

Faculty Congress Meeting

January 28, 2011

3:00 p.m. – 5:00 p.m. UCB-127

Members present: J. Ippolito (Vice-Chair), B. Bays, N. Stahl, D. Hammes, A. Jacobs, K. Commendador, R. Figueroa-Centeno, Y. Qin, N. Arancon, J. Beets, E. Stacy, K. Stacey, S. Marusek and Y. Ohara, F. McCormack, K. Kawai'ae'a

Members absent: B. Leonard (Chair), S. Luangphinit, R. Mendoza, G. Tan

Guests present: K. Donaghy, K. Hayashi, D. Brown, K. Simmons, D. Fitzsimmons

A. MOTION to approve minutes from 12/10/10 meeting:

http://www.uhh.hawaii.edu/uhh/congress/documents/FCMeetingMinutes12_10_10.pdf

Motion approved by acclamation.

B. Chair and Executive Committee Report

J. Ippolito distributed a letter from Linda Johnsrud, VP of Academic Planning and Policy to the All-Campus Council of Faculty Senate Chairs asking for comments by February on proposed changes to the Academic Calendar. An additional handout, 14 and 15 instructional week calendars was also distributed.

Discussion: N. Stahl commented that 14 week calendar would have an adverse affect on student financial aid as it is dependent on the number of weeks of instruction. This may mean reduced financial awards. K. Commendador noted that required student hours may be lost within the Nursing program, although they can spread out their clinical requirements. R. Figueroa-Centeno added that parents would be at a disadvantage by having school break periods that did not match with those of their children's school.

D. Brown commented that UHH has a 1 week longer semester than many other universities. D. Fitzsimmons mentioned that UH has lowered summer tuition rates and increased enrollment dollars can benefit the budget and support other colleges.

K. Simmons said she is not aware of any discussion having to do with changing to a true 'trimester' system. She believes what is under discussion is creating a more robust summer session, using our current summer session model. While this matter was on the agenda for the most recent Council of Chief Academic Officers' meeting, the agenda was over full and the matter was not discussed. It will most likely be discussed at a future Council of Chief Academic Officer' meeting.

K. Kawai'ae'a mentioned that her college believes there has not been enough investigation yet, there are still too many variables to consider. There needs to be a better study. K. Stacey added that library hours may need to be extended. R. Figueroa-Centeno mentioned the need to poll students. K. Donaghy would like UHH to look at Kamehameha Schools policy.

C. **Assessment Committee – Report from K. Donaghy**

K. Donaghy distributed the report: Assessment Committee Report to Faculty Congress Submitted 1/28/11 noting:

- John Hamilton will be working with Physics and Chemistry to test pilot the Assessment Committee's analytic/scientific methodology rubric this term.

-The Diversity Assessment sub-committee has just finished revising their rubric, which is mapped onto a local (Ka'u) legend. Seri Luangphinit is taking it to the AACU for feedback and presentation. Once feedback is received, revisions will be made (if needed) and test-piloting will begin this term.

-The Assessment Committee has issued an announcement to the faculty asking for input on (1) what they think "is" critical thinking and (2) what kind of assignment is used to help students demonstrate this. We're trying to come up with a much more inclusive definition of skills (our last effort focused too much on the formal research paper which negated equally valuable writing assignments such as annotated bibliographies, literature reviews, journals, speeches, etc.) Sarah Marusek, Fiona McCormack, and Kathleen Stacy are working on this.

-The Chairs of Assessment and GE, Seri Luangphinit and Elizabeth Stacy will start the discussion on how best to generate the critical mass of student work we need to make assessment work.

Discussion: K. Donaghy discussed the cultural diversity rubric and unique atmosphere of UHH and Hawai'i. This is not a measure of understanding of Hawaiian culture, but rather how relationships are built within the community – a culture-neutral perspective which gives students a sense of place in the world.

K. Donaghy also mentioned assessment tools that would allow us to gather data on students through their college career and assess their progress. The customized system in use at Kapi'olani CC appears to be the most interesting option in terms of balancing high functionality with affordable cost.

K. Hayashi reported on the high school benchmarking project that assesses students' experience with high school writing and their preparation for college 100-level writing. Findings indicate that high school writing is limited beyond the senior project and presentation. Due to the No Child Left Behind Act, there has been less emphasis on writing – especially at Hilo and Waiakea Intermediate Schools which are currently under restructuring. Students start at a writing handicap before coming to UHH and have the perception that writing is only a task needed to finish high school. We need to look at what are the expectations of students completing 1 UHH writing course and how to work with colleagues from K-12 schools to prepare students for college writing.

D. **General Education Committee – Report from Elizabeth Stacy, Chair**

Request from UH VP Linda Johnsrud's office that campus Faculty Senates endorse/not endorse the following on UH System-wide articulation of courses by May 2011:

-General Education core courses which are equivalent and/or share the same course number/alpha will be 100% articulated. They will share a common course alpha, number, title, course description, similar student learning outcomes and the same GE designation.

-GE core course are identified as courses that fulfill Foundations/Basic and Diversifications/Area requirements. With the approval of the GE core MOA (http://www.hawaii.edu/offices/app/aa/articulation/JI_MOA.pdf) in May 2010, all campuses have agreed to accept the diversification/area designation of the sending campus.

Thus, the focus will be on courses meeting the Foundations/Basic requirements. (100-299 course numbers)

-Where discrepancies are identified in Foundations/Basic courses, disciplinary meeting will be convened by the Office of the Executive Vice President for Academic Affairs/Provost to discuss the discrepancies and agree on the common alpha, number, title, course description, SLOs and GE designations.

-Current courses that do not meet the criterion will be renumbered. Campuses will facilitate the curriculum process to make necessary course changes to meet the goal of 100% articulation.

Discussion: E. Stacy noted the April 1st deadline to submit GE courses. The Committee is working on a database of GE-approved courses and would implement a plan for recertification of courses after 5 years (e.g. courses approved for 2011 would be up for recertification in 2016).

E. Stacy discussed the articulation proposal to make courses standard across the UH System. J. Ippolito questioned who does the recertification and whether or not we give up this authority to the UH System. R. Figueroa-Centeno asked if we would give up our unique identity in the process. K. Stacey asked if there would be a system-wide GE committee. A. Jacobs asked if all campuses would have same GE courses, with most campuses having a subset of those at Manoa. VC Simmons mentioned that most campuses are already articulated. J. Ippolito noted that the item will be placed on next meeting's agenda so that members will have time to discuss with their constituents beforehand.

MOTION to approve new members to the GE Committee: Jonathan Price (Geography and Environmental Studies) and Gene Johnson (CoBe). Motion approved by acclamation.

E. Strategic Planning Committee Report: Elizabeth Stacy

Congress members were shown the SPC website. E. Stacy described the consultation process (town hall meetings and online feedback survey) as well as opportunities to talk with SPC members. The next step is to process the results from the consultation process and work on outlining goals and performance indicators. J. Ippolito asked how to finalize mission/vision statements. Ultimately we have to go to the BOR for final approval. J. Beets asked when the SPC's work is to be completed - the end of May, short amount of time to get feedback. Goals are not at a point of review yet. , R. Figueroa-Centeno asked how to get more participants, get a better response to avoid criticism of low feedback. J. Beets asked Congress members to provide feedback to the SPC.

F. Curriculum Review Committee – Report from Jean Ippolito, Chair.

The CCRC has already met twice this semester to address proposals that were delayed for various reasons. The Committee will now focus on guidelines or recommendations on what is expected from a proposal and will create a syllabus template that can be filled in. Information will be posted on the website and be disseminated across the colleges in hopes that incoming proposals will include all necessary information to process. There's also a need to revise some Curriculum Central questions that solicited very different answers from among the Faculty. J. Beets asked how specific guidelines need to be and how should departments address new courses and program modifications. R. Figueroa-Centeno commented that the person who inputs info into Curriculum Central may be able to insert information that was not approved by department faculty vote. K. Commendador asked about submitting a course modification when there is only a very minor change from the catalog. VC Simmons asked the CCRC to create a list of items that do not need modifications submitted for review in hopes that this will speed up the approval process. R. Figueroa-Centeno suggested that the Committee Chair submit a motion to this effect.

G. Academic Policy Committee – Report from Ramon Figueroa-Centeno, Chair

The Committee will be meeting with the CCRC about the Curriculum Review flowchart, then meet with VC Simmons before bringing any motion to Congress for a vote.

H. Budget Committee: Report from J. Ippolito

UHPA UH Budget Workshop Documents, Video and Powerpoint Slides:
<http://www.hawaii.edu/uhmfs/events.htm>

Barbara Leonard will be explaining the UH financial analysis powerpoint slides presented at the ACCFSC/UHPA Budget Workshop Jan. 7-8 sometime in February. Time and place TBA.

B. Bays commented that the Long Range Budget Planning Committee met on Wednesday and that the UH System Budget Briefing Testimony was discussed. D. Fitzsimmons briefly summarized the contents and provided members with a copy.

I. Admissions Committee: EMIT Report from James Beets

Freshmen pre-built schedules are being developed incrementally. There is a concern with placement exams being absent in some subject areas. EMIT is going with a variable credit hour model.

J. Graduate Liaison Report: Report from Aaron Jacobs.

Grad council met twice this semester to identify issues – program proposal redundancy and trying to streamline the proposal process. The Committee is also starting to address the timeline for the proposal submission and review process. No action taken yet on either point.

K. Research Council Report: Report from James Beets.

Council has not met yet this semester. D. Brown asked the Council to consider planning for responsible conduct of research and training of students. We are using UHM policy now but need to have our own. D. Brown mentioned that there are online courses / workshops required by UHM and we would do likewise. UHH looking into having our own people offer workshops or have someone come over from UHM.

L. New Business

Search Committees: The Chancellor will put together search committees for the positions of Chief Information Officer and Vice-Chancellor of Academic Affairs. The Chancellor would the Faculty Congress to nominate three members for each search committee. The Congress Executive Committee will meet to discuss further. Congress members can email their nominations to B. Leonard before the deadline in week and a half.

Proposed change to the Congress Charter: J. Beets mentioned that a motion will be presented on behalf of CAS for the representation of instructors in Faculty Congress. At this time, Congress only represents tenure-track faculty. J. Beets asked for any expressions of concerns from Congress members and clarified the difference between instructors and tenure-track faculty (Instructors are full-time employees with 12 teaching hours and are already considered as faculty in some departments) D. Brown added that faculty have 9 hours teaching + 3 hours service/research.

N. Stahl asked that Student Services full- time specialists be considered as well. J. Beets commented that this would be welcomed as an amendment to the original proposed motion. VC Simmons asked that Kilohana faculty also be considered as they are not represented by a college.

MEETING ADJOURNED: 5:05 pm