



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE

Faculty Senate Minutes

Wednesday, March 8, 2023

3:00-5:00 p.m.

Online via Video Conference

Senators: Kelsie Aguilera (Vice Chair), Summer Barrett (Secretary), Kathleen Cashman, William Castillo, Leon Florendo, Jiajia Garcia, Fa‘amaile Ickes, Michelle Igarashi, Ann Inoshita, Christina Keaulana, Alyssa MacDonald, Michele Mahi, Erika Molyneux, Allan Nebrija, Don Oberheu, Michael Oishi (Chair), Luca Preziati, Michael Scully, Irwin Yamamoto

Senators Absent: Cara Chang, Matthew Egami, Nolan Miyahara, I-Chia Shih

Student Government Representatives: Chester Lesoso, Leeward ASUH Vice President; Asiah Chaleunheuang, Leeward ASUH Treasurer

Invited Guests: Lexer Chou, Student Life Coordinator; Kelli Brandvold, Vice Chancellor of Administrative Services; William Akama, Commercial and Auxiliary Enterprise Officer; Chris Segawa, University Security Officer

Guest: Evelyn Wong

Zoom Meeting: <https://hawaii.zoom.us/j/95388385219>

Meeting ID: 953 8838 5219

Passcode: 151977

Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:01 p.m.
- II. Review of [meeting minutes from February 8, 2023](#); review of [meeting minutes from special meeting from February 22, 2023](#).
 - A. **The minutes from February 8, 2023 and February 22, 2023 were accepted to the record without amendment.**

- III. Lexer Chou on the chosen name policy.
 - A. [EP 7.302 \(Chosen Name Policy, Memo\)](#)
 - B. [EP 7.302 \(current Preferred Name Policy, Redlined Copy\)](#)
 - C. [EP 7.302 \(Chosen Name Policy, Clean Rev. Copy\)](#)
 - D. [Lexer Chou Presentation on Chosen Name Policy](#)
 - E. [Comment Form](#) (comments due by **March 24, 2023**)

- IV. VCAS Brandvold and William Akama on [draft of Leeward CC Parking Rules and Regulations](#)
 - A. [Comment Form](#) (feedback due by **5 p.m., March 30, 2023**)
 - B. VCAS Brandvold shared the following key points:
 1. In 2018 the University established a parking scale, structure, and penalties which was approved by the BOR and Governor. Since parking has not been an issue, we did not create a procedure. Now we must be proactive in case the Rail poses parking challenges.
 2. This is a living document that Academic Services will update as we move forward.
 3. There will be no fees in the foreseeable future.
 4. There is a fee schedule for parking violations (e.g., parking in a red zone or handicap stall). For the first year, parking fees will not be enforced. Security will just issue warnings.
 5. Because sometimes people use multiple vehicles to get to work, the parking permit will be a hand tag that you can move from vehicle to vehicle. People can also get a temporary parking pass from Security.
 6. If Rail Riders park in our parking lot, our security would now have the ability to issue a ticket. DTS (Dept of Transportation) has assured us that they will communicate to the public that this campus is not a park and ride location.
 7. DTS will present information to the campus on April 14 at 1pm in ED 201. Current bus pass holders and students with Upasses can ride the rail for free. Informed that the Rail is pushed back to May 2023. There are hammerhead cracks which have delayed the progress.

8. There will be visitor parking available in Lot 3, Lot 1A. Can park there for 3 hours. Can request extension if need be. Need a time limit so Rail doesn't think we have excess unused stalls.
 9. Application Form requires insurance, drivers license, and that your vehicle is registered. There will be checkboxes for you to self-certify. For safety reasons, we need to make sure the vehicle is insured and registered.
- C. Question: Where will passes be distributed? Will they be collected at the end of every term? Answer: Students will be issued passes on an annual basis; Employees on a three year cycle. Students mid-year can get a pass from the Cashier's office.
- D. Question: Are there plans to hire more security guards to help with this added workload? Answer: The CCs have a request for additional positions with the Legislature. Currently security does monitor the parking (e.g., if someone is parked illegally) and issue warnings so this is already part of their job. If there is a huge new influx of people from the Rail, we will have to add new positions if not given positions through the Legislature.
- E. Question: Are the visitor parking stalls being marked with signage? Answer: Yes.
- F. Question: How will we show valid proof of insurance throughout the entire time of issuance (3 years)? No one has insurance for three years. Answer: We will delete "proof of" in the below statement on the procedure:
1. Possess valid ~~proof of~~ insurance for the motor vehicle listed on the application. The length of the insurance coverage for the motor vehicle must, at minimum, remain valid throughout the entire validity period of the parking permit being applied for.
- G. Question: Will the permit limit us to what lots we can park in? Answer: You can park in any stall as long as it is not restricted (e.g. ADA or visitor stalls).
- H. Question: When are the parking stalls behind the theater going to be available again? Answer: They been open since January. We have construction of the FA building and an A/C project coming up at which time we will have to close those stalls again.

V. Standing Committee Reports

- A. Academic and Institutional Support (AIS) Committee
 1. [Report](#)
- B. Assessment Committee

1. [Report](#)
- C. Budget and Planning Committee
- D. Curriculum Committee
- E. Distance Education (DE) Committee
 1. [Report](#)
 2. LMS Review Committee will submit recommendations by the end of March. UH Officials will make the decision as to whether a new LMS will be chosen by the end of Spring with a possible one-year period for implementation. No definite dates have been set.
- F. Elections Committee
- G. Faculty Committee
 1. [Report](#)
 2. Discussion around the potential impact of a 15 week semester on CTE programs. It will be challenging but doable. Culinary is on 8 week modules. Need to check with the Automotive program which has 5 week modules. I-chia should also talk to Janel Oshiro (Banner Specialist) and the Financial Aid Office regarding potential impact on Part of Term courses and financial aid. This conversion would be for all campuses.
- H. General Education Committee
 1. [Report](#)
 - a) Discussion around the need to reach out to the UHWO FS Chair to let him/her know their representative is not representing the whole campus. There are people offering to reach out to UHWO. However, the Gen Ed Curriculum Redesign committee is done. Their report is due this Friday. Michelle will share a copy of Lance's report and the Gen Ed curriculum by April to give FS enough time to look at it and vote.
 2. [Proposed UHCC General Education compromise document](#)
- I. Lecturer Group
- J. Legislative Relations Committee
 1. [Report](#)

K. Student Affairs Committee

1. Currently working to revise the Student Academic Grievance Policy & Procedures.

L. Leeward ASUH (Asiah Chaleunheuang, Leeward ASUH Treasurer)

1. [Report](#)

- a) Additional Point: Wai'anae Moku's largest concern is needing an in person Hawaiian Language instructor.
- b) Additional Point: Will have a focus group open to 20 students to share their thoughts about college life (e.g., instructor response time). Senator recommended it would be helpful to survey students to ask them about what they think is a reasonable time for faculty to respond to them.

2. [How Can Leeward Help You? \(Leeward CC ASUH Survey, SP 23\)](#)

VI. Chair's Report

A. Leeward CC Campus Updates

1. [Draft Institutional Priorities List \(IPL\)](#)

- a) Please submit questions or feedback in the [Google Form](#). Responses collected in this form will be shared anonymously with administration. **Deadline for feedback is 5 p.m., March 9.**
- b) Not voting on draft Institutional Priorities List until April 12 Faculty Senate meeting.

B. UH System Updates

1. [Three-Year Academic Calendar \(2023-2026\)](#)

2. [Memo on Proposed Policy Changes Related to SCR 201](#)

- a) [Proposed changes to Regents and Executive policies](#)

(1) Pay particular attention to those related to the following:

(a) [RP 9.206](#): Faculty and Staff Renewal and Vitality Plans

(i) Title updated: Faculty and Staff Professional Development

- (ii) Updates language to reflect faculty development rather than vitality.
- (iii) Requires campuses to establish a written protocol to address declining faculty performance and providing opportunity to improve performance.
- (iv) Each campus policy will need to be reviewed by UHPA.

(b) [EP 9.203](#): Evaluation of Faculty and Administrative, Professional and Technical Employees

- (i) Defines “non-tenure track faculty” and
- (ii) Includes language for the creation of non-tenure track faculty job security.

b) SCR201 Proposed Revisions to UH Policies - [Comment Form](#) (comments due by April 15, 2023)

C. All Campus Council of Faculty Senate Chairs (ACCFSC) (from meeting of February 17, 2023)

1. [EP 5.230](#) Small Undergraduate and Graduate Course Sections

- a) UH administration believes that the Small Program report is important to know what is going on with all of our programs, including small programs.
- b) Understands that small programs are just as important as large programs.
- c) Questions remain over how to report. Should certificates and microcredentials be reported as well?
- d) Current report takes a rolling average of small program enrollment over a 3-5 year period.

2. [Aligned Course Repeat Policy](#)

- a) Need to know if we can indeed move to a system-wide course repeat policy.
- b) Campuses should develop their own policy on course repeats, then a system policy can be developed around it to determine common/necessary elements.

- c) Need a policy that provides latitude for students to improve their GPAs but also recognize that perhaps a particular course of study is not for them.
- d) This is simultaneously a course repeat policy as well as a grade replacement policy.
- e) Need a standard starting policy for transfer of grades/credits.
- f) The Student Affairs committee started reviewing our campus' current policy between November 2019 to January 2021 but stopped due to being informed that the UH System would create a policy. The Student Affairs committee should consider picking up this work again.

3. UH Board of Regents

- a) Approving fees that have to do with research programs
- b) BOR sit-down with State Senate
 - (1) 4,900 legislative requests for information
- c) Cross-campus course and program sharing
 - (1) A UH policy could be created to facilitate course sharing while allowing a campus to focus on the courses it specializes in and already teaches.
- d) General Education redesign
 - (1) Possibility to create course sharing options to provide students opportunities to fulfill requirements yet have financial aid cover.
 - (2) BOR perspective: Students are our customers. Faculty have the responsibility to develop and deliver the curriculum to meet the needs of our customers.
 - (3) Objective: To have a seamless process from onboarding to graduation to industry.

4. Learning Management System Review

- a) UH Learning Management System Review [website](#) (includes a timeline for demos and town hall dates).
- b) LMS Review [FAQs](#)
- c) LMS [Evaluators](#)

5. Kualiti Build Faculty Position Advertisement workflow tracking (Ross Egloria, HonCC) - [proposal](#)

- a) Interest by faculty in this?

D. Campus Council (from meeting of February 17, 2023)

1. Leeward CC Strategic Plan and Mission and Vision

- a) Reviewing feedback and solidifying the campus Strategic Plan. Plan to approve this Spring and implement in Fall. Efforts will be hampered by waiting for the UHCC System's Strategic Plan which should be finalized by April.

- b) No planned changes to Leeward CC Vision and Mission.

2. [Review and Amend Constitution and By-laws Final Report](#)

- a) Ad Hoc Committee to Review and Amend Constitution and By-laws recommends revising current membership for a more equitable representation of Leeward faculty/staff.

(1) Scenario #1: Revisit Membership after creation of Staff Senate to recalibrate faculty and staff representation and voting rubric/power in a manner that reflects the campus employee population equitably.

(2) Scenario #2: Revise membership: 50% faculty vote and 50% staff vote.

- b) Purpose: Rethink the purpose of Campus Council to widen scope beyond planning and budgetary matters. This may include a Campus Congress (forum to explore, discuss, and debate crucial issues facing the college).

- c) Task: What should this body do for the Campus? Create standing committees (i.e., Strategic Plan, Environmental Sustainability.) Continue support for the establishment of the Staff Senate.

3. Campus Safety

- a) Sexual assault reported to campus on February 9, 2023

(1) Improvement of campus security processes

- (a) Language of initial email to facstaff listserv will be improved. Language needs to be supportive of anyone who has suffered from

the incident and must follow the legal requirements of privacy.

- (b) A system is being developed where Love Pono (select counselors, faculty, students) will guide future communications.
- (c) Administration and campus groups will work on developing safety measures on campus, such as how to use the blue light call boxes on campus (improving on how to respond and where to respond when there is an incident). Improving lighting and positions of cameras on campus.
- (d) Also need to protect the privacy of affected individuals.
- (e) There are laws and processes that need to be followed, but there are gray areas that require judgment. What gets reported to UH Alert? Limitations on things like how long we are allowed to retain security footage of cameras.
- (f) Administration will be sending out meeting invitations on how to improve security processes to support our campus.
- (g) Possible future training for students, faculty and staff (e.g., situations to be aware of, self-defense, etc.).
- (h) Faculty Senate will be following up on this issue in Campus Council to ensure protocols are improved.

(2) Comment: Concern for Wai‘anae Moku. We have classes that run until late in the evening. We have students that park in the back parking lot yet security is located in the front of the building. Can we have a blue box in the back parking lot?

(3) Comment: Cameras would be good to have. We need a better protocol for responding quickly to incidences. Security is stretched thin. They are not able to respond very quickly.

VII. Vice Chair’s report

- A. Please send revisions on committee by laws to Kelsie by March 13.
- B. Community College Council of Faculty Senate Chairs (CCCFSC)
 - 1. UHCC Academic Master Plan
 - a) The hope is to have an academic master plan complete by the end of the year, which will identify areas of growth and strategic enrollment projections.
 - 2. [EP 5.230](#) Small Undergraduate and Graduate Course Sections
 - a) Della will look into amending the language of the EP so that courses with smaller maximum capacities (i.e 14 students) will not fall under the EP if more than 50% enrolled.
 - b) UHCC has committed to telling VCAs to run low-enrolled in-person courses for the next few years.
 - 3. Succession planning
 - a) Della said in the event that someone will be leaving a position, recruitment for the position can begin before the position is vacant.
 - 4. Productivity of Instructional Faculty
 - a) There is pressure from the BOR and legislature on how instructional faculty can be more productive.
 - b) There may be increased scrutiny over instructional faculty performing non-instructional duties (release time).
 - (1) Some campuses like WCC, KCC, and UH Maui make release time public/inform the Faculty Senate of all campus release time.
 - 5. Legislative Season
 - a) Bills
 - (1) Early College positions to support counselor/coordinator at 7 campuses with Early College with focus on CTE programs
 - (2) Free Community College vs Expanded Hawaii Promise (HB 78/SB 172)
 - (a) If push comes to shove, the Hawaii Promise program is likely to be expanded by \$20

million rather than funding the free
community college bill.

VIII. Secretary's Report

IX. Old Business

A. April will be a busy month. FS will be voting on the Draft Institutional
Priorities List, Student Academic Grievance Policy, Gen Ed Curriculum,
Strategic Plan, and Campus Assessment Plan.

X. General Announcements

XI. Notice of next meeting: 3:00-5:00 p.m., Wednesday, April 12, 2023, via Zoom

XII. Adjournment - Meeting adjourned at 5:00 p.m. by unanimous consent.

Respectfully submitted by Summer Barrett, Faculty Senate Secretary.