



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, September 7, 2022

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), 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 (interim Lecturer Mentor Group representative), Michael Oishi (Chair), Luca Preziati, Michael Scully, I-Chia Shih, Irwin Yamamoto

Faculty Senate Chair Appointee (awaiting Faculty Senate confirmation): Kathleen Cashman, Business Education Division

Student Government Representatives: David Alex Williamson, Student Government President; Chester Leoso, Student Government Vice President

Invited Guests: Carlos Peñaloza, Chancellor; Kelli Brandvold, Vice Chancellor of Administrative Services; Keala Chock, Vice Chancellor for Academic Affairs;

Guests: Genai Keli‘ikuli, Momi Kamahale

Zoom Meeting : <https://hawaii.zoom.us/j/99616026774>

Meeting ID: 996 1602 6774

Passcode: 587984

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:01pm
- II. Review of [meeting minutes from May 4, 2022](#)
 - A. **The minutes from May 4, 2022 were accepted to the record without amendment.**

III. Administration Team Updates

A. Chancellor

1. Leeward CC is hosting the Board of Regents meeting (Oct 20). This will be a hybrid meeting. Carlos will present campus updates.
2. This year we will work on our mission, vision, and strategic plan. More information from Summer Barrett is coming.
3. Beginning to work this year on our institutional self evaluation report for ACCJC. Stay tuned for information from Jayne Bopp.
4. We are trying to build a Grants culture where faculty and staff come up with ideas that can be funded.
5. We are trying to rebuild the idea and model of bringing together our Native Hawaiian Affairs unit. More information to come.

B. Vice Chancellor of Academic Services

1. Starting 2nd semester here. Looking forward to working with you.

C. Vice Chancellor of Academic Services

1. Gearing up for Accreditation in a few years. Encourage your folks to participate. Great opportunity to understand how the college functions.
2. There are a number of policies that will be going through revisions. Let me know if you have any questions.
3. Recognize a couple of individuals:
 - a) We have a Distance Education (DE) Coordinator for the first time - Kelsie Aguilera. Kelsie, along with the other DE members, have been pouring a lot of energy into trying to re-energize our online efforts.
 - b) Michele Mahi is leading our Assessment efforts.
 - c) Summer is the new OPPA Coordinator
4. New Theater - Makalapua Play coming up. Buy tickets!

IV. Chair's Report

- A. Resignation of senator: Paul Lococo (effective July 1, 2022)
- B. Chair's appointment of Kathleen Cashman to Faculty Senate for the 2022-2023 AY to fill a vacancy (as defined by [Faculty Senate Charter](#), Article IV, Section 7). Senate confirmation required.
 - a. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the appointment of Kathleen Cashman to the Faculty Senate for the 2022-2023 academic year.
 - i. **Approved by unanimous consent.**
- C. Senate approval of standing committee chair appointments
 - 1. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the appointments of the below senators as Faculty Senate standing committee chairs for the 2022-2023 academic year.
 - a) Fa'amaile (Betty) Ickes, Chair, Academic and Institutional Support (AIS) Committee
 - b) Michele Mahi, Chair, Assessment Committee
 - c) William Castillo and Alyssa MacDonald, Co-Chairs, Budget and Planning Committee
 - d) Kelsie Aguilera and Cara Chang, Co-Chairs, Distance Education (DE) Committee
 - e) Matthew Egami and Alyssa MacDonald, Co-Chairs, Elections Committee
 - f) I-Chia Shih, Chair, Faculty Committee
 - g) Michelle Igarashi, Chair, General Education and Foundations Committees
 - h) Erika Molyneux, Chair, Legislative Relations Committee
 - i) Leon Florendo and Allan Nebrija, Co-Chairs, Student Affairs Committee

Approved by unanimous consent.

- B. Standing Committee chairs should communicate committee membership to the Vice Chair before our October 12, 2022 Senate**

meeting.

1. Ensure that a broad range of faculty serve on your committees following Article IV, Section 6, of our [Faculty Senate Bylaws](#): “Membership on standing and special committees should be representative of a broad range of Faculty and constituencies.”
- C. Introduction of [Senators and Student Government Representatives \(2022-2023 AY\)](#)
- D. Recognition of senators who were recently tenured and/or promoted: Kelsie Aguilera (Associate Professor), Leon Florendo (Associate Professor), Michelle Igarashi (Associate Professor), Alyssa MacDonald (Associate Professor), Michele Mahi (Associate Professor), Allan Nebrija (Assistant Professor), Luca Preziati (Assistant Professor), Michael Scully (Professor).
- E. [Senate meeting dates and times for the 2022-2023 academic year](#)
- F. Leeward CC Campus Updates
1. **Motion:** On behalf of the Strategic Planning Committee, Senator Barrett moves to approve [revisions to Leeward CC’s mission and vision](#) (vote to be taken at October 12, 2022 meeting).
 - a) **No questions raised.**
 2. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to accept as new business the motion to approve the proposed revisions to the [current campus budget and planning process](#) (see [redlined](#) and [clean copy](#) versions).
 - a) **Approved by unanimous consent.**
 3. **Motion:** On behalf of the Faculty Senate Executive Committee, Vice Chair Aguilera moves to approve the proposed revisions to the [current campus budget and planning process](#) (see [redlined](#) and clean copy versions). Vote to be taken online between September 7-14, 2022).
 - a) Background: Last year, the Faculty Senate had only 5 business days to review and vote on the draft Institutional Priorities List. These changes will provide the Faculty Senate with more time for review.
 - b) Summary of proposed revisions to the Integrated Planning and Budgeting Process (5th Draft)

- (1) The deadline for Support Areas to prioritize their resource requests moves from February 28 to January 31 to give governance groups more time to review.
- (2) Administration's creation of the draft Institutional Priorities List moves from March 31 to February 15.
- (3) Some time between February 16-23, administration will meet with executives of the governance groups to discuss its rationale for a draft of the Institutional Priorities List, including an explanation for resource requests that were denied
- (4) Between February 23-March 10, governance group executives will share the Draft Institutional Priorities List with their constituents, collect feedback, and share that feedback with administration.
- (5) Between March 11-31 administration reviews feedback from governance groups and revises the Draft Institutional Priorities.

c) No questions or comments raised.

G. UH System Updates

1. UH Masking Policy

- a) Masking continues to be required indoors in:
 - (1) Classrooms
 - (2) Shared laboratory spaces
 - (3) Tightly confined educational spaces, such as advising offices.
 - (4) Masking is highly recommended in all other indoor settings on campuses.
 - (5) Individual campuses may also require masking in other indoor and outdoor venues. Examples may include situations with large numbers of people in close proximity or where it is anticipated that high numbers of higher-risk persons will be attending. Masking requirements will be posted at such venues and events.

(6) These masking guidelines will be in effect from now through the first month of classes—until **September 19**. UH will be consulting health advisors throughout this time and will announce any changes by that date. Please continue to monitor your hawaii.edu email for updates.

2. New Process for Reporting Student Participation Verification.

a) Most fall classes will have the option to use the Lulima Weekly Engagement tool to collect student participation. While the tool collects the data, you must still certify and submit the data via the new [STAR Instructor Support App](#) to complete the participation verification process. To complete the new participation verification process:

(1) Decide whether to use the default assignment in Lulima to help college participation information *OR* customize the assignment using the directions found [here](#). This should be determined prior to the class starting.

(2) Check the [STAR Instructor Support App](#) to know when to certify your class(es). The dates may be different if you are teaching classes that are different lengths.

(3) Select the appropriate semester in the drop down menu in the upper right corner and scroll down to review your class(es).

(4) Determine whether a student has/has not participated by the certification deadline (see the App for dates).

(5) Click on the appropriate YES or NO radio button for each student. A **Green Check Mark** in the Lulima column indicates that the student submitted the week 1 assignment.

(6) Certify the class once the entire roster has been reviewed. (September 6 was the deadline)

b) Additional information and detailed tutorials can be accessed on the [Participation Verification website](#). See also the short

[video tutorial](#) for certifying student participation.

3. UH Executive Director of Equity Assurance named
 - a) The first search for the position was canceled as the position was reorganized under the office of the UH Vice President for Administration, Jan Gouveia. Position description was rewritten and went to ad in April 2022.
 - b) Jennifer Rose is the finalist for the position. She is an adjunct clinician/instructor for the UHM Richardson School of Law, is a Gender Equity Specialist for UHM and, since 2015, has been serving as the UH System Director of Institutional Equity. Please see her [CV](#) for more information.

4. [2022 legislative recap](#)

- a) Final UH budget was lower than either the House or the Senate's, but is equal to what was originally requested by the UH Board of Regents (BOR).
- b) Thawing of hiring freeze

- (1) Effective June 15, 2022, the only elements of the previous "freezes" remaining in place is a freeze on all new UH hires into regular (permanent or temporary) positions using UH General Funds (GF), Tuition and Fee Special Funds (TFSF) and/or Research and Training Revolving Funds (RTRF). Only the UH President can approve exceptions to this freeze upon recommendation from an Officer.

- (2) Additionally, requests for out-of-state travel on General and TFSF funds shall be submitted for approval by the Vice President for Community Colleges. The college is developing a process to review requests ahead of committing to the travel expense, in addition to ensuring awareness of potential risks with travel during the pandemic. The process is forthcoming.

5. [Updates to Minors on Campus policy](#) (links to a video recording of the session, PowerPoint presentation, and proposed policies)

H. All Campus Council of Faculty Senate Chairs (ACCFSC) (from meeting of

May 27, 2022)

1. [ACCFSC Memo Regarding Reversion to Two Weeks for CES](#)
 2. [2022 UH Faculty Worklife Survey Results](#)
 - a) People who had the worst morale was UH Manoa.
 3. Revisions to EP 5.205 (Academic Program Definitions and Guidelines) (comment period concluded)
 - a) [EP 5.205 \(redlined\)](#)
 - b) [EP 5.205 \(clean copy\)](#)
 - c) [EP 5.205 \(collected comments\)](#)
 4. Revisions to RP 6.208 (Board Exemptions to Non-Resident Tuition)
 - a) [Memo](#)
 - b) [RP 6.208 \(redlined\)](#)
 - c) [RP 6.208 \(clean copy\)](#)
- I. Community College Council of Faculty Senate Chairs (CCCFSC) (from meeting of May 20, 2022)
1. Campus Accrediting Commission for Community and Junior Colleges (ACCJC) Midterm Reports
 - a) The ACCJC generally either accepts the midterm reports or rejects them. There are generally no other actions or recommendations.
 - b) The UH BOR does not take action on the ACCJC midterm reports.
- J. Campus Council (from meeting of May 6, 2021)
1. From meeting of May 6, 2022
 - a) Approved the [Institutional Priorities for AY 2022-2023](#)
 - b) Approved initial revisions to Campus Council Constitution and Bylaws (to eliminate groups, offices, and individuals that no longer exist on campus)
 - (1) A Campus Council ad hoc committee will explore

possible future changes to the membership of Campus Council.

(2) Exploring the creation of a Staff Senate

- c) Approved new leadership to Campus Council for the 2022-2023 AY: Momi Kamahela, Chair; Eiko Kosasa, Vice Chair; Wayde Oshiro, Vice Chair.

V. Vice Chair's report

- A. Update Standing Committee membership on Senate [website](#).
 - 1. Confirm members of committees by October 12, 2022 and update committee web pages.
- B. Call for amendments to descriptions of standing committees in Article V of the Senate [bylaws](#). Due by October 12, 2021.

VI. Secretary's Report

- A. Please email reports as PDFs to the entire FS Executive Committee (Summer Barrett, Kelsie Aguilera, and Michael Oishi)

VII. Standing Committee Reports

- A. Academic and Institutional Support (AIS) Committee
 - 1. Kudos to the hard working committee: Marie MacKenzie (secretary - newly formalized), Ann Inoshita, Brent Hirata, Darcy Francis, Heather Takamatsu, Michael Scully, Abigail Langlas. Chester Leoso
 - 2. Fa'amaile will send Danny Wyatt an email asking for a Wai'anac Moku representative.
- B. Assessment Committee
 - 1. [Report](#)
 - 2. We are doing a great job with course review: 91%-100% of courses are complete. We are working on getting the remaining 9% to complete course assessments this school year.

C. Budget and Planning Committee

D. Curriculum Committee

1. [Report](#)
2. **Proposals contained in report were approved by unanimous consent.**

E. Distance Education (DE) Committee

F. Elections Committee

1. [Minutes](#)
2. [Faculty Senate Elections Procedures \(Updated September 2022\)](#)
3. [Faculty Senate Elections Procedures \(Updated September 2022\)—Clean Copy](#)
4. **Motion:** On behalf of the Elections Committee, Senator MacDonald moves to accept as new business the proposal to change the date of elections in the Elections Committee Procedures from “first week of November” to “November.”
 - a) Background: Going through the voting timeline, we realized the first full week of November has Veterans Day on Friday. In order to not shorten the voting time, we are asking to change the language in our procedures from “first week of November” to “November” to give us more room in case we run into a holiday situation again.
 - b) **Approved by unanimous consent.**
5. **Motion:** On behalf of the Elections Committee, Senator MacDonald moves to change the date of elections in the Election Committee Procedures from “first week of November” to “November.”
 - a) **Approved by unanimous consent.**

G. Faculty Committee

1. Focused on editing the Student Complaint Process form.

H. General Education Committee

1. New version of the General Education Redesign has been emailed to everyone. Michelle will create a cheat sheet for everyone to view.

I. Lecturer Group

J. Legislative Relations Committee

1. Two new members: Kathleen Cashman, Donald Ching. May try to recruit to ensure broad representation.

K. Student Affairs Committee

L. Student Government

1. Have a team of four including the Executive Board members and one intern. SG is looking towards recruiting more members.
2. Created a Discord which is a chat social media platform. It has 40 members so far and has only been up for a month. Will use it to field students' questions and concerns. Will host virtual events. Students can also submit pictures (e.g., concerns with facilities)
3. Mission Statement: To kōkua and mālama Leeward CC by encouraging our community to share their needs and provide innovative solutions.
 - a) This was also translated into Hawaiian
4. Looking to host Mock Trials (Oct 5, 11:30am, ED 210A) - In person. The event will focus on bringing students back onto campus. Good way for students to get to know their student leaders. Provides an opportunity to have students debate key topics of interest (e.g., houselessness)
 - a) Looking for three professors or staff interested in being judges. If faculty and staff are interested in being involved: fill out this [Google Form](#) or email Alex at davidaw@hawaii.edu or Chester at cleoso@hawaii.edu
 - b) Questions from Senators:
 - (1) Is ED 210A large enough? Only accommodates 8 people. If SG wants a bigger room (ED 210H), let Christina Keaulana know.
 - (2) Is it a debate vs trial? A trial would need more scaffolding (i.e., coaching of students on how to do this). Debate may be easier to do.

VIII. Old Business

- IX. New Business
- X. General Announcements
- XI. Notice of next meeting: 3:00-5:00 p.m., Wednesday, October 12, 2022, via Zoom
- XII. Meeting adjourned at 4:25 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.