APPROVED Minutes of the May 8, 2002 Meeting

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


SENATORS EXCUSED: Z. Estrada, R. Flegal

SPECIAL GUESTS: J. West, B. Hotta, B. Howard (Acting DOI), A. Endo, K. Chambers, S. Uyemura, E. Matsuoka, and newly elected members of the 2002-04 Faculty Senate L. Currivan, C. Hochstein, P. Kennedy, K. Khan, R. Pfeiffer, and C. Yokotake.

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

APPROVAL OF THE MINUTES: The minutes of the April 24, 2002 regular meeting and the May 1, 2002 special meeting were read and approved.

ELECTION OF OFFICERS FOR 2002-04 SENATE:

The following senators were nominated:

For Chair – James Goodman
For Vice Chair – Warren Imada and Candace Hochstein
For Secretary – Jack Pond

Senators Goodman and Pond were elected by acclaim. Senator Imada was elected to serve as Vice Chair.

SPECIAL REPORTS:

I. Acting Dean of Instruction, Bernadette Howard, addressed the Senate regarding the recent meeting of the Academic Review Board (ARB) and distributed unofficial minutes of that meeting. There were two topics for discussion and vote. The first was the enforcement of the prerequisite policy by administratively disenrolling students who have
been registered in a class for which they do not meet prerequisites. Four motions were made in the ARB.

The first was, “Students who do not meet the prerequisites for English and math courses should be administratively disenrolled if, after they are counseled by their instructor or counselor, they refuse to withdraw voluntarily from the class” (Levy/Uyemura). The motion passed (Y=6; N=1).

The second was, “Students who do not meet prerequisites for English and math courses will be administratively disenrolled if, after they are counseled by their instructor or counselor, they refuse to withdraw voluntarily from the class” (Hochstein/Kelley). The motion passed (Y=4; N=3).

The third was, “Due to the implementation of BANNER, the committee recommends that students will not be administratively disenrolled for lack of prerequisites in the academic year 02-03” (Sherry/Buchanan). The motion passed (Y=4; N=3).

The fourth was “The [Academic Review Board] committee recommend that students enrolled in English and math classes for AY 02-03 for which they do not meet prerequisites will be administratively disenrolled if, after previous counseling by the English and math divisions, the student refuses to voluntarily withdraw. This is with the understanding that the LA and MS divisions will assume full responsibility for accurate identification, advising, and written notification to the students and the Student Services Division” (Hochstein/Levy). The motion failed (Y=2; N=4).

The second topic for discussion was whether or not to charge fees for students who withdraw from a course after learning they are inappropriately placed. After consulting with the Dean of Student Services, the college has determined it will not charge fees to students who must change because of improper placement.

The report from the ARB generated much discussion in the Senate. Many felt that the decision not to administratively disenroll students who refuse to voluntarily withdraw from courses they enroll in without meeting the prerequisites (due to BANNER’s inability to flag them) gives an unfair advantage to the aggressive student who chooses to challenge the instructor/counselor’s recommendation to withdraw. Acting DOI Howard reported that this “problem” with BANNER will only be for one year maximum after which time it will not permit students to enroll in courses for which the prerequisites are not met. Student Services is in the process of preparing a form that instructors may ask students to sign informing them that instructors are not required to make any special considerations for them if they enroll in a class for which they are underprepared. A similar problem may exist with students who try to enroll in writing intensive courses without having completed English 100.
Motion 02-24 (Kappenberg/Imada): To support the recommendation of the Academic Review Board not to administratively disenroll students from classes for which they do not meet the prerequisites.

PASSED – Y=13; N=2; Ab=2

II. Barbara Hotta and Kaz Chambers reported to the Senate that once BANNER is operational, it would not able to tally results of Student Evaluations of Courses. Part of the problem is that there are 13 different forms currently being used on campus. Both Hotta and Chambers requested the Senate take a look at possibly condensing the number of evaluations to four or so or consider looking at alternatives such as using on-line evaluations or Scantron sheets. The Senate concurred and will take the item up in the Fall 2002 semester.

COMMITTEE REPORTS: √

STUDENT – Senator Pascual reported that she has begun the planning for the Fall 2002 Opening Day Experience but needs someone to continue her work. Incoming Senator Hochstein’s name was mentioned.

CURRICULUM – Senator Buchanan reported on several actions of the Committee. The first was a proposed AAS Degree in Opticianry. The National Federation of Opticianry Schools (NFOS), through the local chapter of the Dispensing Opticians Association, proposed a partnership with LCC. Their program is an Internet-delivered group of courses that prepares students for positions as Dispensing Opticians or Laboratory Opticians. The curriculum, developed by NFOS, provides training for people in the profession or those who choose to enter it and consists of 45 credits in the major courses. Sixteen additional credits of general education courses are selected from LCC’s course offerings. Of the fifteen courses in the major, nine theory courses will be delivered on the Internet. Students will complete the clinical courses in optometric offices under the supervision of preceptors (practicing opticians) in the field. The courses are as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Status</th>
<th>Replaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPT 11</td>
<td>Optical Theory I</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97F</td>
</tr>
<tr>
<td>OPT 12</td>
<td>Optical Theory II</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97I</td>
</tr>
<tr>
<td>OPT 21</td>
<td>Optical Laboratory Theory I</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97B</td>
</tr>
<tr>
<td>OPT 22</td>
<td>Optical Laboratory Clinic I</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97C</td>
</tr>
<tr>
<td>OPT 23</td>
<td>Optical Laboratory Theory II</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97D</td>
</tr>
<tr>
<td>OPT 24</td>
<td>Optical Laboratory Clinic II</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97E</td>
</tr>
<tr>
<td>OPT 31</td>
<td>Optical Dispensing Theory I</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97K</td>
</tr>
<tr>
<td>OPT 32</td>
<td>Ophthalmic Dispensing Clinic I</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97L</td>
</tr>
<tr>
<td>OPT 33</td>
<td>Ophthalmic Dispensing Theory II</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97M</td>
</tr>
<tr>
<td>OPT 34</td>
<td>Ophthalmic Dispensing Clinic II</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97N</td>
</tr>
<tr>
<td>OPT 35</td>
<td>Ophthalmic Business Management</td>
<td>3 cr</td>
<td>New</td>
<td>OPT 97J</td>
</tr>
</tbody>
</table>
OPT 35  Ophthalmic Business Management (3 cr) New  Replaces OPT 97J
OPT 36  Ophthalmic Dispensing Clinic III (3 cr) New  Replaces OPT 97Q
OPT 41  Anatomy & Physiology of the Eye (3 cr) New  Replaces OPT 97G
OPT 42  Contact Lens Theory (3 cr) New  Replaces OPT 97O
OPT 43  Contact Lens Clinic (3 cr) New  Replaces OPT 97P

In addition, the AAS Degree would require Math 25 or higher, English 22 or 100 and 12 credits of general education courses (OAT 121 or any other introductory Computer Literacy class; PHIL 101 or any other humanities course; PSY 100, 170 or 180; and SP 151 or COMUN 145 are recommended). Most of the OPT courses have other OPT courses as prerequisites or corequisites. OPT 11 has a prerequisite of two years of high school algebra, trigonometry, and geometry and the completion of or concurrent enrollment in Math 25 or equivalent.

Motion 02-25: To approve the new OPT courses.

PASSED – Y=15; N=0; Ab=2

Motion 02-26: To approve the AAS Degree in Opticianry pending final approval by the Curriculum Committee.

PASSED – Y=12; N=0; Ab=5

In addition, the Curriculum Committee also submitted the following actions for Senate approval: the change of the number of a current course and the deletion of several courses.

MATH 103 (formerly MATH 27) New number. This course is also being added to the Math/Logical Reasoning Core.

Motion 02-27: To approve the renumbering of MATH 27 to MATH 103 and add to M/LR Core.

PASSED – Unanimously

Delete ART 145 (Etching), HIST 100 (Approaches to the Study of History), DANCE 182V (Dance Production/Theater), MUS 202B (Introduction to Concert Band), and MUS 202D (Symphonic Wind Ensemble).

Motion 02-28: To approve the deletion of ART 145, HIST 100, DANCE 182V, MUS 202B and MUS 202D.

PASSED – Unanimously
CHAIR'S REPORT:

The Chair reported that the latest version of the LCC Strategic Plan, the UHCC Strategic Plan and the UH Strategic Plan are posted on the respective websites. A great deal will happen during the summer after the Plans are approved by the BOR. Senator Kappenberg asked that a small group of Senators be available during the summer to meet and respond to these new and changing drafts as necessary. The Chair advised all Senators to be up to date and vigilant on these matters and to remain in contact via email.

ADJOURNMENT: The meeting was adjourned at 5:45.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary
Leeward Community College
Senate Agenda
Wednesday, May 8, 2002
3:15 – 5:30 pm
FA 201

I Approval of Minutes

II Introduction of Newly Elected Senators
   A. Newly Elected and Returning Senators:
      1. Christian Ganne, Vocational-Technical
      2. Stephanie Palombo, Arts & Humanities
      3. Carleen Yokotake, Language Arts
      4. Karim Khan, Arts & Humanities
      5. Linda Currivan, Language Arts
      6. Warren Imada, Business Technology
      7. Candace Hochstein, Student Services
      8. Gail Levy, Language Arts
      9. Pat Kennedy, Arts & Humanities
     10. Mimi Nakano, Language Arts
     11. Ruth I. Pfeiffer, Arts & Humanities

III Academic Review Board
   A. Guest: Bernadette Howard

IV 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. LCC Strategic Plan: http://alaike.lcc.hawaii.edu/adp
      2. UHCC Strategic Plan: http://www.hawaii.edu/ccc/
      3. UH Strategic Plan: http://www.hawaii.edu/ovppp/stratplansys.html

V New Business
   A. Election of Officers
      1. Chair
      2. Vice-Chair
      3. Secretary

VI Adjournment
Unofficial Minutes of the Academic Review Board
May 3, 2002

Members present: Buchanan, Levy, Uyemura, Hochstein, Sherry, Kelley, Howard

Topics for discussion/vote:

1. Enforcement of the prerequisites policy by administratively disenrolling students who have been registered (for whatever reason) in a class for which they do not meet prerequisites.
2. Charging of fees for students who withdraw from a class after learning they are inappropriately placed.

Discussing the first topic, it was clear that there were two issues: did we agree philosophically that students should be administratively withdrawn and would we disenroll them this fall.

Motion: Students who do not meet prerequisites for English and math courses should be administratively disenrolled if, after they are counseled by their instructor or counselor, they refuse to withdraw voluntarily from the class. (Gail/Stan) Y 6 N 1 Motion passed.

Motion: Students who do not meet prerequisites for English and math courses will be administratively disenrolled if, after they are counseled by their instructor or counselor, they refuse to withdraw voluntarily from the class. (Candy/Sandy) Y 4 N 3 Motion passed.

Motion: Due to the implementation of BANNER, the committee recommends that students will not be administratively disenrolled for lack of prerequisites in the academic year 02-03. (Frank/Nancy) Y 4 N 3 Motion passed.

Motion: Move that the committee recommend that students enrolled in English and math classes for AY 02-03 for which they do not meet prerequisites will be administratively disenrolled if, after previous counseling by the English and math divisions, the student refuses to voluntarily withdraw. This is with the understanding that the LA and Math divisions will assume full responsibility for accurate identification, advising, and written notification to the students and the Student Services division. (Candy/Gail) Y 2 N 4 Motion failed.

On the second issue, Bernadette stated that after consulting with the Dean of Students, the college has determined it will not charge fees to students who must change because of improper placement. No further discussion.
II. BY-LAWS
ARTICLE I

Officers of the Senate and Their Duties

Officers of the Senate shall include a Chair, a Vice-Chair, and a Secretary. These officers shall be elected by the Senate at the meeting in which newly elected Senators take office, and will serve for a term of one year.

Duties, responsibilities, and authority of the Chair shall include the following:
• Preside at all meetings of the Senate and at Faculty meetings called by the Senate.
• Schedule meetings of the Senate and prepare the agendas for those meetings.
• Appoint, subject to confirmation by the Senate, the Chairs of all standing and ad-hoc committees.
• Appoint members of standing and ad-hoc committees as provided for in Article III of these By-Laws.
• Serve as an ex-officio member of all Senate committees.
• Serve as a liaison between the Faculty and the Administration, transmitting to the Provost, in writing, all official Senate communications.
• May rescind, without referral to the Senate, appointments made subject to this section.

Duties, responsibilities, and authority of the Vice-Chair shall include the following:
• Perform the duties of the Chair in the absence or at the request of the Chair.
• Serve as an ex-officio member of committees as designated by the Chair.
• Assist the Chair as necessary or requested.

Duties, responsibilities, and authority of the Secretary shall include the following:
• Keep the minutes of all meetings of the Senate, except of the executive sessions.
• Distribute copies of the minutes of each meeting to each Senator, each Division, the Administration, and others as appropriate.
• Keep the official records of the Senate, transmitting copies of the approved Minutes to the Library for a permanent file.
• Handle all official correspondence of the Senate.
• Notify all Senators of meeting dates and places and other relevant information.
• Receive reports from all Senate committees.
• Furnish copies of the unapproved Minutes of Senate meetings for inclusion in campus-wide publications.
### Opticianry

**Associate in Applied Science Degree (61-63 credits)**

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<td>OPT 22 Optical Laboratory Clinic I</td>
<td>3</td>
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<tr>
<td>OPT 11 Optical Theory I</td>
<td>3</td>
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<td>OPT 41 Anatomy and Physiology of the Eye</td>
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<tr>
<td>Math 25 or higher</td>
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<td>OPT 24 Optical Laboratory Clinic II</td>
<td>3</td>
</tr>
<tr>
<td>OPT 12 Optical Theory II</td>
<td>3</td>
</tr>
<tr>
<td>OPT 35 Ophthal. Business Management</td>
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</tr>
<tr>
<td>English 22 or 100</td>
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<table>
<thead>
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<tbody>
<tr>
<td>Summer</td>
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<td>OPT 32 Ophthalmic Dispensing Clinic I</td>
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<table>
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<tbody>
<tr>
<td><strong>3rd semester</strong></td>
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<tr>
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<td>OPT 34 Ophthalmic Dispensing Clinic II</td>
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<td>*General Education course</td>
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<tr>
<td>*General Education course</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<td>OPT 43 Contact Lens Clinic</td>
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</tr>
<tr>
<td>OPT 36 Ophthalmic Dispensing Clinic III</td>
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<tr>
<td>* General Education course</td>
<td>3</td>
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<tr>
<td>* General Education course</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

*General education requirements. A total of 10-12 credits in general education are required in addition to math and Eng. The following courses are recommended. Substitutions can be made in consultation with the student’s advisor.

- OAT 367 or any other introductory Computer Literacy class **3 credits**
- Philosophy 101 or any other humanities course **3 credits**
- Psychology 100,170 or 180 **3 credits**
- Speech 151 or Communications 145 **3 credits**

5/2/02
April 6, 2002

To: LA Division Members  
From: Gail Levy, Writing Coordinator  
Re: Disenrollment Policy

On Tuesday, April 30, and Friday, May 3, the Academic Review Committee met to formulate its recommendations on the disenrollment issue, which will be presented to Faculty Senate and the Administration for their consideration. The Academic Review Committee, an ad hoc committee of the Faculty Senate, consists of the Curriculum Committee Chair, the Dean of Instruction (the co-chairs), the Writing Coordinator, the Reading Coordinator, the Math Coordinator, the Assessment Officer, and a Student Services representative.

On April 30, the Acting Dean of Instruction, Bernadette Howard, shared the information she had received from the Deans of Instruction at KCC, WCC, MCC, HCC, and HawCC. They all responded that they do not administratively disenroll students who are in courses for which they do not meet the prerequisites. On the other hand, the Writing Coordinator, Gail Levy, received word from KCC and WCC Language Arts faculty that letters are sent at the end of the semester to students who fail the required ENG courses, asking students to reregister on a special day. If they do no reregister or notify the counselors that some mistake has been made, then their names are deleted from the courses’ class lists.

Given the different messages received from other campuses, there does not seem to be a clear, systemwide disenrollment policy, nor could we obtain an official document stating a legal opinion on this issue. Because of this confusion, the Committee decided that it was best to focus on LCC's disenrollment policy, specifically for English and Math courses because the other Divisions did not seem as concerned about the enforcement of prerequisites.

At the May 3rd meeting, the following motions were discussed and voted upon:

1a. "Students who do not meet the prerequisites for English and math courses should be administratively disenrolled, if, after they are counselled by their instructors and/or counselors, they refuse to withdraw voluntarily from those courses."
   Six voted yes, and 1 voted no. This meant that the overwhelming majority voted in favor of the principle of disenrollment, but "should" still did not force administrators to disenroll students found in English and math courses for which they did not pass the lower required courses or obtain an exemption through other means.

1b. "Students who do not meet the prerequisites for English and math courses will be administratively disenrolled if, after they are counselled by their instructors and/or counselors, they refuse to withdraw voluntarily from those courses."
   Four voted yes, and 3 voted no. With the substitution of "will" for "should," this motion more strongly favored disenrollment. The Committee was still in favor of the principle of disenrollment, but not as many voted for disenrollment as stated in this way.

2. "Due to the implementation of Banner, students will not be disenrolled for lack of prerequisites in the academic year 2002-03."
Four voted yes, and 3 voted no. This meant that while the Committee favored disenrollment in principle, in practice four members felt it is not the time to implement this policy because of the change to a new system that will not be able to flag students do not meet the prerequisites. (The old Aldrich/STEER system gave a beep when students tried to register for English and math courses they were not supposed to register for; Banner will not beep at the registration in July.) Three members felt that if students know their grades at the time of registration and still registered for courses for which they do not meet the prerequisites, then disenrollment is a logical consequence of their actions.

3. "Students enrolled in English and math courses in academic year 2002-03 for which they do not meet the prerequisites will be administratively disenrolled if previously advised by the English and math divisions and the students refused to voluntarily withdraw. This is with the understanding that the LA and Math Divisions will assume full responsibility for accurate identification and advising and provide written notification to students and Student Services."

Two voted yes and 4 voted no; one member had to leave before this motion was made and voted on. The majority of the members felt that even if the two divisions or one division wanted to disenroll students in its own courses, the ramifications would greatly affect other divisions and offices. Again, because of so many unknown factors associated with Banner, the Committee did not want to recommend disenrollment at this time.

Based on some very close votes, the Academic Review Committee is recommending that there be no disenrollment at the present time. Still, the Committee encourages instructors to find out on the first day of class if their students meet the prerequisites, and if not, to counsel them out of their courses and into more appropriate ones. If these students do reregister, they will not be charged the change fee for the Fall 2002 semester. However, if they decide to withdraw and not reregister for other courses, they will receive the usual percentage of their tuition. In other words, students will not receive a 100% refund once classes begin.

While it is clear what the disenrollment policy will probably be for the Fall 2002 semester, how much the counselors will do about enforcing prerequisites at the front end when students register in July is not as clear. When the counselors have a better idea of how Banner works, perhaps then they will have more definite procedures to recommend. The question remains what, if anything, does the LA Division want to do about prerequisites. I've already heard from Jake De St Croix, and if there are any more suggestions, please e-mail them to me at glevy@hawaii.edu. We are all hoping for the best but are preparing for the worse for registration in July.
AIC on Administrative Instability & Turnover
Progress Report

1. Summary of the original problem:

The committee on administrative instability has determined the following based on the findings of the committee reports in 1994 and 2000. The 1994 report states

8.2 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. (8C)

The committee honestly feel that the 1994 report overstated the problem and that it was not necessary to be included in the report.

The 2000 report recommended:

8. The team recommends that the college analyze factors that may be contributing to administrative instability and turnover and develop appropriate local responses. (Standard 10B.4)

The 2000 report, however, has some validity because several administrative positions had temporary occupants due to unusual conditions. The provost left suddenly for reasons not internal to Leeward Community College after holding her position for one year. The Dean of Instruction became Interim Provost and the Assistant Dean became an Acting Dean of Instruction. To add to the impression of administrative instability our Dean of Students accepted a position on the Manoa campus which meant that a counselor was serving as an Acting Dean. The assistant dean positions by their very nature are likely to be occupied for a shorter period of time than other administrative positions due to the ambitions of those occupants to advance as well as their desires to go back to the classrooms.

2. Present status of the problem:

The committee believes that administrators are under paid and less prepared than they should be for the position and they do not receive appropriate feedback on their performances.

3. Proposal of a solution:

We proposed the following solutions.
That all administrators should be paid a salary equal to or higher than the highest paid faculty member. There has been promise of some pay raises for community college administrators.

In addition to salary, the committee believes the job may be more attractive if the college offers administrators professional liability insurance.

Problems of inexperience should be addressed. First, internships to faculty and staff interested in becoming administrators should be provided and secondly, on the job training for administrators once they have accepted their positions should be an integral part of the position.

Ongoing evaluations by other administrators and relevant faculty members with feedback to those being evaluated might add to administrative stability. There is now an evaluation process, however, administrators don’t appear to receive enough feedback from the process.

4. Review by the campus community:

The committee plans to share its recommendations with the campus community by individual email or by hardcopy if requested. The nature of the subject, in the opinion of the committee, does not warrant a campus wide meeting.

5. Shift from planning to implementation:

The University is in a state of change and cannot make promises at this time. We are faced with budget crisis, administrator uncertainty and a new president which make implementation of these recommendations difficult or uncertain.