



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, October 12, 2022

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), Kathleen Cashman, William Castillo, Cara Chang, Matthew Egami, Leon Florendo, Jiajia Garcia, Fa‘amaile Ickes, Michelle Igarashi, Ann Inoshita, Christina Keaulana, Alyssa MacDonald, Michele Mahi, Nolan Miyahara, Erika Molyneux, Allan Nebrija, Don Oberheu (Lecturer Mentor Group representative), Michael Oishi (Chair), Luca Preziati, Michael Scully, I-Chia Shih, Irwin Yamamoto

Student Government Representatives: David Alex Williamson, Student Government President

Student Government Representatives Absent: Chester Leoso, Student Government Vice President

Invited Guests: Erica Balbag-Gerard, Associate Professor, Academic Counselor, Honolulu CC; Christine Beaulé, General Education Chair, UH Mānoa; Dr. Bonnie L. Bittman, Assistant Professor of Secondary Social Studies Education, UH West O‘ahu; Natalie Wahl, Assistant Professor, Instructional Librarian, Leeward CC

Guests: Brent Hirata, Jayne Bopp, Keala Chock, Marie Maile McKenzie, Rachael Inake, Sandro Jube, Syreeta Washington

Zoom Meeting : <https://hawaii.zoom.us/j/94863710066>

Meeting ID: 948 6371 0066

Passcode: 825966

Agenda

1. A quorum being present, Chair Oishi called the meeting to order at 3:00 p.m.
2. Review of [meeting minutes from September 7, 2022](#)
 - a. **The minutes from September 7, 2022 were accepted to the record without amendment.**
3. Chair's appointment of Don Oberheu as Lecturer Mentor Group representative to Faculty Senate for the 2022-2023 AY.
 - a. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the appointment of Don Oberheu to the Faculty Senate for the 2022-2023 academic year.

(1) The motion is approved.
4. Briefing on proposed revision to the UH General Education curriculum by members of the UH General Education Revisions Team (2022) (UH Revision Team) (Natalie Wahl, Erica Balbag-Gerard, Christine Beaulé, and Bonnie L. Bittman)
 - a. [Leeward CC General Current Education Requirements vs. Proposed Requirements](#)
 - b. [Revised UH General Education Proposal \(2022\)](#)
 - c. [Revised General Education Proposed Overview video](#)
 - d. [Feedback Form](#)
 - e. Key Discussion Point #1. UH Revision Team kept certain things from the prior proposal (e.g., Native Hawaiian place of learning) and added Foundations requirements (i.e., what assessment shows are needed): FW2, Oral communication, Foundations in Hawai'i. Not wanting to overburden students with additional credit requirements (16 cr), they cut the Diversification designation (e.g., social sciences, humanities, and natural sciences) to make room for these new requirements.
 - i. Concern Raised: Negative impact on enrollment in Diversification courses (e.g., Arts & Humanities). UH Revision Team's response:
 1. Structure your class with different designations so it satisfies Ethics, WI, Oral Communications, etc. Example 1: for the FW requirement English faculty could apply for an FO, FH, and FW2, etc. Example 2: Diversification can "double dip" with a focus. However, Diversification and Foundations

cannot double dip. Diversification needs to happen at the lower level to allow for exploration.

2. Utilize or leverage technology like STAR. Help students identify courses you teach and build it into their plan so they can take it.
- ii. Concern Raised: HIST 151 enrollment. HIST 151 cannot apply for an Ethics focus and can barely count for Foundations. The UH Revision Team's response:
1. The classes that students take at this level need to spark an interest. HIST 151 should remain an FG. If HIST 152 is no longer required, HIST 152 could apply for an FW2 or FO or another course could fulfill an FH designation.
- iii. General Point by UH Revision Team: ACCJC requires exposure to humanities and natural sciences and so those are explicitly included with the three Diversification courses. Part of ACCJC's requirements is that your institution has assessment results that show enough students (75%) are meeting or exceeding expectations in the 5 core competencies which are skills based. Gen Ed requirements are where those skills development happens. The Humanities has important opportunities to develop these skills.
- f. Key Discussion Point #2: Need to scaffold writing and oral skills throughout the college journey. Avoid students taking 3-4 WI classes in one semester. Having a FW 1 and FW 2 at the CC level followed by WIs at 300, 400 course levels ensures students are constantly improving their writing skills.
- i. Concern Raised: Status of the 70 WI courses if redesignated as FW2. The UH Revision Team's response:
1. WI courses should be redesignated as FW2. The reason for FW2 is to ensure scaffolding occurs in lower division courses. You can say that in addition to the baseline, you'd like a second FW2. The harder work will be to determine the flow for FW2 so you provide intermediate skills development between lower and upper levels.
- ii. Concern Raised: A course that is not considered FW, if it moved to FW2 - instructors would have to change the SLOs. You want scaffolding. UH Revision Team's Response:
1. Right now we have hallmarks that haven't been visited since 1999. Scaffolding will require a gradation of language in SLOs from 100 to 400 level courses. These conversations haven't begun. This is a big part of implementation. Need to

come up with language for hallmarks for how we'd like to build those skills at different levels.

- g. Key Discussion Point #3: Everyone would have a baseline Gen Ed requirement but each campus can customize. Example: If sustainability is a big campus priority, you can attach that in a variety of ways and in a variety of places (e.g., thematic pathways).
 - i. Question Raised: What are we voting on? If campuses can customize their Gen Ed requirements, then we no longer have uniformity across the campuses. The UH Revision Team's response:
 - 1. The ideal is you all vote on the baseline as is. Then you consider your high impact practices, values, requirements to layer on. Note: UHCCs have to have uniform requirements for Gen Ed.
 - ii. Question Raised: What is being done with our feedback? The UH Revision Team's response:
 - 1. All 10 Faculty Senates will vote on the baseline as is. The feedback can be incorporated after that. At this time, there are no plans to reconvene a Revisions Team. This is now being turned over to the Faculty Senates. The options are:
 - a. Option 1: Vote on the baseline
 - b. Option 2: Vote on the baseline with recommended changes (BOR would need to approve)
 - c. Option 3: Vote on unique campus Gen Ed. We want the baseline plus...
 - 2. There is another Town Hall: Tomorrow at 1:30pm. Same Zoom room information.
- 5. Vice Chancellor of Academic Affairs, Keala Chock shared that the Administration will be moving forward with the recruitment of the Dean of Student Services and Dean of Arts & Sciences.
- 6. Standing Committee Reports
 - a. Academic and Institutional Support (AIS) Committee
 - i. [Report](#)
 - b. Assessment Committee

- i. [Report](#)
 - ii. Discussion on 91%-100% courses have been assessed. All Senators work with Division Chairs to assess courses due for assessment.
- c. Budget and Planning Committee
- i. Discussion on the committee not convening a first meeting. The committee did finalize its members: Will Castillo (Co-Chair), Alyssa MacDonald (Co-Chair), Lexer Chou, Junie Hayashi, Nolan Miyahara, Susan Lum, Gholam Khaleghi
 - ii. Discussion per request by Chair, Michael Oishi, that the committee will report on the Operational Expenditure Plan (What was funded? What was not?) and share the ARPA Funds report.
- d. Curriculum Committee
- i. [Report](#)
 - ii. **Motion:** On behalf of the Curriculum Committee, Senator Garcia moves to approve the proposals contained in her [report of October 12, 2022](#).
- (1) The motion is approved.**
- e. Distance Education (DE) Committee
- i. [Report](#)
 - ii. Discussion on the first phase of the (Re)design & Review program being a success. However, Jordan Lewton is no longer at Leeward CC. Since she played an integral role as DE counselor and coordinated the online learning orientation, the committee recommends that her position be refilled.
- f. Elections Committee
- i. Discussion on the Elections running smoothly. Still soliciting nominations. Accepting nominations until this Friday, 4pm.
- g. Faculty Committee
- i. Approval of revisions to the Student Complaint Process document
 - 1. [Student Complaint Process document \(redlined\)](#)

2. [Student Complaint Process document \(clean copy\)](#)
3. **Motion:** On behalf of the Faculty Senate Faculty Committee, Senator Shih moves to approve as new business the proposed amendments to the Student Complaint Process document.
 - a. Discussion on the changes which include updating contact information due to changes in positions and clarifying the number of days a student should take to resolve the matter with the instructor before going to the next step (10 business days). The Student Affairs committee also voted in favor of the 10 business days.
4. **Motion:** On behalf of the Faculty Senate Faculty Committee, Senator Shih moves to approve the proposed amendments to the Student Complaint Process document.

(1) Seconded by Fa'amaile Ickes

(2) The motion is approved.

h. General Education Committee

- i. [Report](#)
- ii. Discussion on the Revised Plan: 1) Is the makeup of the revision team representative of our community colleges and instruction? 2) Is this the right time to review Gen Ed? Gen Ed should be reviewed, but not too frequently. 3) If campuses can customize the curriculum, how will it be seamless for students to move between campuses? 4) How feasible will it be to realign SLOs so that courses will be attractive? Foundation courses cannot double dip. 5) How will students “explore earlier” if they are taking less courses? 6) Will financial aid cover less because students are now required to take less Gen Ed courses? 7) How will students transfer to mainland colleges, many of which require 2 semesters of FW1?
- iii. Clarification of two suggestions for Faculty Senate voting on General Education Redesign Proposal:
 1. Options presented: Support the baseline curriculum by the end of this semester; or vote on the baseline plus any signature high impact practices by the end of the academic

year.

2. Debora Halbert, UH VP for Academic Strategy, notes that a vote on the baseline curriculum can be discussed and voted on during the 2022-2023 academic year (last opportunity is meeting on May 3). Leeward CC's own unique GE curriculum (i.e., high impact practices) can be developed later (no date provided).
- i. Lecturer Group
 - i. Discussion on needing to find a representative to attend the in-person Campus Council meetings.
 - j. Legislative Relations Committee
 - i. Discussion around the first meeting. The committee has a few new members: Katie Cashman, Donald Carreira Ching
 - k. Student Affairs Committee
 - i. [Report](#)
 - ii. Discussion around the committee reviewing the Student Academic Grievance policy. Exploring including the option for multiple means of communication due to a different generation of students.
 - l. Student Government (SG)
 - i. [Report](#)
 - ii. Discussion around ongoing efforts and upcoming events.
 1. Free pads and tampons in both male and female bathrooms.
 2. Community Panel Discussion focused on "Houselessness". If Senators know of any students interested in sharing at the panel, contact Alex.
 3. Virtual Constitution Day event with 2 grand prize winners
 4. Had a Domestic Violence (DVM) Fair
 5. Planning a Halloween Event - Jack-O-Lantern event
 6. BOR meeting next week

- iii. Question about Leeward CC Student Government Discord app.
 - 1. Are there guidelines for use?
 - a. Concerns that without guidelines, the app could be used to defame instructors in real time and leave instructors without an opportunity to respond.
 - b. Recommend faculty connect with Lexer.
 - 2. [Approved UH ITS Third Party Online Tools](#)
 - 3. Discussion around Alex being the moderator. If there are any complaints or comments about an instructor, Alex will delete and then redirect the student to appropriate channels. Alex will ensure that users know posts should adhere to Student Conduct Code and Title IX guidelines and that all posts can be used as evidence in a conduct case.

7. Chair's Report

a. Leeward CC Campus Updates

- i. Proposed revisions to the current campus Planning and Budgeting Process.
 - 1. Faculty Senate unanimously approved the proposed revisions to the [current campus Planning and Budgeting Process](#) (see [redlined](#) and [clean copy](#) versions) on September 14.
 - 2. Campus Council unanimously approved the proposed revisions to the [current campus Planning and Budgeting Process](#) (see [redlined](#) and [clean copy](#) versions) at its meeting on September 16.
 - 3. Chancellor Peñaloza requested some changes.
 - a. [Integrated Planning and Budgeting Process \(redlined, 6th draft\)](#)
 - b. [Integrated Planning and Budgeting Process \(clean copy, 6th draft\)](#)
- ii. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve revisions to the Leeward CC Integrated Planning and Budgeting Process.

(1) Seconded by Senator Ickes

(2) The motion is approved by unanimous consent.

- iii. **Motion:** On behalf of the Strategic Planning Committee, Senator Barrett moves to approve [revisions to Leeward CC's mission and vision](#).

(1) Seconded by Senator Igarashi

(2) The motion is approved by unanimous consent.

b. UH System Updates

- i. Face masks no longer required on UH campuses (after September 16, 2022).

- ii. [First draft of UH Strategic Plan 2023–2029](#) (four imperatives)

1. [UH Strategic Plan review process](#)

c. All Campus Council of Faculty Senate Chairs (ACCFSC) (from meeting of May 27, 2022)

- i. Reduction in the number of committees on the UH BOR as the number of regents has been reduced from 15 to 11. Still working out what those committees will be.

- ii. Still working on creating a faculty liaison position to the UH BOR.

- iii. Concerns over use of hub and spoke for small programs, especially from the non-Oahu campuses.

1. Smaller colleges with smaller programs being decimated by hub and spoke.

iv. [2022 UH Faculty Worklife Survey Results](#)

1. Leeward CC current level of satisfaction: 6.19 (out of 10; midpoint 5.5). No comparative data by years provided (p. 9).

2. Leeward CC current faculty morale down (out of 10): 5.51 (2022) compared to 6.91 in 2018 (p. 10). However, morale is in the midpoint of 5.5, better than the other UHCCs.

3. Leeward CC faculty likelihood to leave up (out of 5): 2.52 (2022) compared to 2.30 (2018) (pp. 12-13).

4. Faculty Senate
 - a. Advocacy for University faculty: Leeward's Faculty Senate scored 4.28 out of 5.0 (85.6%) (cf. Appendix 5).
 - b. Confidence in leadership exhibited by Faculty Senate: Leeward's Faculty Senate scored 4.24 out of 5.0 (84.8%) (cf. Appendix 6)
- v. Revisions to UH Policies
 1. EP 6.204 (Student Financial Assistance)
 - a. [EP 6.204 Student Financial Assistance \(Redlined\)](#)
 - b. [EP 6.204 Student Financial Assistance \(Clean Copy\)](#)
 - c. [EP 6.204 Student Financial Assistance \(Comments\)](#)
 - d. Deadline for submission of comments was September 29, 2022. No feedback was received.
- vi. UH Strategic Planning update
 1. Priorities identified from external input from faculty, students, staff, and community stakeholder meetings:
 - a. Educating and developing workforce
 - b. Future economic growth and diversification
 - c. Look beyond Hawai'i's borders, position as thought leader on Indo-Pacific issues
 - d. Technology for remote locations
 - e. Keep higher education affordable
 - f. Physical and technology infrastructure
 - g. More transparency in leadership decisions
 - h. Strong autonomy in politics
 2. Mission and vision
 - a. Questions about the role of Distance Education in UH's mission and vision. Should it be incorporated into both?

- vii. Specialist Faculty
 - 1. Specialist faculty be included in a more general faculty classification.
 - 2. Faculty roles are defined in the Hawai'i Revised Statutes.
 - 3. Recommendations will go to President Lassner, then the SCR 201 Task Force.
 - 4. **UHCC classifications are not being touched.** Changes to Law School, specialists, and a few other classifications are being considered for incorporation under other classifications.
 - viii. New Co-Chairs of ACCFSC: Brent Sipes, UHM (four-year) and Richard Halvorsen, Kapi'olani CC (UHCCs)
 - ix. [UH System Academic Policy Update Priorities 2022-2023](#)
 - x. Kauai CC Chancellor, Joseph Daisy, resigning. No timetable yet for a new search.
- d. Campus Council (from meeting of September 16, 2022)
- i. Campus Council approved the proposed revisions to the [current campus budget and planning process](#) (see [redlined](#) and [clean copy](#) versions) at its meeting on September 16.
 - ii. Leeward CC staff looking into creating a Leeward CC Staff Senate. Proposal was provoked by interest in creating a ACCSSC (All Campus Council of Staff Senate Chairs).
 - 1. Born of a desire to have representation on UH System search committees and to communicate staff concerns to the UH President and the UH BOR.
 - iii. [Policy in Violation of Electronic Device Assignment Agreement \(EDAA\)](#)
 - 1. Will be discussed in Campus Council meeting on October 21, 2022. Vote will be taken at November meeting (11/18/22).
8. Vice Chair's report
- a. Community College Council of Faculty Senate Chairs (CCCFSC) (from meeting of September 16, 2022)
 - i. GenEd Redesign

1. Concerns expressed about the reduction in requirements and potential impacts on faculty (full-time and part-time) jobs.
 - ii. UHCC Strategic Plan Update
 1. In a holding pattern, awaiting more progress with the UH System strategic plan.
 2. Members from each campus (Chancellor Peñaloza, Michael Oishi, and Alex Williamson) are on the UHCC strategic planning team.
 - iii. Fourth UHCC Organizational and Resource Planning memo forthcoming, soon.
 1. [Memo 1: October 12, 2020](#)
 2. [Memo 2: December 11, 2020](#)
 3. [Memo 3: January 26, 2021](#)
 - iv. Programs identified and presented to the BOR to be “stopped out” due to budget issues will be revised and possibly given more time.
 - v. Factors contributing to Memo #4.
 1. There are no longer legislative budget issues, but budget issues due to enrollment, the ending of federal relief funds, big-ticket one-time costs (Ching stadium, collective bargaining increases), and lower enrollment.
 - i. Note about enrollment: President is looking at cross registering students (not home campus students) and early college students as possibly inflating enrollment numbers, possibly impacting predicted revenue due to reduced credits taken.
 - vi. Legislative questions the memo will address— course modality and its alignment with our physical resources/footprint.
 1. Will have to do design work and planning regarding online versus in-person, rather than it just happening to us.
- b. If you are a committee chair and have not communicated your committee membership yet, please do so.

9. Secretary’s Report

10. Old Business

11. New Business

12. General Announcements

13. Notice of next meeting: 3:00-5:00 p.m., Wednesday, November 16, 2022, via Zoom
14. Adjournment- Meeting adjourned at 5:02 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.