

## Faculty Congress Meeting Minutes 11/18/11

**Members Present:** Julie Adrian, Jonathan Awaya, Jim Beets, Todd Belt, Melequini Gaisoa, Emmeline dePillis, Kekoa Harman, Eileen Lovell, Seri Luangphinit, Bruce Mathews, Drew Martin, Sarah Marusek, Fiona McCormack, Mark Panek, Amy Saxton, Kathleen Stacey, Norm Stahl

**Members Absent:** Aaron Jacobs, Hiapo Perreira, Brian Perry

**Others Present:** Loulou Hong, Kenith Simmons

### I. Approval of Minutes for 10/21 Meeting

**Motion:** Kathleen Stacey, seconded by Seri Luangphinit, to accept 10/21 minutes. Some discussion arose regarding the initial correction of the 9/23 minutes requested by Hank Hennessey at the 10/21 meeting. Kathleen Stacey pointed out that the motion on the table was to approve the 10/21 minutes, not to again amend the 9/23 minutes. Motion passed unanimously.

### II. Chair's report

- a. Progress of proposals for faculty/staff development fund
- b. Results of Surveys (Todd): referendum passed
- c. Manoa Faculty Senate Resolution on Common Course Numbering (appended below)

**Motion:** the Executive Committee moves that Congress issue the following statement: "The UHH Faculty Congress is in support of articulation of basic General Education courses, but it is opposed to system-wide mandates for common syllabi and course names."

**Motion** to add the word "basic" by Todd Belt, seconded by Emmeline dePillis.

**Motion** passed with one abstention.

### III. Program Review Delay

**Motion:** The executive committee moves to accept the suggestion made by CAS Dean Randy Hirokawa at the recent Accreditation Steering Committee Meeting—a suggestion later supported by Accreditation Liaison April Scazzola—to ask department chairs to defer Program Review for AY2011-2012.

**Motion to accept as written:** Jim Beets, seconded by Todd Belt, passed unanimously.

**Motion:** The Executive Committee moves to ask Congress to issue the following funding request: "Since an effective reform of Program Review guidelines necessitates adequate training (per recommendations from the Chairs of GE and Assessment in their last report), the Congress determines that \$11,000 of the funds currently marked to carry out Program Review for fiscal year 2011-2012 be allocated to sending key members of the Assessment and GE committees to the WASC Assessment and Program Review training workshops in February 2012."

Kenny Simmons requested that at some point prior to the workshops clear expectations for participants would be drawn up. Seri Luangphinith pointed out that among those expectations would be that participants would become the Assessment Coordinators for their departments.

**Motion** by Jim Beets to accept as written with typos corrected.  
**Motion** passed with one abstention.

#### IV. Committee Reports

**Assessment Support:** Seri Luangphinith's referenced her prior report, available here:  
<http://hilo.hawaii.edu/uhh/congress/documents/AssessmentChairReporttoCongress21October2011.pdf> . She then discussed the proposal to revise program review, available here:  
<http://hilo.hawaii.edu/uhh/congress/documents/ProgramReviewRevisionProposal.pdf> .  
Finally, she provided highlights from the conference she attended during the October Congress meeting, available here:  
<http://hilo.hawaii.edu/uhh/congress/documents/KeyHighlightsOfThe2011InternationalAssociationForEducationalAssessment.pdf> .

**Academic Policy** Bruce Mathews informed Congress of an email from APC Chair Aaron Jacobs explaining how the APC has been asked by VCAA Simmons to clarify ambiguous language in tenure and promotion documents. Questions were also raised about the repeatability of courses for a higher grade.

**Admissions:** Julie Adrian submitted the following EMIT Report dated Nov 2, 2011:

- Brendan Hennessey's Enrollment Landscape report will be revisited to define actionable items from the data.
- Summer Session discussion continuation – summer tuition for 2012 has not yet been set; however, President's Office indicated a potential freeze at the present level. Intended proposal offers two rates: resident at \$245/credit and non at 150%.
- Discussions are in progress about a summer scholars program for pre-college youth – Admissions, CCECS, and Conference Center are collaborating.
- Continued discussion on the Admissions and Recruitment Biennial Plan, 2011-2013 draft with concerns regarding Native Hawaiian students and the increasing numbers of WUE students. Also, the question was raised on how will we accommodate more students, including new freshmen, if we are already at 90-95% of course capacity?
- Update on Spring 2012 pre-builts – Jim is currently building Spring 2012 schedules. The recommendation is to go forward with a Fall semester-only build, but insist on 12 hour builds; then do a Spring adjustment to ensure everyone gets ENG 100 and possibly MATH as well.

Luoluo Hong mentioned that she is spending money to hire an outside vendor to determine the pricing points for mainland and local students rather than requesting help from the Economics Department for such a project. She will report later on this.

Kenny Simmons clarified that although the schedule build will be for fall only, students needing ENG 100 will be spread evenly between fall and spring.

**Budget:** Norm Stahl had nothing to report.

**Curriculum Review:** Eileen Lovell indicated that April Scazzola has been teaching CRC members on reviewing syllabi.

**General Education:** Submitted by Todd Belt and appended below.

**V. Graduate Council Report:** The MA in Teaching has gone to CCRC, and should make it to Congress by the 12/16 meeting. Also, the revision

proposals for BOR policies and the executive policies for UH are being produced to address nonexistent positions, and that is being reviewed and revised.

**VI. Research Council Report:** Jim Beets reports a high level of angst among those submitting proposals online and hopes to offer a workshop next semester to ease such concerns. For now, faculty can contact Dan Brown in the Research Office.

**VII. Reconvening of the Campus Sexual Assault Policy Task Force:** Luoluo Hong brought up the recent Penn State scandal, and emphasized that Hawai'i is one of the states with mandated reports. She is reconvening the SAPTF and in deference to Congress requests that Tom Curtis be named as a member of this task force.

**VIII. Budget Information Sessions Sponsored by Congress:** Jim Beets reported on Marcia Sakai's meeting with the Executive Committee following the October Congress meeting, and Marcia volunteered to begin presentations on budgets, but wanted feedback on what we wanted to hear about budget in five-minute increments.

The following suggested topics arose:

→ Are these system goals really worth pursuing? Can we see a cost-analysis model of how we're trying to meet the 25% graduation initiatives. Kenny indicated that these aren't even being funded.

→ How much are we spending on sports, and how much revenue does it generate? How much is spent on scholarships and travel?

→ What are the different "pots" of money and how can you move money between the pots.

**Motion to adjourn: Todd Belt, seconded by Seri Luangphinit, passed unanimously.**

**Respectfully submitted,**

**Mark Panek  
11/18/2011**

**Appendix: GE Committee Report**

**Report of the UH Hilo 2011-2012 General Education Committee**

## To the UH Hilo Faculty Congress

November, 2011

**The committee met on October 27<sup>th</sup> and dealt with the following issues:**

**1. Setting deadline for applications for Fall 2013 certification.**

Date Set: Second Friday of February: February 10, 2012

**2. Responses and suggestions for applications that did not make the cut last year.**

Chair will contact people who submitted these applications and provide suggestions for modification.

**3. Clarification of language for categories in order to avoid applicant confusion.**

Discussed concerns regarding whether native culture was considered part of the “Hawai’i-Pan-Pacific” for the integrative requirement. The committee noted that the Pacific Coast of the Americas are included as such in the application paperwork. Further clarification will also be added to the website.

The committee also discussed a change that was proposed last year regarding courses that merely “consider” global and community citizenship as satisfying the GCC requirements. The committee discussed the “Collaborative skills and civic participation” aspects of the GE Curriculum, as well as the broader push for applied learning in the new UH Hilo Strategic Plan as well as our accreditation agency, WASC. The committee discussed the GCC certification requirement that a course:

“include, but not limited to, a field work, community workshop, service-learning component, or a research-based project that utilizes field work to explore ways in which one can contribute to the good of the global and/or local community.”

The committee noted the difficulty this poses for certain theoretical courses. The committee resolved that applications for consideration for GCC will be handled on a case-by-case basis and that applicants will be encouraged to include an applied learning / civic outreach aspect where possible without fundamentally altering the content or nature of the course or creating an onerous burden on instruction. The Chair volunteered to work with applicants individually to help them with concerns in this regard. Examples of creative applied learning / civic outreach activities will also be added to the GE website to assist applicants.

**4. Articulation of GE guidelines with Assessment Committee, WASC Reaccreditation Steering Committee, and Strategic Plan.**

April discussed the upcoming WASC reaccreditation process and the piloting of the Lumina Degree Qualifications Profile by the UH System. April presented a matrix demonstrating the commonalities among our GE requirements, the Strategic Plan, the current WASC requirements, and the goals of the UH Hilo Strategic Plan. The committee noted that our GE requirements mesh well with many of the WASC requirements and goals articulated by the Strategic Plan. April discussed the importance of training in the new WASC requirements for members of the committee and encouraged members to attend the upcoming training in January in Honolulu.

**5. Management of secure internal website and email site.**

Instead of using a secure internal website (which has been fraught with problems), the committee discussed using Google Docs in order to be able to view applications. Instead, the committee decided to go with "Drop Box." April will update the website's FAQ section with information regarding the recertification schedule and we will provide a section for sample applications, especially those for GCC.

**6. Schedule of future meetings.**

We may meet before the end of the semester if applications come in early. We will definitely meet in January just ahead of the deadline to start work. Members are encouraged to forward their Spring schedules to the Chair.

**Additional Items:**

**Reaccreditation**

The committee discussed the recertification clock. Classes certified effective Fall 2011 will have to be recertified effective Fall 2016. This means they will have to be submitted to the GE Committee during the 2014-2015 cycle so that there will be no lapse in recertification. This is to be added to the website and sent out with the next call for applications.