



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

## **Faculty Senate Minutes**

Wednesday, September 9, 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 Oishi (Chair), Suzette Scotti, John Signor, Kale'a Silva, Christine Walters, James West, Evelyn Wong, Naiad Wong, Danny Wyatt

**Senators Absent:** Michael Moser

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

**Invited Guests:** Carlos Peñaloza, Chancellor; Kay Ono, Vice Chancellor for Academic Affairs

**Guests:** William Albritton, Milton Ayakawa, Michael Bauer, Darwin Bohnet, Jayne Bopp, Michael Cawdery, Kathryn Fujioka-Imai, James Goodman, William Labby, Jordan Lewton, Eiko Kosasa, Igor Nikitin, Luca Preziati, Ron Umehira, and "Do" (Zoom name)

**Zoom Meeting :** <https://hawaii.zoom.us/j/95327238557>

Meeting ID: 953 2723 8557

Passcode: 567734

### **Agenda**

- I. A quorum being present, Chair Oishi called the meeting to order at 3:04 p.m.
- II. Review of [meeting minutes from May 7, 2020](#)
  - A. The minutes from May 7, 2020 were accepted to the record without

amendment.

### III. Chancellor's updates

- A. Erika Lacro, Vice President for Community Colleges, is hosting a Zoom session on Thursday, September 10, 2020.
- B. Chair Oishi and Chancellor Peñaloza will be presenting to the Board of Regents on Thursday, September 17, 2020.
- C. Leeward will maintain a reduced population on campus until the end of current stay-at-home orders, currently ending on September 24, 2020.
- D. The UH budget for fiscal year 2021 is still not solidified, although we are working under the following assumptions:
  - 1. 16% General Funds reduction and 5% tuition revenue reduction.
  - 2. \$91 million deficit for UH; \$4 million deficit for Leeward.
- E. By October/November 2020, Leeward is to have an expense structure plan. By January 2021, the plan is to be implemented.
  - 1. 80% of Leeward's current expenses can be attributed to salaries and personnel.
- F. Expense structure plan and expense changes will go through the correct processes and governing bodies, although the timeline will be accelerated.
- G. UH and Leeward are looking at realigning offerings to support the future workforce needs of the state of Hawai'i.
- H. Wahiawa Product Development Center is still going forward.

### IV. Vice Chancellor for Academic Affairs updates

- A. Discussion on [Faculty Senate Resolution 20.1](#).
  - 1. There was no hard deadline for course cancellations as adjustments were made up until the start of the Fall 2020 semester.
  - 2. Cancelled courses were very low enrolled (1 or 2 enrolled students) or with multiple sections in the same subject area and same modality.
  - 3. Lecturers lost sections due to unprecedented enrollment patterns and

course cancellations.

4. Keeping low enrolled courses open through the first week of classes is not possible due to late registration fees, limited class availability, and financial aid issues. Courses with no prerequisites are kept open as long as possible.

- a) Waiving the late registration fee in the future will be considered.

5. Dean James Goodman shared that a more substantial enrollment drop was anticipated for the Fall 2020 semester, but the enrollment drop actualized at only 3%. Unprecedented enrollment patterns made decision-making challenging. 100-level classes stayed open for as long as possible.

B. Discussion on overloads for the academic year 2020-2021.

1. Overloads were denied for the Fall 2020 semester when underloaded faculty did not have enough classes.

2. Refer to [University of Hawai'i Professional Assembly contract \(2017-2021\)](#).

- a) Article XXI.F.3.a. "During the academic year, Faculty members shall be authorized overload teaching when the course(s) to be taught cannot be assigned to another Faculty Member and the hiring of a lecturer is not possible or impractical." (pg. 45)

3. When appropriate, overloads will be granted, although it is a priority to take care of our lecturers. For example, if a section has a waitlist, an faculty overloaded section may open.

C. For the Fall 2020 semester, there was a delay in communicating to students modality changes due to there only being one Banner Support Specialist through which all changes and communications must go through.

D. For the Spring 2021 semester, it would be best to select Distance Education as your course modality.

E. Division Chairs will be trained in a new platform through which course trends can be identified.

F. There is currently no prioritized list of budget cuts, although administration

is looking to the Faculty Senate for input.

V. Introduction of [Senators and Student Government Representatives \(2020-2021 AY\)](#)

VI. Executive Committee Reports

A. Chair's Report

1. Recognition of senators who were recently tenured and/or promoted: Summer Barrett (Associate Professor), Matthew Egami (Assistant Professor), Betty Ickes (Associate Professor), Suzette Scotti (Associate Professor), John Signor (Associate Professor), Kale'a Silva (Associate Professor), Naiad Wong (Assistant Professor), and Danny Wyatt (Associate Professor)

2. [Senate meeting dates and times for the 2020-20201 academic year](#) (all meetings below are scheduled for Wednesdays, 3:00-5:00 p.m. via Zoom).

a) Fall Semester Senate meeting dates:

- (1) September 9, 2020
- (2) October 14, 2020
- (3) November 18, 2020 (third Wednesday due to Veterans Day)
- (4) December 9, 2020

b) Spring Semester meeting dates:

- (1) January 13, 2021
- (2) February 10, 2021
- (3) March 10, 2021
- (4) April 14, 2021
- (5) May 5, 2021 (first Wednesday to avoid extending into finals week, May 12)

3. [Faculty Senate Primer](#)

B. Senate approval of standing committee chair appointments

1. Betty Ickes, Chair, Academic and Institutional Support (AIS)

Committee

2. Gholam Khaleghi, Chair, Budget and Planning Committee
3. Kelsie Aguilera and Evelyn Wong, Co-Chairs, Distance Education (DE) Committee
4. Matthew Egami and Alyssa MacDonald, Co-Chairs, Elections Committee
5. Danny Wyatt and U'ilani Keli'ikuli, Co-Chairs, Faculty Committee
6. Michelle Igarashi, Chair, General Education and Foundations Committees
7. Erika Molyneux, Chair, Legislative Relations Committee
8. Summer Barrett and John Signor, Co-Chairs, Student Affairs Committee

**C. Standing Committee chairs should communicate committee membership to the Vice Chair by or before our October 14, 2020 Senate meeting.**

1. Ensure that a broad range of faculty serve on your committees (particularly the AIS, Budget and Planning, and Faculty committees): "Membership on standing and special committees should be representative of a broad range of Faculty and constituencies" (Article IV, Section 6, [Faculty Senate Bylaws](#))

**D. Leeward CC Administrative Updates**

1. [Chancellor's written response to Faculty Senate resolutions 19.1 and 19.2.](#)
2. Unanimous support of votes cast for [Senate Resolution 20.1](#) on August 13, 2020.
  - a) Administration postponed several cancellation of courses with less than 50% enrollment from Friday, August 14 to Thursday, August 20.
  - b) [Administration's written response to Senate Resolution 20.1.](#)
3. From Vice Chancellor Ono: No moratorium or extra scrutiny of proposed new courses.

## E. UH System Updates

1. [Interim Addendum to EP 7.208](#) (UH System Student Conduct Code)
  - a) A temporary addendum to the [UH System Student Conduct Code](#). Intended to align expectations outlined in the [UH Health and Safety Guidelines for COVID-19](#) with the Student Conduct Code.
2. [Memorandum of Understanding](#) between the University of Hawai'i, UH BOR, and UHPA regarding the election to extend the probationary period for faculty expecting to undergo contract renewal.
3. Feedback on changes to Regents Policies (RP) 4.201-4.203 (Chapter 4 has not been updated for over ten years)
  - a) [Memo \(overview\) from Don Straney](#), UH Vice President for Academic Planning and Policy
    - (1) Changes to RP 4.201 (Regents Policy on Vision, Mission, Values, and Guiding Principles of the University); RP 4.202 (Regents Policy on Integrated Strategic Planning); and RP 4.203 (Regents Policy on Unit Missions)
  - b) [Text of changes](#)
  - c) Please provide feedback on these changes using the [Google form](#) by **September 29**. Comments will be sent to Pearl Iboshi, Director of Institutional Research and Analysis Office (IRAO) on September 30.
4. [Change to Executive Policy 9.209 \(Awarding of Emeritus/Emerita Status\)](#) (renumbered as EP 5.207)
  - a) Plans to revise policy to allow current faculty who are soon to retire to be nominated rather than wait until they have officially retired. Please see the [memo](#) from UH Associate Vice President for Academic Programs and Policy (VPAPP).
  - b) Because the policy is moving from Chapter 9 to Chapter 5 of the UH Executive Policy, the Chapter 9 version will need to be abolished and then re-established in Chapter 5.

Abolishing the Chapter 9 policy is procedural and does not change the content of the policy draft.

- c) [Track changes draft](#)
  - d) [Clean copy](#)
  - e) [Feedback on EP 5.207](#) (due by September 30, 2020)
5. STAR Balance: Students can arrange to see their instructor remotely via video conference webtool (link can be posted in STAR Balance).
  6. Review of the proposed policy on small undergraduate classes (policy on how to manage small courses on campuses) has been rescinded. Needs more work.
    - a) Last version of the policy ([E5.207](#)) was from 1987 and was abolished. UH administration is looking to revive and revise the policy.
    - b) UHPA is aware of and will monitor this proposed policy as it has acknowledged workload implications.
  7. [Executive Policy on Service Animals and Emotional Support Animals \(EP 1.207\)](#)
    - a) Major concerns: distinction between Service and Emotional Support Animals (ESAs).
    - b) ESAs may not enter University premises without an official accommodation granted in advance. Students and employees with disabilities who are seeking permission to have an ESA in their on-campus residence or in their work environment must request an accommodation that will enable them to do so.
  8. Recordings of video conferences that are shared outside of the course (publicly shared) require students' written consent as required by FERPA. Please consult the webpage [FERPA and Other Guidance for Online Lectures and Recordings](#). For general guidance on Zoom recordings, please see the following UH ITS [webpage](#).
- F. Conversation with UHPA President, Ashley Maynard, Wednesday, September 16, 2020, 1:30-3:00 via Zoom. Professor Maynard will provide attendees updates regarding labor issues UHPA is working on and will

respond to questions during a question and answer session.

1. Zoom link and password will be sent out again via email on Monday, September 14.
2. If interested faculty would like to submit a question for Professor Maynard in advance of this meeting, please submit your query via our [Google form](#).

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

1. [Revised UH System Three-Year Academic Calendar](#) (minor revision to the last day of instruction for Spring 2021-Spring 2023 only--pushed up to Wednesday from Friday).
2. Update from University of Hawai'i Professional Assembly (UHPA)
  - a) We are in the middle of a contract. Neither the administration nor the governor can unilaterally implement a pay cut. A process needs to be followed. Don't listen to rumors. Contact your UHPA representative.

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

1. [UHCC Vice President memo](#) waiving the requirements of peer and course evaluations for Spring 2020 (07/06/20).

VII. Vice Chair's Report

- A. Update Standing Committee membership on Senate [website](#).
  1. Confirm members of committees and update committee web pages.
- B. Call for amendments to descriptions of standing committees in Article V of the Senate [bylaws](#) (proposed amendment to the description of the Student Affairs Committee (Article V, Section 8) has been recorded). Due by October 14, 2020.

VIII. Secretary's Report

IX. Standing Committee Reports

- A. Academic and Institutional Support (AIS) Committee
- B. Assessment Committee
  1. The new assessment management system will not be purchased this



Fall 2020 semester. Faculty should continue to use the Google Form.

2. The goal is to have 20% of courses assessed this academic year.

C. Budget and Planning Committee

1. [Report](#)
2. [Leeward CC 2021 FY Operating Budget](#)
3. October 7, 2020 is the next Budget and Planning Committee meeting. Chancellor Peñaloza and VCAA Kay Ono will be in attendance.
4. Ideas for increasing revenue/enrollment.
  - a) Offering three 5-week summer sessions instead of 2 6-week sessions.
  - b) Offering a winter break session.
5. Recommendation to provide a disaggregated budget so the Senate can make reasonable recommendations
6. Recommendation to host a campus-wide open forum or TGIF session to solicit budget ideas.

D. Curriculum Committee

E. Distance Education (DE) Committee

1. [Report](#)

F. Elections Committee

G. Faculty Committee

H. General Education Committee

I. Lecturer Group

1. [Report](#)

J. Legislative Relations Committee

1. [Report](#)

K. Student Affairs Committee

1. [Report](#)

- X. Old Business
- XI. New Business
- XII. General Announcements
  - A. Senator Ickes shared about informing students about the [State of Hawaii's Rent Relief and Housing Assistance program](#).
- XIII. Notice of Next Meeting: 3:00-5:00 p.m., Wednesday, October 14, 2020, via Zoom
- XIV. Adjournment at 5:26 pm

Respectfully submitted by Kelsie Aguilera, Faculty Senate Secretary