

Faculty Student Relations Committee
September 4, 2015
Manele 101
12:30-1:30 p.m.

In Attendance: C. Souza, K. Sellers, S. Sakamoto, R. Kekauoha, F. Leake, Y. Kanaoka, M. Shin
Guest: S. Fuchino-Nishida

A G E N D A

I. Introductions

- New (Sellers, Sakamoto, Kekauoha, Leake) and returning (Souza, Kanaoka, Shin) introduced themselves.

II. Committee Leadership

A. Chairperson

- Kanaoka nominated Souza to continue as chair; Sakamoto seconded; Souza accepted the nomination.

B. Vice-Chair

- No nominations were made. Souza will send out an email to all FSRC members asking for nominations.

C. Secretary

- Kanaoka volunteered to continue as Secretary.

III. Set meeting dates for Fall 2015

- Tuesdays and Thursdays are not good dates as several faculty members of the committee teach all day on those days.
- Souza suggested meeting every 2nd or 4th Monday or Friday, to alternate with scheduled Faculty Senate meetings.
- Meeting times were discussed; Monday after 3p.m. or Friday after 12 p.m. were potential options to avoid instructional times.
- The committee will meet approximately once per month.
- Souza will send out an email poll to all members.
- If members availability do not match up, one option would be to alternate meeting days based on availability.

IV. Discussion

A. Accomplishments from AY2015 (attached)

- Souza reviewed the committee's activities in AY 2014-2015

- Re appointment of Chair for the Student Conduct Committee, Souza will check with the Chancellor if he wants someone appointed for this semester
- ETA winners last semester were Brian Cassidy (faculty) and John Raider (lecturer)
- Last year the committee worked hard to put in writing the complete process for the selection of ETA winners. Part of that process was requiring the previous winner of the award to chair the next ETA committee with the current winner shadowing; however, our 2014 winner is no longer employed at the college, so one of us will have to chair this year.
- In addition to the 2 ETA awards, we will also be responsible for awarding the Francis Davis award and the Masaki & Momoe Kunimoto award this year.
Q: Should the same subcommittee run all three award processes?
Souza: That's what we did in 2014, but we can consider separating the selection committees this time around.
Sakamoto will assist by recommending 2 students to serve on the selection committee.
- Spring semester Action Requests – both were approved by the Faculty Senate.
 - 1) Chancellor's will announce ETA winners at Commencement (he did so)
 - 2) All ETA participants will be recognized in the KCC bulletin – we will do so upon receiving permission from the participants.
- Faculty Senate's action request to FSRC – we reviewed the revised Academic Grievance Guidelines and submitted our recommendation to FS. Their response is pending; Souza will check with the FS Chair about the status.

B. Review of projects/assignments for this year

C. Review of committee duties outlined in constitution (below)

- Sakamoto: Duty 3d - should we remove "and students"? Vice Chancellor for Student Affairs will probably go directly to Student Congress for student volunteers, not through our committee. Souza will propose this change to FS.
- Leake: Would like some clarification of Duty 3e – could we have some specific examples? That would help us to understand the purview of our duties.
- Sakamoto: Policies related to 3a, b, and d should fall under the Office of Student Affairs. Does this VCSA know that this committee is tasked with these duties?
Souza will invite the VCSA to a future meeting for discussion.
- Sakamoto: Would the committee be interested in using the new KCC app in the next round of ETA voting to increase student participation? All members agreed this was a great idea and that we would contact Kevin Andreshak for more information.

D. How we tie into the strategic direction of the campus and system

- By overseeing the ETA process, we recognize excellence in teaching at the campus which is key to student success
- We ensure an equitable process for students when they have concerns such as academic grievances

E. The Faculty Senate representative reminded committee members that the revised draft of the FS Constitution is now available. Everyone is encouraged to review it, particularly the section that pertains to the duties of this committee.

Consider: Should the ETA remain under this committee or be overseen by an independent committee as it used to in the past? Perhaps there are other issues this committee can/should be focusing on.

- take it back to your departments, too – are there other issues our departments would like us to be focusing on?

- Leake: perhaps we could work more closely with the Office of Student Affairs and the new intervention team, as part of our role “facilitating communication between faculty, staff, students and administration”

- Sellers: another potential project is the faculty conduct code – when was that last updated? Is it readily available to faculty?

- Fuchino-Nishida: is this committee using Laulima? Souza: not at this time. Minutes are forwarded to FS Vice Chair.

Meeting adjourned at 1:40pm.

Minutes submitted by Y. Kanaoka, 9/8/15

Faculty Student Relations Committee

This committee shall be composed of a faculty member from each Academic Unit (Article II, Section 1) and two students appointed by the Student Congress representing the Associated Students of Kapi’olani Community College. This committee has the following duties:

- 1) Facilitate communication between faculty, staff, students and administration;
- 2) Coordinate selection of the Excellence in Teaching award (the winner from two years ago serves as the chair and the winner from last year shadows) and other awards as assigned;
- 3) Develop recommendations for policies concerning the following:
 - a. Student grievances;
 - b. Disciplinary problems;
 - c. Other areas concerning student/faculty/administration relationships;
 - d. Submit recommendations to administration for faculty and students to serve on grievance and disciplinary committees;
 - e) Fulfill other related duties as assigned by the Senate.

Faculty Senate Constitution, Article IV, 3.F

(<http://facultysenate.kapiolani.hawaii.edu/constitution/>)