

Kauai Community College  
FACULTY SENATE  
Minutes for 3/11/2016

Topic	Discussion	Action
Call to Order	Chair Anne McKenna called the meeting to order at 12:15 in OSC 204.	
Attendance	<p><u>Present:</u> Laura Dillman, Loni Delaplane, Will Dressler, Jonathan Kalk, Greg Shepherd, Cheryl Stiglmeier, Jim Andrews, Pua Palmeira, Steve Nakata, Georgeanne Purvinis <i>[I didn't take attendance, so this could use some help]</i></p> <p><u>Absent:</u> Mary Alexander,</p>	
Minutes	The 2/26 minutes were approved.	
	<b>Information Items</b>	
Curriculum Committee	Will says that a "create syllabus" button will be available on the new Kuali system. This provides another reason to discontinue Curriculum Committee's requirement that a syllabus be submitted along with curriculum actions.	
	Faculty Senate received Will's draft response to Curriculum Committee regarding ending the syllabus requirement. FS approved the message.	Will will deliver the message to Curriculum Committee
	<b>Continuing Business</b>	
Grading policy: "I" grades	<p>Faculty Senate unanimously approved the following recommendations regarding the policy on incomplete grades, in response to the draft it received:</p> <p><b>The college catalog wording should read as follows:</b></p> <p>A grade of Incomplete indicates that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor's consent. An Incomplete must be made up by the deadline stated in the academic calendar or the incomplete grade will automatically convert to an alternate course grade indicated by the instructor at the time the "I" was awarded.</p> <p>IN NO CASE WILL AN "I" GRADE REVERT TO A "W" GRADE. SEE COLLEGE CALENDAR FOR SPECIFIC DEADLINES. To complete a course in which a student has received an Incomplete, the student must make arrangements with the instructor.</p>	Anne will notify the VCAA and VCSA of the recommendations

	<p><b>The following should be incorporated into the “grading memo” sent to faculty by the VCSA every semester:</b></p> <p>[When an instructor assigns a grade of “I” to a student:] The alternative course grade will be the course grade the student earned at the end of the term with the missing assignments’ grades entered as “0’s” or no credit. If the student turns in the essential work within the established deadline, the instructor will grade the newly submitted material and change the student’s final grade to the one earned with this essential work added.</p>	
KCC Academic Suspension Policy	Faculty Senate agreed that the Counseling and Advising office, along with the VCSA, is the appropriate body for handling the creation of new guidelines regarding the reinstatement of students from academic suspension.	Pua will take the issue to counselors and VCSA. She will notify FS when a proposed solution is drafted.
	<b>New Business</b>	
Smoking-designated areas	Anne asked members to come up with a third proposed location for a smoking-designated area on campus. The two currently proposed areas are the parking lot and the picnic tables near the Automotive building.	Members will ask their divisions for a proposed third area.
FS Elections for next year	Anne reminded members representing divisions that elections should take place in the divisions for 2016-2017 representatives. The elections should take place by April 15.	Representatives will handle elections within the divisions.
	<b>Adjournment</b>	

Minutes prepared and submitted by Jonathan Kalk