



## Faculty Senate Minutes

Wednesday, October 14, 2020

3:00-5:00 p.m.

Online via Video Conference

**Senators Present:** Kelsie Aguilera (Secretary), Summer Barrett, Weirong Cai, Matthew Egami, Jiajia Garcia, Petersen Gross, Junie Hayashi (Vice Chair), Betty Ickes, Michelle Igarashi, Warren Kawano, Genai Keli'ikuli, Gholam Khaleghi, Alyssa MacDonald, Michele Mahi, Erika Molyneux, Michael Moser, Michael Oishi (Chair), Suzette Scotti, John Signor, Kale'a Silva, Christine Walters, James West, Evelyn Wong, Naiad Wong, Danny Wyatt

**Senators Absent:**

**Student Government Representatives:** Kealohilani Leleo, Student Government President; Joseph Wargo, Vice President

**Invited Guests:** Carlos Peñaloza, Chancellor; Mark Lane, Vice Chancellor of Administrative Services

**Guests:** Jordan Lewton

**Join Zoom Meeting:** <https://hawaii.zoom.us/j/98845452525>

Meeting ID: 988 4545 2525

Passcode: 959967

## Agenda

- I. A quorum being present, Chair Oishi called the meeting to order at 3:03 p.m.
- I. Review of [meeting minutes from September 9, 2020](#)
  - A. The minutes from September 9, 2020 were accepted to the record without

amendment.

## II. Chancellor's updates

- A. The office of the Vice President for Community Colleges (VPCC) created a website to serve as a repository of information for budget planning:  
<http://uhcc.hawaii.edu/ovpcc/uhcc-planning>
- B. Campus groups should evaluate the information on the website and provide feedback to our Campus Council.
- C. An ad hoc Campus Council meeting will be scheduled for Friday, November 6, 2020. Leeward's coordinated feedback is due to VPCC Erika Lacro by November 9, 2020.
- D. All budget saving and revenue generating ideas are still on the table, including reducing duplication on O'ahu by consolidating operations, resources, support services, programs, and under-enrolled courses.
- E. Implementation of ideas may be the result of two driving forces: the budget crisis and a true system realignment.
- F. Leeward's mission, student success, and meeting our community needs will be taken into consideration.
- G. Another campus Zoom meeting with VPCC Erika Lacro and Associate Vice President of Administrative Affairs Mike Unebasami is being coordinated.

## III. Vice Chancellor of Administrative Services Budget Update

- A. No progress or updates on the budget. We are still expecting a \$3-4 million shortfall for the current fiscal year (2021).
- B. Negotiations are going on with the collective bargaining units. Under consideration are furlough days, faculty retirement incentives, and pay cuts.
- C. Although we will likely weather this fiscal year's budget shortfall, the next fiscal year (2022) and beyond are really going to be the years that we are strained financially.
- D. One decision has been made. Executive/administrative pay cuts will go into effect on November 1, 2020. The 9.2% pay cut will save Leeward \$58,000 this fiscal year and \$87,000 next year.

## IV. Standing Committee Reports

A. Academic and Institutional Support (AIS) Committee

1. Meeting minutes from [October 9, 2020](#).

B. Assessment Committee

1. Disciplines and divisions will be contacted to see if they need assistance.
2. Workshops will be held on topics like course mapping.

C. Budget and Planning Committee

1. UH Board of Regents Budget and Finance [agenda](#) from October 1, 2020.
2. Meeting minutes from [October 7, 2020](#).
3. **Motion 20.13:** On behalf of the Budget and Planning Committee, Senator Khaleghi moves to add a five-week intersession during the winter recess.

- a) Discussion regarding operationalizing the motion as written this academic year and subsequent academic years.

**b) Motion rescinded.**

D. Curriculum Committee

1. [Report](#)
2. **Motion 20.14:** On behalf of the Curriculum Committee, Senator Gross moves to accept the proposal for new and modified courses enclosed in his October 14, 2020 report.

**a) Motion approved.**

E. Distance Education (DE) Committee

1. [Report](#)

F. Elections Committee

1. Nominations due October 16, 2020.

G. Faculty Committee

1. For review: Required notification of withdrawal deadlines for

five-week courses in instructor syllabi.

2. [Meeting minutes](#) from October 6, 2020
3. Discussion on canceling a lecturer's DE course and reassigning it to a full-time faculty member with no DE experience.

H. General Education Committee

1. [Report](#)

I. Lecturer Group

1. [Report](#)

J. Legislative Relations Committee

K. Student Affairs Committee

1. [Report](#)
2. **Motion 20.15:** Senators Barrett and Signor move to accept as new business the motion to create an ad hoc committee to review amendments to the [Student Academic Grievance policy](#).

**a) Motion approved.**

3. **Motion 20.16:** Senators Barrett and Signor move to create an ad hoc committee to review amendments to the [Student Academic Grievance \(SAG\) policy](#).

**a) Motion approved.**

L. Student Government

1. President Kealohilani Leleo and Vice President Joseph Wargo on concerns with instructional practices.
2. Feasibility of posting the Class Availability list for the entire academic year rather than semester by semester.
  - a) Considerations for and implications of displaying Class Availability an entire year out ([responses](#) from Janel Oshiro, Banner Specialist; Petersen Gross, Curriculum Committee Chair; and Michael Oishi, Faculty Senate and Diversification Board chair)

### M. Chair's Report

1. Confirmation of Lecturer Group representative to Senate: Christine Walters.
2. [Leeward CC Report to the UH Board of Regents](#), September 17, 2020 (pp. 4-8)
3. Continuing campus budget updates
  - a) Updates from Chancellor's online meeting of 9/29.
    - (1) No decisions have been made about the budget --only brainstorming of ways to increase revenue, reduce the budget, and realign goals. Ideas will be shared with UHCC VP Erika Lacro, though some already have (for those who sent their thoughts directly to her).
    - (2) [PowerPoint presentation](#) from September 29, 2020
    - (3) [Recording](#) of meeting from September 29, 2020

### N. UH System Updates

1. Feedback on changes to Regents Policies (RP) 4.201-4.203 put on hold. The Board of Regents wishes to pause the consultation on these policies and will revisit any policy amendments at a later time as the University moves forward with its ongoing strategic short and long-term planning (from Donald Straney, UH Vice President for Academic Planning and Policy)
2. [Call for nominations for UH Board of Regents](#). Completed applications must be received by the Candidate Advisory Council (CAC), or postmarked, by 11:59 p.m. on Monday, November 16, 2020.
3. [Participation Verification Policy](#) to be implemented Spring 2021.
  - a) Description of policy:
    - (1) Is a process that asks instructors to provide students with some kind of activity/assignment (it doesn't have to be graded) in the first week of the semester that requires students to participate in their classes.
    - (2) Is a process that then asks instructors to identify students who did not participate in their classes during the first week of instruction.

- (3) Is a process that ultimately results in the administrative disenrollment of students who are identified as not participating.
- b) Differences from No Show process.
  - (1) Currently, instructors can designate a student as a “No Show” based on attendance, not participation.
  - (2) We do not administratively disenroll students who are designated as No Shows.
- c) Requirements of the policy:
  - (1) Instructors will need to transition their reporting from MySuccess (Starfish) to BANNER Self-Service. They will need to input and then certify students’ participation in the same way that they input grades.
  - (2) Instructors will need to “stand up” whatever assignment they’re going to use to determine participation during the first week of instruction. UH system has made available an assignment that can be posted in Laulima. If instructors choose to utilize this, students who do not engage in the assignment will be pre-marked in BANNER as having not participated. However, instructors will still need to go into BANNER Self-Service to certify and submit the reports.
  - (3) Once the reporting period is over, Admissions & Records will need to manually drop students from their classes. Future iterations of this effort will include automated drops performed by BANNER; but, in order to help with quality control this first time out, this round will not include that component.
  - (4) A reporting tool will be made available to campuses so that they can run reports to see which instructors have completed their reporting and which instructors have not.
  - (5) Timeline is the end of the erase period (the end of the third week of instruction).

O. All Campus Council of Faculty Senate Chairs (ACCFSC)

1. Updates from meeting on September 18, 2020

- a) Feedback on changes to EP 12.205 (faculty and staff assigning to students textbooks they have authored). Has

come back from the UH Office of General Counsel (OGC) after an earlier draft was disseminated in June.

- (1) [Memo from Don Straney](#), UH Vice President for Academic Planning and Policy
- (2) [Ramseyer format version of EP 12.205](#)
- (3) Please provide feedback on these changes using the [Google form](#) by **November 1**. Comments will be sent to Debora Halbert, UH Associate Vice President for Academic Planning and Policy on November 2.

P. Community College Council of Faculty Senate Chairs (CCCFSC)

1. [Overview](#) of the UHCC Strategic Planning Council
2. [UHCC Strategic Planning Council presentation](#), September 10, 2020.
  - a) Regent Wilson has noted that the UH System must follow a process for budget reductions.
  - b) UHCC enrollment for Fall 2020 down 431 students relative to Fall 2019.
  - c) Increase of 444 unclassified students in Fall 2020 relative to Fall 2019.
  - d) Hawai'i Promise Scholarship information
    - (1) Number of recipients increased 28% from last year.
    - (2) Average award increased 17%.
    - (3) Total awarded increased 45%.
    - (4) Leeward CC totals: 518 recipients; average award \$1,310; Total awarded: \$678,556.
  - e) Urgent Student Relief Fund (Spring and Summer 2020)
    - (1) Leeward CC totals: 252 awards; 382 applications; 66% of applicants awarded; \$105,374 awarded.
  - f) [UH Career Explorer](#) platform provides UH System students live information about job opportunities in their fields of study.

- V. Vice Chair's Report
  - A. Campus Council updates from meeting on September 18, 2020.
- VI. Secretary's Report
- VII. Old Business
- VIII. New Business
- IX. General Announcements
- X. Notice of Next Meeting: 3:00-5:00 p.m., Wednesday, November 18, 2020, via Zoom
  - I. Adjournment at 5:22 pm

Respectfully submitted by Kelsie Aguilera, Faculty Senate Secretary