

Kaua'i Community College
FACULTY SENATE
Minutes for 10/24/14

Topic	Discussion	Action
Call to Order	The meeting was called to order by Chair Anne McKenna at 12:15 pm in the Library Conference Room 122.	
Attendance	Anne McKenna, Jonathan Kalk, Ann Kennedy, Laura Dillman, Creighton Fujii, Cheryl Stiglmeier, Brian Cronwall, Loni Delaplane, Cherie Mooy, Jim Andrews for Gordon Talbo. Guests: Jeff Mexia, Chris Tennberg, Will Dressler. Absent: Gordon Talbo, Diane Johnson, Mary Alexander.	
Minutes	9/19/14 minutes were distributed and reviewed.	Brian motioned for approval, Cherie seconded, and the motion was carried.
New Business		
I. Distance Learning (DL) Committee	<p>Chair Chris Tennberg shared that at the next DL meeting a new Chair will be elected, and agenda items will include creating a peer evaluation form for DL courses, reviewing the member list, and revising the Charter and Bylaws. Chris attended system-wide workgroup meetings during which a five-year strategic plan for distance learning was created. The plan will be implemented in fall 2015, and a formal report is forthcoming from the system. Upon Anne's request, Chris will forward the fall 2014 and spring 2014 DL Committee minutes to Ann K. for posting to Campus Docs.</p> <p>DL Co-coordinator, Jeff Mexia, distributed a list of DL issues and current DL Committee Members. Voting members on the committee need to be identified, and there is work to be done regarding certifying faculty and courses for DL. Jon motioned that Senators with more than one member listed go back to their Division to make a determination of the voting member. Creighton seconded and the motion was carried.</p>	<p>Chris to forward DL minutes to Ann K.</p> <p>Senators are to have their Division identify the voting member on the DL Committee.</p>
II. Memorandum of Agreement Regarding the Roles of UHPA and Faculty Senate	The proposed memorandum was presented and Senators were asked to share the information with their Division for input and comments.	Senators are to gather input and comments from their Division by the next FS meeting on 11/14/14.
III. Settlement Agreement Between UHPA and UH	The proposed Memorandum of Agreement Regarding the Roles of UHPA and FS was an outcome from this Settlement Agreement Between UHPA and UH. This document should be presented to Divisions together with the Memorandum of Agreement.	Document support for the above stated action.
IV. 2014 UH Faculty Work Life Survey Results	Results of the Work Life Survey are available for viewing on the FS website. Kauai CC had a high number of respondents, but low scores from the surveys.	
V. UH BOR Biennium Budget Requests	The BOR is proposing to the State Legislature that they take over electricity bills since efforts to reduce consumption have been offset by rising rates. Provided is a summary of items to	

	be funded/restored if the electricity request is approved.	
VI. CCCFSC Discussions on Evaluating SLOs for Contract Renewal, Tenure, and Promotion	Notes were distributed from meetings with John Morton held at Leeward CC and Honolulu CC. Concerns were addressed regarding the UHCC Guidelines for Contract Renewal and Tenure and Promotion statement, "must include . . . a self-analysis of degree of attainment of student learning outcomes in the classes taught." Anne will request a separate meeting for Senators following John Morton's general meeting on 10/29/14 to address this issue.	
VII. FS Meeting with David Lassner	UH President David Lassner will meet with the Faculty Senate on 10/31/14, 2:15 pm in OCET 106.	
VIII. Professional Expectations of Faculty Regarding Peer Relations, Collegiality, and Civility	A document prepared by Pat McGrath was presented for consideration in developing a Code of Conduct for faculty. The undertaking was suggested and has been guided by UH system legal staff. Cherie shared that HED is creating a similar document since there is no existing Code of Conduct for faculty. Senators are to review information for more discussions at the next FS meeting.	
	Old Business	
I. Curriculum Committee CO Review Process	It was suggested that an ad hoc committee be formed to include members from both Faculty Senate (FS) and the Curriculum Committee (CC) to revise CC Guidelines, address issues regarding the Foundation Board and division of labor, and agree on a CO review process. It was moved and seconded that an ad hoc group be formed to address the aforementioned, and the motion carried. Loni and Cherie volunteered to serve on the ad hoc group. Chris Tennberg will also serve on the ad hoc group. Mary previously agreed to attend CC meetings going forward as a conduit for FS.	Ad hoc group to present an update at the December 5, 2014 FS meeting.
II. Faculty Evaluation Reference Guide	Anne distributed resulting comments from various Divisions regarding the Faculty Evaluation Reference Guidelines including concerns. It was moved and seconded that the sheet of comments be forwarded to Jim. All were in favor of the motion.	
III. Faculty Senate Charter Revision	It was suggested that the FS Charter, Section 3. Standing Committees be revised to delete the Building and Grounds Committee and add Distance Learning Committee. Ann K. and Jon volunteered to draft the changes.	
IV. Division Chair Selection Procedure	Anne reported that at the last College Council meeting it was announced by the VCAA that the existing Division Chair Kauai CC Policy needs to be combined with the Division Chair Selection Procedure to eliminate redundancy. However, the Procedure was already approved by Faculty Senate and College Council. Therefore, it was moved and seconded that the integration of these two documents be handled by the VCAA and his staff. All were in favor and the motion was carried.	
	Announcements/Adjournment	
I. Next Meeting	November 14, 2014 at 12:15 pm in the Library Conference Room 122.	
II. Adjournment	The meeting was adjourned at 1:30 pm.	

Minutes respectfully prepared and submitted by Ann Kennedy.

- Attachments:
- a. Agenda
 - b. Distance Learning Charter and Bylaws (approved 12/7/12)
 - c. Distance Learning Member List (tentative)
 - d. Curriculum Committee Division of Labor
 - e. Memorandum of Agreement Regarding the Roles of the UHPA and Faculty Senates
 - f. Settlement Agreement between UHPA and UH
 - g. Results of UH Quality of Faculty Work Life Survey
 - h. UHCC Potential Reallocations Pertaining to Electricity Request
 - i. Information for Professional Expectations of Faculty Regarding Peer Relations, Collegiality, and Civility