (Ask your colleagues)

Question about relationship between this committee and Campus Council.

Concerns:

Operations & Maintenance Related:
No smoke detectors and sprinklers on campus?
Railings - when will they be repaired?
Unable to dim class lights adequately for TV showing or overhead
Air conditioning continues to be a problem.

Leaks

Administration Related:
Offices for faculty - two to three in small office space (Language Arts)
Delays in paycheck for lecturers, student assistance

Bookstore Related:
Cost of books
No books in bookstore for five week class
Scantron sheet rolled up for vending machine is not accepted by scantron machine

Media Related:
Classroom equipment - not enough TV/VCRs
Television stations in classroom

Staff Development Related:
Faculty training
Need training on Curriculum Central when new one is in place.
How to write a course outline - way to use Curriculum Central to produce outline

Next meeting will be January 30, 2002 from 2-3:00 p.m. in the Staff Development Office.
Invited special guests will be Derrick Uyeda from Operations & Maintenance

Meeting Minutes
The second meeting of this committee was convened on January 30, 2001 at 3:00 p.m. in the Staff Development Office.

Committee members present included:
Zeny Estrada                  Social Sciences
Flo Abara, Student Services  
Andrzej Dabrowski            Language Arts
Mike Fujita                  Business Technology
Jennie Thompson              Math & Sciences
Ralph Toyama                 Academic Support
Cindy Martin                 Academic Support
Special Guest: Derrick Uyeda, Auxiliary Services Officer

Committee members not present: Christian Ganne, Voc. Tech. and Barry Nakamura, Arts & Humanities representative.

Discussion included the following:

New committee members were introduced and the committee purpose "to find out what's not working to improve academic support and institutional support" was restated.

Special Guest speaker Derrick Uyeda answered the concerns brought up at the first meeting:

No smoke detectors and sprinklers on campus?
We don't have sprinklers and smoke detectors currently, however plans are in place for a 1 million dollar upgrade to include devises to automatically notify the fire department or security, visual and audible alarms and heat and smoke detectors.

Follow up email from Derrick states: "I have reviewed the latest Fire Safety Improvement plans and there are two types of smoke detectors. One type (visible) will be strategically mounted throughout the campus. The other type (not visible) will be in the air conditioning ducts. There are significantly more air conditioning duct smoke detectors."

Railings - when will they be repaired?
This year and next year there are three major CIP projects:
1. Railing project
2. Replacement of lights in parking lot
3. Food Service upgrade in campus center
They will be scheduled so as not to shut down LCC operations.
The railing proposals were presented to the Campus Council for selection.
All railing will be replaced except for the ground floor, makai facing railings (e.g.. Tuthill Courtyard)
Unable to dim class lights adequately for TV showing or overhead. Derrick explained the electrical costs and structure of the rooms. It is not impossible to make changes. Derrick asked that we identify classrooms that are problematic and let him look into it.

Air conditioning continues to be a problem. Derrick explained the three main air conditioning problems and while there is talk about upgrading the system, it is not being seriously considered. Rooms LA 106 and GT 219 were mentioned to have extremely cold temperatures and loud noises from the air conditioning that affected the ability to hold classes. Derrick to follow up.

Derrick's follow up email: LA 106 - We are working on fixing both the noise as well as the very cold temperature. The difficulty we are experiencing is that the room is heavily used and coordinating a time with the vendor and the availability has caused some delays. Today (2/5) the vendor is in the room and will have an additional opportunity tomorrow (2/6) after 1 pm. GT219 - the noise was cause by loose sheet metal. The problem should be fixed.

Leaks
Yesterday, seven building leaked. DA and PS building are almost unfixable. We are asking the Chancellor's office for $160,000 to fix the DA building leaks. There are three kinds of leaks and possible solutions. It is difficult because of concrete structures. They are patching obvious lanai cracks and fixing galvanized pipes.

Other Issues/Information Shared
Almost all outside walls have asbestos in the mastic. This becomes a
problem if you penetrate the walls and joints that have asbestos. Lights in the tennis courts never work. Derrick to follow up.

Derrick's follow up email: The tennis courts lights do not work. The transformers at the top of the lights need to be replaced. In addition, when other lights were removed, the circuits may have been damaged. The bottom line is that there were no plans to have tennis at night, so the cost to fix the lights were never obtained. It is our opinion that fixing the lights would cost in the thousands of dollars.

Derrick shared that computers should be left on except when the weather is bad.

Parking light project is going out to bid. For most of the parking lot, this project will add another column of light.

Lights in the corridors
There is not enough juice (electricity) to put up additional lights.

Electrical Power project
Most buildings are maxed out because of the computer and power usage.

New Issues
During the week before school starts half of the week, (Monday and Tuesday, students were not allowed to register. Lots of students complained about that. Flo Abara to follow up.

Students registered for two classes at the same time. One student is taking two classes that overlap by 15-20 minutes. Flo Abara to follow up.

Problem with having to cart video equipment all over the place.

Emergency Fund to help students. One student had to drop because he/she didn't have enough money. Can student government have short term
loans.

Next meeting will be February 20, 2002 from 2-3:00 p.m. in the Staff Development Office. Invited special guests will be from the Educational Media Center.