

Minutes for the UH Faculty Congress meeting of March 16, 2012

Members Present: Julie Adrian, Jonathan Awaya, Jim Beets, Todd Belt, Emmeline dePillis, Kekoa Harman, Aaron Jacobs, Eileen Lovell, Seri Luangphinit, Drew Martin, Sarah Marusek, Fiona McCormack, Rachel Nazara, Mark Panek, Hiapo Perreira, Brian Perry, Cheryl Ramos, Amy Saxton, Michael Shintaku, Kathleen Stacy, Norm Stahl

Others Present: Rajesh Dave, Ken Morris, L.M. Golan-Lui, April Scazzola

Members Absent: Yiquing Li

I. Approval of minutes from February meeting

Motion to approve minutes as amended by Todd Belt, seconded by Seri Luangphinit, and carried unanimously.

II. Chair's Report

- a.** Writing proposal: Jim Beets requested that the secretary continue to send email announcements regarding the Writing Enhancement proposal. The Statistics Workshop is tentatively scheduled for the first week in April. Further details on the Statistics Workshop will also emerge on email soon.
- b.** The Faculty/Staff lanai will be open following spring break. Confusion was expressed regarding the relocation of the coffee cart, and Jim Beets promised to seek clarification.
- c.** Julie Adrian distributed the new UHH Faculty and Instructor count for review. Norm Stahl expressed concern that non-tenure-track faculty specialists ("IRS-2 or higher") are not included in the count. Jim promised that the count would be revised to include Student Services.
- d.** Instructor Contract Renewal Guidelines have been referred to the APC and the CAS APC. Members are asked to refer comments to the APCs, and APC Chairs are asked to provide a report next meeting.
- e.** A Congress "Procedures Manual" is being constructed to enhance the information available in the Charter and By-Laws and elsewhere on the website for the benefit of subsequent committee chairs. Members are asked to provide suggestions to current committee chairs. The goal is for a draft to be completed at the start of the next AY.
- f.** "Executive Reports" will be posted for the benefit of those interested in priority information—such as as votes and important motions—who are not interested in sifting through the meeting minutes.

- g.** ACCSSC passed a motion requesting all Congresses and Senates to consider common course numbering across the system. Jim Beets distributed the proposal, and explained that we were asked for a motion to support or to reject the proposal. **Motion:** to reject the ACCFSC's Common Course Numbering Proposal by Drew Martin, seconded by Norm Stahl. **Discussion:** Emmeline dePillis suggested asking the ASSFSC to resubmit a proposal that is less prescriptive and only includes obviously common courses (such as Business 100) that are not commonly numbered. **Motion** passed with one abstention. Jim Beets requested that the justifications be sent to the secretary to be compiled for a succinct statement to the ASSFSC regarding our position.

III. Committee Reports*

*Please see the relevant committee's Congress webpage for additional documentation.

- a. Assessment Support:** Seri Luangphinit reported on Jill Ferguson's WASC visit and the data collected from the two assessment workshops held that same day. She indicated that her committee and the GE Committee are working on a long-term assessment plan to be completed by 2013, and shared some of the initial ideas that came up in WASC meetings that will allow a manageable implementation of assessment that links with Program Review. The subcommittee in charge of revising Program Review is very close to coming up with a full draft by the next meeting. Please contact Seri directly for additional documentation.
- b. Academic Policy:** 1) Aaron Jacobs distributed proposed changes to the course catalogue's policy for repeating courses for a **first read**. 2) Aaron distributed the proposed revised guidelines for Contract Renewal for Tenure and Promotion for Tenure Track and Instructional Faculty for a **first read**. He indicated that changes were made mainly for the purposes of clarity. Brian Perry suggested a limit of 2 as the number of times one could repeat a class instead of the current 3. Aaron agreed to take up these suggestions with his committee. Jim Beets asked everyone to send their comments directly to Aaron for revision suggestions as a "friendly amendment" so the "second reading" and the vote can take place in April.

<http://hilo.hawaii.edu/uhh/congress/documents/ProposedEnrollmentChange.pdf>

<http://hilo.hawaii.edu/uhh/congress/documents/ProposedTPGuidelineRewording.pdf>

- c. Admissions/Emit:** Julie Adrian indicated that EMIT was in support of a recent suggestion to include Writing Placement Exams throughout the year for students who have been unable to take the SAT or ACT. She also distributed the following **motion:** The current Admissions Standing Committee proposes a change of name to the Student Success Committee. The committee as reconstituted will address a wider range of issues that impact student entrance, performance, and graduation.

Discussion: Seri Luangphinit indicated how such a committee would close the loop in assessment, explaining how the Assessment Committee often accumulates data that currently has nowhere to go. Emmeline dePillis suggested as a “friendly amendment” to include “Admissions” in the name of the committee. Julie accepted the friendly amendment to rename the committee as the Student Success and Admissions Committee.

Motion was seconded by Seri Luangphinit and passed unanimously.
 - d. Budget:** Norm Stahl reported an increase in State revenues over last year of 10%, which suggests that we will face no further budget cuts this year. Jim Beets indicated that Marcia Sakai will again report to Congress in April.
 - e. Curriculum Review:** Mike Shintaku reported that his committee approved a long list of courses that will be posted on the CRC section of the Congress website—160 courses and 26 programs in all. A few courses are pending revision, but the deadline to submit proposals to the registrar has passed so the work of the CCRC is done for this academic year.
 - f. General Education:** Todd Belt reported that 39 applications have been processed by the committee. All but 8 were sent back for revision, the primary reason being that the SLOs were not articulated correctly. The committee found a flawed application form as the most likely cause of this misunderstanding, and his committee is in the process of revising the document to avoid future confusion. The committee is also working on a flow chart for GE.
- IV. Graduate Council Report:** Aaron Jacobs reported that the committee, with the assistance of the Registrar, has been working on articulating the difference between a “Graduate Certificate” and a “Post-Baccalaureate Certificate”. The APC is also working with the GC on the flow charts for graduate program proposals and hopes to have it completed by the April meeting.
- V. Research Council Report:** Jim Beets hopes to invite Ken Hon and Dan Brown to address the Congress.
- VI. Other Business**

- a. Jim Beets reported that the Faculty Forum has been moved to September. He solicited volunteers for an ad hoc committee. Kathleen Stacey immediately volunteered to assist. Sarah Marusek then volunteered. Mike Shintaku nominated Yiquing Li to fill out the committee.
- b. Proposed motion from Todd Belt regarding a change from MFW/TR scheduling to MW/TR scheduling (appended below, with justification).

Discussion: Jim Beets indicated that the ACCFC is discussing this on a system level. Norm Stahl raised the concern of the impact the long weekend would have on students. Emmeline dePillis indicated that many of the community colleges are already on the same schedule. Amy Saxton indicated that a 7:30 start could impact the library. April Scazzola expressed concern that evening classes might be impacted, but Todd pointed out that the 5:00-8:00 would simply shift to a 6:00-9:00. He further expressed that the schedule could be adjusted to begin classes at 8:00. Fiona McCormack and Drew Martin both expressed excitement at how the proposed motion would affect their research and preparation. Todd asked a procedural question about whether sending the motion to the APC or the college senates first would be the best step. Jim Beets suggested sending copies of the proposal to the VCAA for her suggestions as well. Kathleen Stacey suggested a copy be sent to the VC of Administrative Affairs as well.

Motion to endorse this motion as a proposal was made by Mark Panek, seconded by Fiona McCormack, and passed unanimously. The proposal will be sent forward with the unanimous endorsement of the Congress.

- c. Kenneth Morris presented on the Engineering ATP. Todd Belt raised a question regarding the way the lecturer and GE requirements are expressed in the document, particularly with regard to WI. Kenneth indicated that WI had been collapsed into GE, but that the document would be revised to specifically reflect WI. Another question was raised about the impact on the library, particularly to the library budget and the material budget. The concern was also raised that a “science librarian” should also be funded in this budget. Jim Beets asked members to read the proposal and send comments to Mike Shintaku. The handout will be posted to the Congress website shortly.

Motion to adjourn: Norm Stahl, seconded by Mark Panek, passed unanimously.

Meeting adjourned, 5:10pm.

Respectfully Submitted,

Mark Panek

Appendix:

Submission for a Proposed Motion:

The UH Faculty Congress recommends that UH Hilo move to eliminate Monday, Wednesday, and Friday (MWF) class scheduling and replace it with Monday and Wednesday scheduling similar to the current Tuesday and Thursday (TR) schedule. Fridays will be reserved for the scheduling of labs, faculty service and meetings.

Impact:

Only two available time slots would be lost per week if the schedule runs 7:30am – 6:00pm.

Rationale:

1. Increase teaching effectiveness. Few topics can be introduced, explained, and applied in one 50 minute class meeting.
2. Implementation of UHH Strategic Plan. Allowing students a light load on Fridays permits greater interaction for applied learning and civic engagement activities.
3. Improve faculty morale by providing a longer layoff between weeks that can be devoted to improving teaching, conducting research, and participation in faculty governance. Furthermore, it eliminates the appearance of a preferential TR schedule, which may cause departmental infighting and resentment.
4. Increase involvement in faculty governance. Campus committees have a difficult time meeting and faculty complain that they have difficulty setting aside time for these activities. All faculty will have some availability on Fridays to participate in service.
5. Increased efficiencies resulting from symmetrical time slots across four days (see attachments).