

Faculty Senate Executive Committee Meeting Minutes

3:00 PM-5:00 PM April 19, 2017

Olapa 114

Present: Sheryl Fuchino-Nishida (Member at Large), Lynn Hamada (Vice Chair), Susan Inouye (Chair), Susan Jaworowski (Member at Large), Michelle Sturges (Secretary)

	Discussion	Action
Meeting Called	Meeting Called to Order at 3:15 PM – Chair, S. Inouye	
Strategy for May meeting agenda	Because there will be so many items requiring a Senate vote on the May meeting agenda, the Executive Committee decided to save informational items for the end of the meeting and to use online voting for curriculum proposals. Deadline for the curriculum proposal voting will be April 30, 2017.	S. Inouye will assign the proposals to the three established Senate working groups for review and notify Senators about the online vote. M. Sturges will prepare the Senate's google spreadsheet for the online vote.
Chair's Report: ACCFSC Wrap up	S. Inouye reported that the 4-year campus co-chair for ACCFSC is now Alan Rosenfeld from UH West Oahu. The two co-chairs and committee secretary William Albritton met with VP for Academic Planning & Policy Risa Dickson. The next ACCFSC meeting agenda will include planning the retreat for outgoing and incoming council members, (faculty senate chairs and vice-chairs).	
Chair's report: CCCFSC Follow-up	S. Inouye reported that she has placed two items on the agenda for the next CCCFSC meeting: <ol style="list-style-type: none"> 1. The resolution passed at the April 2017 Kapi'olani CC Faculty Senate General Meeting opposing proposed institution-set standards in UHCCP 4.203, (in response to Action Request #1617027). VPCC John Morton has already sent out an email in response to the resolution. 2. The Nursing Department's response to RP 9.214 policy on teaching assignments for instructional faculty. The Department recommends that methods used for calculating faculty workload for nursing courses be re-evaluated. The Department also argues that Nursing should be designated as a Science program rather than a CTE program. 	S. Inouye will share VPCC Morton's response to the resolution re: UHCCP 4.203 with the Senate.
Action Requests	<ul style="list-style-type: none"> ❖ <u>Action Request 1617025 – K. Dooley</u> The action request asks that the Senate vote to approve the campus Distance Education Plan. ❖ <u>Action Request 1617026 – A. Chau</u> The action request from the Professional Rights and Responsibilities (PRR) Committee was tabled at the April 2017 Senate General Meeting until Senators had an opportunity to review the supporting documentation referred to in the AR. ❖ <u>Action Request 1617029 – M. Dorado</u> The action request asks the Senate to take three actions: <ol style="list-style-type: none"> 1. Recommend that the Curriculum Committee co-chairs be given the ability to edit minor errors in proposals when a proposer fails to do so. 2. Recommend that someone in addition to Curriculum 	<p>L. Hamada will contact A. Chau to obtain a copy of the supporting documentation for distribution.</p> <p>S. Inouye will get finalized workflow diagrams for Senate approval.</p>

Specialist Susan Pope be assigned KSCM administrative privileges so that work in the system can continue with S. Pope is unavailable. The AR asks that the second person be a full-time faculty member.

3. Revisit the request first made in AR #1617007 that the Senate approve workflows for KSCM nodes of approval for curriculum proposals.

The Executive Committee decided not to bring requested action #1 forward due to concerns discussed at the Curriculum Stakeholders Meeting on April 17, 2017, particularly that the requested action would mean reversing a major Senate rule that only curriculum proposers edit their own proposals.

❖ Action Request 1617030 – A. Pak

The action request asks that the College move to an online process that would not require students to obtain instructor signatures on paper registration forms. The AR states that, “Most students currently use the online system for withdrawals and registration overrides,” but it was the understanding of the Executive Committee that these processes do not use an online system.

❖ Action Requests 1617031 & 1617032 – K. Dooley

There are two parts of the proposed Distance Education Plan that the Distance Education Committee recommends implementing even if the DE Plan is not approved. If the DE Plan is not approved, AR 1617031 asks the Senate to recommend that there be required training for faculty offering online courses and AR 1617032 asks the Senate to recommend that the College develop a system to assess student readiness for online-delivered classes.

❖ Action Request 1617033 – K. Losch

The action request asks the Senate to approve the following proposed Institutional Learning Outcomes language:

Within professional, civic, and personal contexts, and in the pursuit of their current individual learning goals, KCC students are able to:

1. use critical and creative thinking and reasoning and
2. communicate clearly and appropriately.

The AR mentions that in Summer 2017 Department Chairs were asked to provide feedback on the wording, not all of which was positive. Based on that feedback, two of the original 4 learning goals were dropped for the time being.

❖ Action Request 1617034 – S. Fowler and J. Tokuda

The action request recommends that the Oral Communication (OC) requirement at KCC be designated a graduation focus requirement attribute, (like writing intensive (WI) or Hawaiian, Asian, Pacific (HAP)), instead of a general education assigned course. The change would open up the possibility of students taking a course within their concentration that has been designated an OC class, instead of having to take an additional course.

S. Inouye will invite Andrew Pak to answer questions about his proposal at the meeting.

If the DE Plan is approved (AR 1617025), AR 1617031 and 1617032 will not be considered as they are part of the DE Plan.

S. Jaworowski will locate a document summarizing feedback on the ILO language for distribution.

<p>Other Matters</p>	<ul style="list-style-type: none"> ❖ <u>Institutional Faculty Support Unit – Bylaws Amendment</u> M. Sturges has submitted a memorandum to the Chair recommending that the Senate bylaws be <i>temporarily</i> amended to include a unit called Institutional Faculty Support to be composed of faculty members who do not presently have Senate representation. The amendment would be in place until the 2017-2018 Faculty Senate approves a permanent solution. ❖ <u>Curriculum</u> There are several curriculum issues for the Senate to consider in addition to the issues raised in Action Request #1617029. <ol style="list-style-type: none"> 1. <i>DE Questions in KSCM</i> VPCC Morton met with the UH System KSCM group to say that for accreditation, community colleges need to demonstrate that they are addressing DE issues relating to student preparedness and faculty training. VPCC Morton would like them to meet that requirement by incorporating questions into their KSCM questions sets. Faculty at Kapi’olani are opposed to this proposal as they believe questions of pedagogy do not belong in curriculum review. Curriculum Specialist S. Pope has stated that if the Senate does not provide wording for questions addressing the DE issues in KSCM, she will insert the three DE questions developed by Leeward CC into the Kapi’olani KSCM question set. It is important to determine who controls the questions in KSCM. If the Kapi’olani DE Plan provides a mechanism for putting the required information elsewhere, can the questions be left out of KSCM? 2. <i>What to put in item KSCM 4.1 (Relationships)?</i> Proposers have been instructed to put in KSCM item 4.1 (Relationships) how the proposed course/program aligns with the College’s strategic plan. But the current strategic plan is very focused on workforce-related outcomes, which can be awkward for non-CTE courses to connect to. The Chancellor has suggested that an alternative would be for proposers to show how the course aligns with the College’s student success plan. 3. <i>Creation of an Ad Hoc Curriculum Documentation Committee</i> The Committee would work during the summer on developing curriculum guidelines, help messages and other documentation that would facilitate curriculum review work in the next academic year. 4. <i>Where to locate the approval node for foundation/diversification review?</i> The General Education Board chair had submitted an action request (AR #1617022) recommending that Foundations and Diversification approvals be moved to the end of the KSCM workflow. This recommendation is not possible, but Curriculum Specialist S. Pope has consulted with KSCM customer support who suggested having parallel review tracks for curriculum and foundation/diversification review which would give the Gen Ed board and related bodies more time to perform their review than is available in the current workflow. ❖ <u>Constitutional Amendment Update</u> The Elections Committee has been working with CELTT to 	<p>S. Inouye will invite the affected faculty to attend the FS meeting.</p>
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	<p>finalize the voting platform for the referendum on the proposal to amend the Senate Constitution so that the Chair is allowed to vote.</p> <ul style="list-style-type: none"> ❖ <u>Assessment Plan Approval</u> The plan is not ready for consideration so the Chair will not be bringing it forward for a vote. Feedback on the plan will be open until April 28, but there has already been so much feedback that it will require a major revision to incorporate all the suggested changes. ❖ <u>Sustainability Plan Approval</u> The plan has been revised based on feedback from the two campus forums and is ready for consideration. ❖ <u>Faculty Senate Evaluation</u> The Chair would like to send out a survey to faculty to get feedback on the performance of this year's Executive Committee as well as this year's Senators. The feedback would be used by next year's Senate to make improvements. 	
Committee Updates	<ul style="list-style-type: none"> ❖ <u>Evaluation Committee</u> The Evaluation Committee requested permission from the Executive Committee to send out a survey to faculty to get feedback on possible changes to the CR/TP process. The proposed changes were suggested at a Faculty Senate CR/TP Forum in Fall 2015. After reviewing the survey, (which consisted of 3 pages), the Executive Committee had concerns about dated content in questions on the first two pages, but felt the questions on the third page were still relevant. The Executive Committee asked the Evaluation Committee to review the questions on the first two pages for currency, but said it would be okay to send out the survey questions on the third page. ❖ <u>Curriculum Committee</u> There are 24 proposals ready for Faculty Senate review. The review and approval process will be done online before the May 2017 Senate General Meeting. Deadline for the Senate to vote on all proposals is April 30, 2017. ❖ <u>Budget Committee</u> The Senate will be provided with an update on the ARF Town Hall. 	
Preparation for Senate election meeting	S. Inouye asked each of the Senate officers to write a brief blurb describing the responsibilities of their position to facilitate the nomination of officers for the 2017/2018 Senate. Senators who will not be continuing will be asked to make sure their replacements attend the May 1 meeting so that they can participate in the Election Meeting that will follow the General Meeting.	
Meeting Adjourned	6:30 PM – Meeting Adjourned	
Minutes Taken by	Michelle Sturges (Secretary)	