Leeward Community College
Senate Agenda
Wednesday, October 17, 2001
3:15 – 5:30 pm
LA 229

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 (also ODE Coordinator)—Donnabelle Pascual
  8. Curriculum—Nancy Buchanan

B Chair’s Report
  1. CC Senate Chairs and Provosts meeting at KCC.
     a. Discussion of closer cooperation across campuses
     b. Process should begin among Deans and Faculty Senate
        Chairs to standardize CC articulation and a common student
        application form.
     c. CC campuses must organize and cooperate before one UH
        system is fully implemented.
     d. Perhaps the formation of one UH Faculty Senate.
  2. BOR/ CC Chairs’ Meeting on 10/18/19 moved from Hilo to UHM.

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

  1. Take a look at the Senate Charter and By-Laws at:
     http://alaike.lcc.hawaii.edu/senate/charter.html
  2. Please bring concerns or questions of clarification.

IV New Business
A Four Faculty Senate representatives (one non-Senator) needed to
  serve on the Phase II Reorganization Committee.
  1. To make recommendation for Changes at LCC.
B Spring 2002 Meeting Dates: January 23, February 13, March 6, April 3,
   April 24, May 8.
C Next Fall 2001 meetings: November 7, December 12.

V Announcements
LEEWARD COMMUNITY COLLEGE
2001 – 2002 Faculty Senate

UNAPPROVED Minutes of the October 17, 2001 Meeting

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


SENATORS EXCUSED: N. Buchanan, P. Frary, R. Toyama.

SPECIAL GUESTS: Mark Silliman, Provost

CALL TO ORDER: The meeting was called to order at 3:25 p.m. with a quorum.

SPECIAL REPORT: The Provost addressed the Senate regarding the transferability of CC credits to UHM. We are attempting to create a truly seamless system, but first we need to work on the transferability of credits among the CCs because this is not codified or based on shared values.

APPROVAL OF THE MINUTES: Minutes of the September 26, 2001 Senate meeting were read and approved with minor corrections.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senators Kappenberg and Reese reported that the ADP is progressing. Some agreement is being reached on goals and objectives, while the biggest question that remains is how general or specific they should be.

ELECTIONS – Senator Lococo reported that a letter seeking nominations for the upcoming election has been sent. The elections are planned for November 5 through 16. The Faculty Committee and Election Committee will develop an easy to read and understand description of the Senate, its duties, committees for distribution and posting on the Senate website with the assistance of Senator Toyama.
ACADEMIC AND INSTITUTIONAL SUPPORT – Senator Martin reported that the correct name of this committee is Academic and Institutional Support (not Instructional Support). This difference has broad ramifications for the Committee’s duties. Senator Martin also reported that the LCC Fair will be held on October 27. Its emphasis will be on learning and that learning can be fun. She encourages all to attend.

PROGRAM REVIEW – Senator Levy reported that Cheryl Chapell-Long, who was invited to the last AIC committee meeting, outlined the guidelines for program review: demand, efficiency and outcome. The Program Review Committee will focus on the A.A. degree rather than on vocational technical programs which must undergo frequent and rigorous program review. Liberal arts programs do not generally undergo such scrutiny. The committee is also focusing on Student Services because of the Accreditation Visiting Team’s recommendations.

STUDENT – Senator Pascual reports that the Committee is working on flyers for the next Opening Day. Additionally, she is working with Aulii Silva (Student Activities Coordinator) about having cross representation with the Student Senate.

CHAIR’S REPORT: The Chair briefly reported on the meeting with CC Senate Chairs and Provosts at KCC. Discussion centered on closer cooperation across campuses by beginning a process among Deans and Faculty Senate Chairs to standardize CC articulation. The CCs must organize and cooperate before one UH system is fully implemented. This may include the possible formation of one UH Faculty Senate.

OLD BUSINESS:

CHLOE HOLLAND SERVICE COMMITTEE – This committee still needs a chair, but none came forward. Discussion centered around whether the functions of this committee might not be better assumed by the Campus Council as it has broader campus representation and is therefore in a better position to be aware of community service efforts on campus which is a concern of the entire campus. (See Report of the All Campus Council of Faculty Senate Chairs of September 7, p. 1, II B.) Perhaps this Senate committee could work in conjunction with the Campus Council. The Committee has held ad hoc status for a number of years and maybe it should be dropped if it is not seen as a Senate priority.

SENATE CHARTER AND BY-LAWS – Senator Pond noted that these have indeed been approved. Still, the Senate feels that clarification on some points may be needed. The Faculty Committee will take on the job; Senators Hara, Hill and Imada volunteered to assist.
NEW BUSINESS:

- The Phase II Reorganization Committee needs four faculty recommended by the Senate (including at least one non-Senator). Senators Kappenberg, Cravath, Martin, and Estrada quickly volunteered. The Senate Executive Committee will select three and a fourth non-Senator to forward to the Provost.

- The Chair distributed a two-page description of the Senate that will be included in the new Faculty Handbook. Senators are asked to read and submit suggestions within one week.

- Former Senator Dennis Kaibara has approached the Senate to ascertain the Senate's interest in hosting the Christmas Party. Possible scenarios might include Senate sponsorship of the party, a Senate/Campus Council co-sponsorship, alternating between Senate and Campus Council. Faculty will be asked to give input on this issue via email.

- The Senate has been asked for representation on the Board of Student Publication. Senators Cravath and Ganne stepped forward to volunteer. Senator Ganne was selected.

ANNOUNCEMENTS:

- Dates for Senate meetings for the Spring Semester are as follows: January 23, February 13, March 6, April 3 (first week after Spring Break), April 24, and May 8 (last day of instruction).

- Next meetings: November 7, December 12

ADJOURNMENT: The meeting was adjourned at 5:30 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary.
Faculty Handbook Description of Senate

FACULTY SENATE
The Faculty Senate serves as a policy-recommending and advisory body of the Faculty to the Provost, the Chancellor for Community Colleges, the President of the University, and the Board of Regents. Responsibilities include, but are not limited to curriculum, methods of instruction, evaluation of instructional, academic, staff development, and support programs as well as budget planning and financial expenditures.

The Senate may accept such other responsibilities as the Provost, the Chancellor for Community Colleges, the President of the University, or the Board of Regents may assign to it.

Membership
All full-time and half-time BOR-appointee Faculty members are eligible for election to the Faculty Senate except those in administrative positions. Faculty Senators are elected at large and serve two year terms. The Senate shall comprise of 21 voting members (or 10% of the faculty), one non-voting lecturer representative, and a non-voting Student Government Representative—all of whom may voice their constituency’s concerns.

Senate Officers
Officers of the Senate shall include a Chair, a Vice-Chair, and a Secretary. These officers shall be elected by the Senate and will serve for a term of one year. The duties of the Chair involve presiding at the meetings, the preparation of the agenda, and the appointment of the Chairs of all standing and ad-hoc committees, subject to confirmation by the Senate. The Senate Chair also serves as the ex-officio member of all Senate committees and as a liaison between the Faculty and the Administration.

The Vice-Chair shall 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, and assist the Chair as necessary or requested.

The responsibilities of the Secretary include keeping the minutes of all meetings of the Senate, distribute copies of the minutes of each meeting to each Senator, each Division, the Administration, and others as appropriate. The Secretary also keeps the official records of the Senate, transmitting copies of the approved Minutes to the Library for a permanent file. The secretary also handles all official correspondence of the Senate and notifies all Senators of meeting dates and places and other relevant information.

Committees
Committees are appointed to serve such purposes as the Senate may desire. Among these shall be the standing committees ad hoc committees as may be deemed necessary. Standing committees shall have not fewer than three voting members. Chairs of all Senate committees shall be appointed by the Senate Chair from among members of the Senate, subject to confirmation by simple majority vote of the Senate. Membership on all committees is open to all faculty members, including part-time faculty members and a non-voting member of the Administration.
Academic Support and Institutional Support Committee
Monitor, evaluate, and recommend policies and procedures concerning the provision of academic and institutional support services to faculty and students.

Budget, and Planning Committee
Consult with and advise the Administration on matters relating to projected budgets and current expenditure plans, as well as future plans for programs, personnel, facilities, and equipment.

Faculty Committee
Monitor and make recommendations concerning any aspect of faculty academic activities, including sabbatical leaves, travel, and evaluation. Maintain a continuing review of the Canon of Ethics for faculty members and its effects on Faculty professional activities and provide for an overview of policies and procedures of concern to the Faculty.

Legislative Relations Committee
Advise and cooperate with the College Administration to maintain productive relations with individual legislators and legislative committees. Contacts with individuals and committees shall be consistent with stated University policies.

Program Review Committee
Monitors, evaluates, and recommends policies and procedures relating to the instructional program for quality and content. Also makes recommendations concerning academic and related programs and activities undertaken outside the traditional framework of classroom activity. The Committee Chair coordinates with the Director of the Office of Continuing Education and Training as appropriate.

Student Committee
Monitor and make recommendations on policies and procedures relating to student admissions, testing, counseling, retention, and grievances. Serves as an official channel of communication between the student body and the Faculty. The Dean of Student Services and President of the Student Body, or designated representatives, shall be invited to serve as a non-voting member. The Chair also serves as The Opening Day Coordinator, working in conjunction with the Student Activities Coordinator.

Curriculum Committee
Serves as a voice of the Faculty on matters relating to the curriculum, including the allocation of educational resources. Suggest ways in which the curriculum could be strengthened by supporting and assisting faculty members in the review of existing and development of new approaches to instruction, and in cross-discipline articulation.

Reviews and recommends the approval, revision, or rejection of proposals for new courses and modification or deletion of existing courses, as well as for new certificate and degree programs and existing programs to the Faculty Senate.

This committee is composed of two appointed faculty members from each instructional and academic support division. The Dean of Instruction and the Registrar, or their designated representatives, are invited as non-voting members.