

Kaua'i Community College

FACULTY SENATE

Minutes for 2/27/15

Topic	Discussion	Action
Call to Order	The meeting was called to order by Chair Anne McKenna at 12:19 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. Guest: Colleen Kaiminaauao. Absent: Will Dressler, Cherie Mooy.	
Minutes	The 1/16/15 minutes were distributed and reviewed.	Laura motioned for approval, Creighton seconded, and the motion was carried.
FS Committees and Boards Updates		
Distance Learning Committee	Co-Chair Colleen Kaiminaauao presented the recently approved Distance Learning (DL) Committee's Charter and Bylaws. Changes noted were the deletion of reference to DL Coordinator and the addition of an OCET representative. A motion was made and seconded to approve, and the motion carried. The DL Committee has plans to update the May 8, 2012 Strategic Plan for Distance Learning.	
Curriculum Committee	Loni reported that Curriculum Committee (CC) Charter revisions are being drafted by Chris subsequent to discussions with ad hoc group members. A major item being worked on is the shift from faculty to Office Assistants entering COs into the Curriculum Central system. It will be determined whether this change should be reflected in the Charter or in the procedures. Another major change is Administration's reduction of assigned time credits from six to three per semester for Chair/Co-Chairs. A draft of the revised CC Charter will be presented at the next FS meeting.	
Foundation Board	There were two nominees submitted for voting. A vote was taken and Loni was approved as representative for the Foundation Board Committee (FB). A concern was presented regarding the absence of a Chair for the board. Previously, the Curriculum Committee Co-Chair was removed as FB Chair, but this change was not reflected in the FB Charter. It was moved, seconded, and approved that revisions be made to the FB Charter to change the five-member to a four-member board and allow members to select their own Chairperson.	
Diversification Board	The Diversification Board (DB) Course Designation Proposal revisions were reviewed. It was suggested that item 7. Division Chair's signature, be updated to reflect when this approval is to take place. Verbiage was added to require the Division Chair's and proposer's signatures "prior to submission to the DB" and to add a signature line for the proposer. These changes to the proposal were moved, seconded, and approved.	
ACCFSC & CCCFSC Reports		
ACCFSC	John Morton is looking for additional ways to evaluate administrative staff to supplement the current "360" random reviews. He is soliciting suggestions for additional ways to	Senators to check for Division/area faculty awareness of Administrative staff evaluations, and/or solicit

	conduct these confidential evaluations.	ideas for additional ways to evaluate.
	New Business	
I. Online Labs Special Designation	The UH Hilo Biology Department would like to see online labs designated with special alpha-numeric coding since they feel online labs are not equivalent to hands-on labs. The ACCFSC is forming an ad hoc group to discuss this issue and would like representation from each campus. Meetings will be held online. Discussions ensued to determine the best KCC candidate(s). It was suggested that the two areas most affected, SAM and ETRO, be notified to select one or two representatives.	
II. HB 552 and SB 636	The Chair discussed HB 552 and SB 636, House and Senate bills, proposing to add three new voting members to the Board of Regents to “represent undergraduate students, research faculty, and other faculty.”	
	Continuing Business	
I. Memorandum of Agreement (MOA) Regarding the Roles and Consultation Protocols	The MOA drafted by John Morton was signed on February 5, 2015.	Senators to share finalized document with Division/area.
II. Prior Learning Assessment (PLA) Policy Guidelines	Ad hoc group member, Creighton, shared that the PLA document was reduced from 40 to 21 pages by eliminating redundancy. Other changes included streamlining the process for taking the PLA exams, and better aligning fees to number of credits. Anne mentioned that a representative from the Office of the VCAAs will be attending future UH System PLA meetings.	Senators to solicit feedback from Division/area in response to the revised PLA document.
III. Obsolete and New Courses	Jim Dire requested a follow-up to the Policy Guideline 4-7 Obsolete and New Courses previously submitted to FS for review.	Senators to take Policy Guideline to Division/area for comments.
IV. EP 4.202 System-wide Sustainability	This executive policy was signed by David Lassner on 2/26/15.	Senators to share finalized document with Division/area.
	Announcements/Adjournment	
I. Next Meeting	March 13, 2015 at 12:15 pm in the Library Conference Room 122.	
II. Adjournment	The meeting was adjourned at 1:33 pm.	

Minutes respectfully prepared and submitted by Ann Kennedy.

Attachments:

- a. Agenda
- b. DL Committee Charter and Bylaws
- c. Foundations Board Committee Charter - Revised
- d. Diversification Course Designation Proposal – Revised
- e. Memorandum of Agreement (MOA) Regarding the Roles and Consultation Protocols - Final
- f. Prior Learning Assessment (PLA) Policy Guidelines – Revised
- g. KCCP 4-7 Obsolete and New Courses
- h. EP 4.202 System-wide Sustainability