

Kaua'i Community College  
FACULTY SENATE  
Minutes for 12/5/14

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, Gordon Talbo, Mary Alexander, Laura Dillman, Creighton Fujii, Cheryl Stiglmeier, Brian Cronwall, Loni Delaplane, Cherie Mooy. Guests: Ryan Girard, Sandy Magnussen, Isaiah Kaauwai, Wade Tanaka. Absent: Diane Johnson.	
Minutes	11/14/14 minutes were distributed and reviewed.	Cherie motioned for approval, Creighton seconded, and the motion was carried.
New Business		
I. Conducting Student Surveys Without Prior Instructor's Permission	It was announced that a special meeting with the Chancellor is scheduled including all those involved to discuss what this particular issue is and how it will be resolved.	
II. Meeting Schedule for Spring 2015	Tabled.	
Old Business		
I. Curriculum/FS Ad Hoc Committee	<p>Loni, Cherie, Ryan, and Chris met twice and presented recommendations from a previous ad hoc committee which included Alan, Chris, and Jim, as recorded in the Fall 2013 Faculty Senate minutes. The current ad hoc committee agreed with the previous four suggestions made and added recommendations of their own. The previous four recommendations are as follows:</p> <ol style="list-style-type: none"> <li>1. Make a handbook for using Curriculum Central. This was put on hold pending the switch to Kuali system, however since this will not be happening, the handbook will be revisited.</li> <li>2. Minor corrections: determine if these corrections should be required or considered a preference.</li> <li>3. Scope of different entities such as Assessment Committee and Curriculum Committee (CC). Determine the roles and powers of each committee.</li> <li>4. Time table for course outline (CO) submissions.</li> </ol> <p>The current ad hoc members suggested replacing item 1 with the following recommendations. The data entry process for COs be handled by Office Assistants. Faculty requesting COs would provide thorough standardized syllabi for retrieving information needed to complete the COs. Faculty requesting COs during the summer would be assisted by Office Assistants. Brian added that faculty should review these completed COs for any necessary changes. Faculty initiating COs after summer would input data into Curriculum Central themselves. It was moved</p>	

	and seconded that these recommendations be sent to Jim. All were in favor. It was agreed that Chris would introduce these recommendations at the All Faculty Session on January 5, 2015. Chris also volunteered to revise the CC charter and present a draft including these new guidelines, and it was suggested that Pat could assist with training Office Assistants and providing support.	
II. Prior Learning Assessment (PLA) Resolution	A memorandum was drafted to Helen stating the urgent need for implementation of PLA according to state law compliance issues, and the need for designated personnel to lead/oversee this initiative. Concerns were expressed regarding the suggestion for PLA to fall under a particular area VCSA versus VCAA. The memorandum was revised to allow the Chancellor to determine area(s) of responsibility.	Anne to forward PLA memo to the Chancellor.
III. UHPA/FS Proposed Memorandum of Agreement	Anne reported that this item was put on hold since the submission of another UHPA document (Exhibit C) regarding this issue. John Morton will be reviewing this new document and addressing it with UHPA.	
IV. N Grade and Residency Requirements for Certificates	<p>Division votes and comments regarding N grades were as follows:</p> <p>Trade-Technology: Maintain for all courses. Faculty would like to have the option to award N grades with discretion due to student hardships. The N grade option is also preferable to I grades because setting up shop and ensuring students attend sessions after the end of semester is not practical.</p> <p>SAM: Maintain for all courses. Would like further discussions.</p> <p>HED: Agreed to N grade for only remedial/developmental courses.</p> <p>BED: A majority would like to keep the status quo to maintain the option of awarding N grades for college level courses.</p> <p>Student Services: 1 voted for applying only to remedial/developmental courses, 2 voted to maintain for all courses.</p> <p>Division votes regarding 20% Residency Requirements for Certificates were as follows:</p> <p>Trade-Technology: Agree, except would like to see the 20% applied to program specific core courses instead of general education courses.</p> <p>HED: Agreed.</p> <p>BED: A majority agreed.</p> <p>Jon shared UH Maui College's N grade policy. Brian added that faculty should include an N grade policy in their syllabi. Loni suggested creating an alternative grade to N for just remedial/developmental courses.</p>	
V. Faculty Senate Charter Revisions	Tabled.	
VI. UHM Quantitative Reasoning Draft Definition and	Tabled.	

Draft Hallmarks		
VII. Diversification Board Application Revisions	Tabled.	
VIII. Professional Expectations of Faculty Regarding Peer Relations, Collegiality, and Civility	Tabled.	
IX. 2014 UH Faculty Work Life Survey Analysis Update	Tabled.	
	Announcements/Adjournment	
I. Next Meeting	January 16, 2015 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. PLA Memorandum to the Chancellor  
c. Exhibit C Settlement Agreement Between UHPA and UH