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/Instructional 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. All Campus Council of Faculty Senate Chairs, Manoa.
   3. Update on UHCC Strategic Plan
   4. AIC—Campus Council Constituency Roles

III Old Business
A. Phase II Reorganization Committee: One non-Senator representative selected by the Executive Committee to serve as the fourth Senate representative.
B. Chloe Holland Service Committee--
   1. Proposal to expand the scope of the committee.

IV New Business
A. Christmas Party Planners?
B. Spring 2002 Meeting Dates: January 23, February 13, March 6, April 3, April 24, May 8.

V Announcements
A. Next meeting: December 12, November 28

SENATORS EXCUSED:  P. Cravath, M. Reese, R. Toyama.

SPECIAL GUESTS:  Ed Wiggers, Counselor

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

SPECIAL REPORT:  Ed Wiggers addressed the Senate on the Phase II Reorganization Committee. The four names submitted to the Provost from the Senate and the four submitted from the Campus Council did not include representation from OCET or Student Services. Both groups (OCET and Student Services) feel that they have concerns which will not be addressed without representation. He submitted a copy of the May 29, 2001 Phase I Reorganization Committee Report of Findings, Conclusions, and Recommendations which stated, “...there is room for improvement in student advising and the registration process...” and “...the need for a Job Placement Officer in Student Services.” The report also pointed to the belief by most on the Committee that “OCET operates in isolation from the rest of the campus and is a mystery to most...” and “There should be more coordination between noncredit and credit offerings...” The Report also suggested that the Phase II Committee “should have representation from the major campus constituencies.” Both Campus Council and the Senate Executive Committee were also concerned by this imbalance; however, neither recommended names from these two groups to serve on the Phase II Committee. As Mr. Wiggers explained, Student Services and OCET are two areas that will be most impacted by reorganization, and they should have a vote on the Committee.

The Senate felt that based on the reorganization draft that was distributed last year, it is obvious that these two groups may be significantly impacted. Furthermore, the Accreditation Standards will require that any committee charged with reorganization be representative of ALL major campus constituencies.
APPROVAL OF THE MINUTES: Minutes of the October 17, 2001 Senate meeting were read and approved as distributed.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senator Kappenberg reported that the ADP is progressing. Four goals have been recognized and campus units are working to identify objectives.

FACULTY COMMITTEE – Senator Imada is proposing that the Senate Web site include a FAQ approach to describing Senate committee functions. It can be updated regularly. Additionally, the Committee has begun working on a revision/clarification of the Charter and By-laws.

ELECTIONS – Senator Lococo reported that ballots have been mailed. Voting will continue through November 16 at noon. He also thanked Senator Hara for allowing him to use her diskette from the previous elections. Her organization was of great assistance to him.

ACADEMIC AND INSTITUTIONAL SUPPORT - Senator Martin asked for Senate volunteers to serve on this committee. Senators Dabrowski (Language Arts) and Estrada (Social Science) stepped forward.

PROGRAM REVIEW – Senator Levy reported that the Committee is attempting to ascertain what kinds of program reviews are required by the System’s office so that the Committee’s work will not duplicate other efforts.

CHAIRMAN’S REPORT:

Chair Goodman distributed a written (email) report prior to the Senate meeting which outlined topics covered at the All Campus Council of Faculty Senate Chairs held on Oct. 19. These included,

☐ The governor is in favor of tuition waivers for those impacted by lay-offs. There will, however, be several conditions.

☐ The proposal to change the names of the Community Colleges has been moved to April of 2002 for presentation to the BOR in May. Faculty Senate Chairs will recommend a process for this change.
- Price Watterhouse is to study how the University markets itself within and out of Hawaii.
- President Dobelle has said that merit pay will not be decided on the basis of teaching. To do so would be divisive. Rather, merit pay should go to those who “go beyond” expectations. No further description was suggested.
- Deane Neubauer, President Dobelle’s point person on the UH restructuring plan to create a “seamless structure” has asked for faculty input on two questions.
  1. What are the system cross-cutting issues that need to emerge as imperatives if the campuses of the UH system are going to function more effectively as a system?
  2. What processes might we use over the next several months to generate consensus within the University of Hawaii on these issues?

Senator Frary reported hearing that counselors at UH often tell CC transfers to UH that the CC courses are not up to par with University courses and students often find they must retake courses or sit placement tests to qualify for upper division coursework. LCC Senators responded that transfer from the CCs (with an AA degree) should be made automatic and that there is a need for better articulation between the community colleges and Manoa. Senator Dabrowski said that there is no communication between LCC’s Japanese language teachers and UHM’s Japanese faculty even though such communication is necessary for smoother transfer and has been requested by LCC faculty. Senator Levy also mentioned the need for better registration procedures so that students can easily enroll in courses, especially DE courses, across the campuses. The Chair requested that all suggestions be e-mailed to him so that he can respond to Neubauer’s survey.

- The UH Gen. Ed Committee is seeking input as it establishes hallmarks for the new UHM General Education Diversification Requirements. Courses will need to be identified that will satisfy requirements in Arts, Humanities, Literature, Social Sciences and Natural Sciences.

Additionally, the Chair reported that the AIC on Campus Council Constituency and Role is still forming a document that will describe the Council’s role especially in the area of budget development. The Faculty Senate sees the Council’s role as recommending priorities to the Provost and allocating specific amounts to the various units. The Senate’s role is seen as recommending general policies to the Provost and ensuring that allocation decisions are fair and equitable. Thus, the Senate serves as the watchdog of the budget in a check-and-balance system.

Motion 01-27 (Imada/Estrada): The Senate asks the administration to clarify and explain the process for allocating budget amounts between course offerings and non-instructional expenditures such as assigned/released time, travel, overloads, etc. given that class cancellations for Spring 2002 may negatively impact students’ ability to graduate, especially in vocational programs.

PASSED – Y=13; N=1; Ab=0
NEW BUSINESS:

Christmas Party – Senator Kappenberg volunteered to serve on the committee that will plan this year’s party. The committee will be made of members from Clerical Staff, APTs, Administration and Campus Council. This party also serves as the recognition luncheon.

ANNOUNCEMENTS:

✓ The Travel Grant Committee needs Senators to serve for a meeting this month. Senator Levy volunteered.
✓ The Excellence in Education to be held on March 1, 2002 will be held at LCC this year. The theme is The Community Colleges in Synch as a System.

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

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.
DATE: May 29, 2001

TO: Mark Silliman, Interim Provost

FROM: Phase I Reorganization Planning Committee
  Administrative Representative, Lucy Gay
  Campus Council Representatives:
    Keith Corenevsky, Auxiliary Services Representative
    Lisa Hayashi, APT Group Representative
    Karen Nishimoto, Clerical Council Representative
    Shelley Ota, Division Chair Representative
  Faculty Senate Representatives:
    Sinikka Hayasaka
    Warren Imada
    Donald Thomson (Chair)
  Administrative Officer, Gilbert Kuroda
  Institutional Research Analyst, Andrew Rossi

SUBJECT: Report of Findings, Conclusions, and Recommendations

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

The task of the Phase I Reorganization committee was to determine if reorganization or restructuring of the College was advisable based on a review of applicable data and information. Our task was not to make specific recommendations but to determine whether reorganization was necessary. The reasons for such reorganization, if it were to occur, would be to address enrollment problems, make the campus more student-friendly, restructure curriculum to meet the needs of the community, and make the campus more cohesive and coordinated.

The members of the committee have examined the Leeward Community College Mission Statement, the Academic Development Plan, data from the “Fact Book,” Student Surveys done by the institutional researcher, the organizational structure of the college, and relationships between various units at the college. Observations about the college were made from the wide-ranged representation of the committee. The following is not an "all-encompassing list" but a solid start on findings and concerns.

The committee is obviously disturbed about enrollment and we were unanimous in agreeing that marketing must be improved. We believe there should be a marketing research person to organize an ongoing marketing effort for the credit side of the campus. Marketing has been an issue in Leadership Retreats, from the Strategic Enrollment Committee and in other campus discussions for a great number of years. According to the “Fact Book,” the number of students transferring from high schools has largely been maintained; however, the numbers of evening and older students have been diminishing and merits attention. There was discussion that the Institutional Researcher, Grants Writer and a Strategic Enrollment Manager (who might assume the function of directing the marketing) be a small unit directly under the Provost, as all would be using data in their work.
The committee agrees that the campus is largely student friendly. However the committee feels there is room for improvement in student advising and the registration process (we should explore on-line and telephone registration). Another ongoing suggestion for many years (from leadership and campus meetings) is the need for a Job Placement Officer in Student Services. Most divisions also feel that communications with Student Services could be improved. A question was raised on the inconsistency of not having both the Center for Learning Disabilities (PA'A) and Center for Physical Disabilities (Komo Mai) under Student Services.

In large part, the college has tried to keep up with community needs with evolutionary curriculum changes. New programs such as Digital Media, Computer Aided Design, and E-Commerce have been added and Distance Education offerings have been growing. The LCC faculty is virtually unanimous in their feeling that the present designation of LCC as a “Liberal Arts College” 1) limits our ability to carry out our mission statement, and 2) does not serve the Leeward community properly. The committee agrees that some changes to the college are necessary but the degree may be determined, in large part, to changes in the Academic Development Plan.

In large part, the questions about cohesiveness relate to the Office of Continuing Education and Training. OCET is largely a mystery to most of us. It appears, to a majority of the committee, that OCET operates in isolation to the rest of the campus and that information is not readily available. Except for remedial Math and English students in the central Aldrich system, no other data is available. A question was raised regarding the control of room assignments under their auspices. There should be more coordination between noncredit and credit offerings in the same subject areas.

Another structural question, which was discussed, was Security being placed under too many layers of administration; that perhaps placing it directly under the Director of Administrative Services may be better than under Operations and Maintenance (which is under the Director of Administrative Services).

It has been suggested that in some instances, improved process may be as satisfactory a solution as reorganization. If so, the question has to be raised of whether more in-depth examination of process and function is in order. The committee is not making any recommendations along this line but we would be remiss in ignoring the fact that effective functioning relies on competent administrators and personnel.

The committee recommends that a second phase reorganization committee be established (with at least one carryover member from the present committee) to deal with the specifics of reorganization. The committee should be larger than the present committee and should have representation from the major campus constituencies. We believe that adjustments are necessary; the degree and kind to be determined by the Phase II committee. A Phase II committee is essential at this point.
Hi Senators,

At our next meeting on Wednesday, I would like to get your input on the following questions from Deane Neubauer at UHM, who is president Dobelle's point-person on the UH restructuring plan ("seamless structure") All responses will be forwarded through me to Deane.

1. What are the system cross-cutting issues that need to emerge as imperatives if the campuses of the University of Hawaii system are going to function more effectively as a system in service to the people of Hawaii and beyond?

2. What processes might we use over the next several months to generate broad consensus within the University of Hawaii on these issues?

I am giving you a head start so that you can either bring your relies in writing or think about them and we will compile them together.

Thank You,

James Goodman
Faculty Senate Chair
UH, Leeward Community College
808-455-0613
Dear LCC Faculty,

I am forwarding the following information from the UH General Education Committee on hallmarks for the new UHM General Education Diversification Requirements.

I understand that this has been sent out earlier, but I just wanted to remind you that they are still taking recommendations from Faculty. Just click onto the website http://www.hawaii.edu/gened/diversification.htm and send any comment to the Committee at gened@hawaii.edu.

This Committee needs your suggestions on the hallmarks. Committees have to identify courses that will satisfy requirements in Arts, Humanities, and Literatures; Social Sciences; and Natural Sciences. Suggestions will be taken into account as they revise the UHM Catalog.

If you have any questions please feel free to contact me.

Thank You,

James Goodman
Faculty Senate Chair
UH, Leeward Community College
808-455-0613