

## **Minutes for the Academic Senate August 2007 Meeting**

**Present:** Stacey Arakawa, Feliciano Sales, Kyle Takushi, Ben Guerrero, Maggie Ward, Kathleen Hagan, Maggie Bruck, Juli Umetsu, Jill Fitzpatrick, Ryan Daniels, Hiroko DeLeon, Tim Marmack, Julie Powers, Elaine Yamashita, Ki'ope Raymond, Vinnie Linares, Eric Engh, Lorelle Peros, Dorothy Tolliver, Sally Irwin, Cindy Foreman, Shane Payba, Michael Takemoto, Kehau Newhouse, Renee Riley, Teri Evangelista, Lee Stein, Patricia Duckworth, Diane Meyer, Kate Acks, Julie Clark McGee, Cyrilla Pascual, Marge Kelm, Walette Pellegrino, Lisa Deneen, Margaret Christensen, Gayle Early, Molli Fleming, Bruce Butler, Chris Speere, Wini Chung, Ben Marquez, Dean Louie, Laura Lees, Elisabeth Armstrong, Richard Hill, Bobby Santos, Teresa Shurilla, Bernie McPherson, Mary Francl, Ann Coopersmith, Rosemary Perreira, Carol Petith-Zbiciak, Anne Scharnhorst, Denise Cohen, Dorothy Tolliver, Ellen Peterson, Daniel Kruse, and Donna Harbin.

**10:38 a.m. Meeting called to order Michele Katsutani, Academic Senate Chair**

### **I. Introductions**

### **II. Approval of Minutes**

Marge Kelm moved to pass the May 2007 minutes with suggested corrections. Maggie Bruck seconded, and the motion passed unanimously.

### **III. Committee Reports**

#### **1. Procedures and Policy**

Vinnie Linares reported the committee will be working on the N grade policy and revising the Academic Senate charter. Revising the charter depends on campus reorganization, which has to be approved by administration. In about one month, expect to see Survey Monkey with questions for feedback. Contact committee members if you have questions.

#### **2. Planning and Budget**

Cindy Foreman reported the committee meets Tuesdays prior to Friday Senate meetings.

#### **3. Assessment**

BK Griesemer reported the following

a) MCC Today show puts a face with name of MCC, provides a place to discuss programs, and has 3-4 segments per show. Currently looking for co-hosts. Next shows: September 21 and October 19.

#### **b) Curriculum Committee**

Thank you to Jeannie Pezzoli and Frannie Coopersmith for all their work. Form-fillable and separate forms will be online. Curriculum training will be available this fall. There will be three sessions on August 29, 10:30 a.m., noon, and 1:30 p.m.

Curriculum meets Tuesdays 2:45 p.m. in KaLama 102 for Fall 2007 and Spring 2008.

Membership is specified in charter. The Curriculum website gives the list of representatives.

Anyone can attend the meetings.

#### **c) Assessment Committee**

There will be three Saturday sessions (September 15, October 10, and November 17) limited to 10 participants. BK Griesemer will email more information on these sessions later. Email BK if you have any questions.

#### **4. Mediation and Hearing**

Michele Katsutani reported this committee needs to be reactivated.

#### **6. Elections**

Michele Katsutani reported this committee needs a chair.

### III. Ad Hoc Committee reports

#### 1. International

Alice Luther reported dorm residents will be staying in hotels for the next two to three weeks. The entire dorm complex should be open by Spring 2008.

This summer forty students visited from Tokyo; Toyama University signed on as a sister university; and on-going Skype activity continues with Hiroko DeLeon's Japanese language students.

Katie McMillan is working to focus marketing with new populations: Hong Kong and parts of Japan.

The committee will be convened in October after marketing strategy is established. The 10 members of the committee include faculty, TLC, MLI, and Health Center. Let Alice know if you are interested.

#### 2. Baccalaureate

Elaine Yamashita reported the committee needs a new chair. Tell Michele Katsutani if you are interested. The committee wanted to develop criteria for determining what courses and 4-year degrees. Originally, the committee wanted to look at our campus' resources and cultural readiness for offering 4-year degrees.

Discussion: It was mentioned that the web advertises MCC as a 4-year institution, promoting MCC as a 4-year college. This committee is important because it gives our voice.

#### 3. Civic Engagement

Molli Fleming reported the committee had been formed right before a grant cycle to help pull together Service Learning initiatives. At the next meeting, we will determine whether we want to continue this committee. Email Molli if you are interested in attending.

Mira Allen, who was one of three to win a national service award, will be the Service Learning student assistant.

Discussion: Mira Allen will also be editor-in-chief of *Ho'oulu*, MCC's student newspaper. The first issue will be out during the first week of classes.

#### 4. Resident Committee

Michele Katsutani reported the Resident Committee was established to ensure resident students get equal attention. This committee needs a chair.

#### 6. Business Processes

Michele Katsutani reported this committee was created from Senate concerns about the business processes. Also, she spoke with David Tamanaha about the proposed Business Office office hour to allow walk-ins. There are no specifics yet.

Discussion: This committee needs a leader. One problem is that our business office is overworked, would an office hour impede more? It has been reported that there are new people hired in the Business Office who need time to be trained. Understaffing doesn't seem to be the issue. Phone calls often go unanswered, but physically going to the office seems to work.

If we all walk over there, it might get worse. It was recommended that the committee tracks how long the process actually takes. The problem is that the process and contact person is not clear. It's not necessarily our business office, but also UH Manoa's business office.

It was requested that Michele Katsutani speak again with David Tamanaha. David Tamanaha sent out a flow chart and that each department has one point person assigned.

Michele Katsutani agreed to follow up with David Tamanaha with this discussion and will report back to Senate.

## **V. Academic Senate Executive Committee Report**

Michele Katsutani reported that the committee meets two Wednesdays a month, 7:30 a.m.-8:55 a.m. Issues discussed at the last meeting included resolutions, discussions with the Chancellor about the path of MCC, and continuing to meet with the Chancellor on a regular basis. If you have questions, contact members of the committee (Maggie Bruck, Paul Levinson, Kyle Takushi, Laura Lees, Sally Irwin, Lois Kimmel, Michele Katsutani, Mike Takemoto, and Lorelle Peros).

## **VI. Unfinished Business**

1. Michele Katsutani reported that in Spring 2007 Clyde Sakamoto had requested names for a committee.

Elaine Yamashita reported a few (including Elaine Yamashita, Dorothy Pyle, Mark Hoffman, Maggie Bruck, and Sally Irwin) already met with Clyde Sakamoto, where he mentioned a UC Berkeley consultant.

Discussion: Are we going to offer Baccalaureate degrees? Wouldn't it make sense to work on the infrastructure first? That's what the Senate ad hoc Baccalaureate Committee works on, an opportunity to give faculty input. It was asked that while strongly supporting campus progress, what efforts are being made by the administration to promote this rather than strengthening the infrastructure. How can we do both? We are not part of the debate, but rather reacting to it. That's why the ad hoc committee was formed. The committee is not against 4-year degrees, but considering the how.

Sally Irwin reported that as Strategic Team G chair, the two committees should work together. While the ad hoc committee looks at what is the impact and current problems, Team G looks at what 4-year degrees we want to offer.

Michele Katsutani reported she will clarify the number of Baccalaureate committees, identify the leaders and members of the committees, and report back to Senate.

2. Michele Katsutani reported the Leadership Retreat will be August 31, 8:30 a.m.-12:00 p.m. Email with more information will be going out today.

## **VII. New Business**

1. Michele Katsutani requested Senate members allow everyone an equal voice, maintaining meetings with manners and courtesy.

2. Proposed Faculty Classifications and SLO's

Michele Katsutani reported there was discussion (from April 2007) of changing faculty classifications and maybe attaching SLO's. At the Board meeting in September, there will be a vote taken. She is not sure of the status of this.

Discussion: In Spring 2007 the MCC Senate passed a resolution introduced by Vinnie Linares. Four other Senates have also voiced this cannot be done. The administration took consult, but is not responding. The administration will present changes with SLO's not sure of language. Clyde Sakamoto and Peggy Cha wrote it.

Michele Katsutani suggested adding UHPA update to Senate meetings.

Discussion: We went on record in May to not allow SLO's in tenure and promotion procedures. This is very important. We must stay involved in this issue. Is the Academic Senate chair able to attend BOR meetings? How can we be aware of BOR agendas? It is the right of the administration to create classifications with consultations, but the question is have consultations been sufficient.

Michele Katsutani reported the first Senate Chairs meeting will be August 24.

#### **VIII. Other**

1. White Paper Group will come to the September 14 meeting.
2. October 19, 2:00 p.m., location TBA, John Morton
3. Michele Katsutani reported she had several summer discussions with Clyde Sakamoto about issues of retention. Senate will hear more about this soon.
4. BK Griesemer added that the December is the deadline for curriculum proposals for Fall 2008 and October 1 is the deadline for Spring 2008.

Next Senate meetings: 1:30p.m.-3:30p.m. during the following Fridays (9/14, 10/12, 11/9, and 12/7)

Lorelle Peros reported the Maui Hotel Lodging Association awarded \$1000 scholarships each to two Hospitality and two Culinary Arts students. *Maui No Ka Oi* magazines customized magazine covers for each recipient.

**11:38 a.m. meeting adjourned.**