

Faculty Senate Meeting Minutes

Date September 11, 2015

Attendance:

Alik, Wilbert Baleikorocau, Waisiki Bertram, Eric Canonigo, Ernest T. Castaño, Luciana Enriquez, Emiliana Giardullo, Laura Good, Catherine Hess, Janet Ishiguro, Amanda Korean, Rosina Kreikemeier, Melissa	Lekka, Meitaka Leshan, Jacqueline Manase, Manase McWilliams, Floyd Pagolu, John Pérez, Benjamin Perkins, Pamela Peter, Florence Rollis, Agatha Savu, Silipa Savu, Vasemaca	Seru, Jennifer Soje, Gabriel Solomon, Beylul Sumaoang, Rosalinda Switaj, Elizabeth Teshome, Seyoum Tsuchiya, Yukiko Van Auken, Mary Vila, Curtis Willson, Nik
--	--	--

Prior to the start of our September 11, 2015 Faculty Senate meeting,

Pranson Eliou came to ask for volunteers to help with the 6th Annual College and Career Fair to be held from 1:00 to 5:00 pm on Friday, November 6, 2015 at the Sgt. Solomon Sam Basketball Court. Faculty members are invited to represent their colleges by providing materials and answering questions about the colleges they have attended. Faculty members who were willing to volunteer signed up to do so. Others are requested to procure materials from their colleges and join the College and Career Fair to help educate our students as to the possibilities available for furthering their education.

Pamela Perkins asked for a moment of silence to commemorate the date upon which this meeting falls: 9-11.

1. Meeting called to order at 11:09
2. Minutes of meeting approved with one abstention after an amendment: the addition of Old Business 3. C. iii.
Added: Bill Knobloch also offered to research and come back with answers as to why potential employees who were offered positions did not accept those positions when offered. Bill was not present. Discussion ensued, and it was decided to contact Agnes Kotoisuva, the new head of HR, to follow up with that question.

3. Old Business:

The meeting regarding Faculty Evaluations had not taken place prior to the Faculty Senate meeting, but now the draft is available for view and comments. Please follow the link provided: Evaluation Recommendation Draft:

<https://docs.google.com/document/d/1klnXWTZ0lhaHl8BtJj9h4OdiTH3NHbdQabCk7ZtKZ80/edit?usp=sharing>

Some larger departments are still working on scheduling full departmental meetings to organize input for the document that the committee has drafted.

4. Committee Reports

- a. EC Did not meet

b. **IPC Wilbert Alik reported:**

Faculty Representatives' Report including meetings of September 3 and September 9

September 3, 2015 (Thursday) IPC Special Meeting

1. Approved the RSA
2. Agreed to provide a yearly report of activities starting SY14-15

3. Approved a set of minutes of most recent meeting (August 26th, 2015)
4. Tabled April 22nd, 2015 minutes because they were incomplete as written
5. Approved the Board KPI's as submitted in last IPC meeting via email (August 26th, 2015)
6. Reviewed software for tracking progress on KPI's
7. Agreed the CMI Community should all vote on a possible change of logo

September 9, 2015 (Wednesday) IPC Regular Meeting

1. Approved a set of minutes from April 22nd, 2015 meeting
2. Approved a set of KPI's for Goal 1, which include activities (or key targets)
3. On-going discussion for other KPI's activities for other Goals

c. **HR LucyCastano reported:**

RSA under review and final form is planned to be approved next meeting
 Meetings set for first Wednesday of the month at 3:00 pm
 Agreed to include the Director of Arrak campus as member
 Rosina will seat in the Compensation subcommittee and Lucy in Education subcommittee
 Special meeting slated on Sept. 16 to discuss old business from Spring 2015 semester

d. **IT Did not meet**

However, Curtis Vila reported on the basis of a meeting with Boni Sanchez:

Purchase of Faculty laptops
 FYI: the laptop specs and cost was submitted to the CMI Landgrant and
 Business office. Landgrant requested that it should be put on hold until budgeting is realigned.

Site Posting Policy - FYI: developed and proposed by the IR department since the department
 develops and police the content of official College websites.

Software and System Acquisition Policy

College's Learning Management System (LMS-Moodle) Policy Draft.

Referred to previous meeting minutes.

(Moodle) Status: the following courses use Moodle

3DevEd courses, 11 Technology courses, 2 Business courses,

Special Modules - On-line and Walk-in Helpdesk, Academic Readiness

College's online course request form will soon be distributed to faculty

In response to this report, Seyoum Teshome spoke of the difficulties created when students and faculty
 have different Windows OS – the result is that either the student or instructor cannot access one another's
 work.

Curtis has had similar difficult experiences in this regard, and the matter should definitely be
 brought in the IT committee meeting.

- e. Enrollment Management Committee: No meeting
- f. Student Life & Conduct committee: No meeting
- g. Physical Plant & Facilities: No meeting

However, following the discussion under Announcements, 6. d: Physical Plant & Facilities representatives were tasked to find out how Physical Plant can be contacted outside of normal working hours.

h. **CAC: Catherine Good reported:**

Items approved by CAC:

CAC Assessment (2014-2015) –When the RSA goes to the Executive Committee for approval, this annual report will accompany it.

Certificate of Completion in Special Education Program Sheet

Certificate of Completion in Teaching Program Sheet changes from ENG 101/102 to 111/112

The next meeting of CAC will be September 18.

i. **Gabriel Soje reported:**

Library Committee Meeting 9/10/2015

RSA passed with five changes

Library Committee will write assessment (reflection) based on CAC model.

Various materials such as Jstore and Tumblebooks have been ordered and are awaiting payment.

The fear is that they may come from the new budget even though they were budgeted last year.

Library Committee is reviewing the Collection Development Policy and will have a final draft by next meeting. Also discussed was the Gift Acceptance form as part of the policy.

Library workshops and tours will be available to any class wishing them. Instructors are to sign up for the date wanted at the front desk.

There is a need for more chairs to go with the study carrels since many have now been moved to the computer lab.

There is a need for more student lockers and suggestion was made that other buildings might be able to house some lockers.

The committee discussed the library expansion that was spoken of two years ago.

Students can copy for 10 cents a page, but the new copier is not available to them through their student cards.

Next meeting is October 23 at 11:00 am.

5. New Business:

- a. Faculty handbook. There was a great deal of interest and discussion regarding the Faculty Handbook which has not been reprinted since 2009. Some have assumed that there is no longer a Faculty handbook and that everything pertaining to Faculty is now included in the Human Resources manual for all employees. Va Savu assured the group that the Faculty Manual last printed in 2009 continues to be vital. A motion was made and seconded that the Faculty Manual should be revisited and revised. A Steering Committee consisting of Elizabeth Switaj, Floyd McWilliams, Va Savu, John Pagolu, and Florence Peters will begin the process. Any action regarding the Faculty Manual was tabled until HR representatives and the Steering Committee have reviewed the current manual. It was pointed out that portions of the Faculty Manual are included in Orientation materials as needed.
- b. By-Laws: Floyd McWilliams pointed out an unusual wording in Article V Officers and Duties of the Vice President: 1. The Vice President shall preside at Faculty Senate meetings *when designated to do so by the President*. A motion was made and seconded to revise the wording as follows: The Vice President shall preside at Faculty Senate meetings *when the President is unavailable*. The change was voted unanimously in favor.
There may be other changes as well. After some discussion, it was agreed that faculty should view and comment on Faculty Senate By-Laws which can be accessed via the link below:
https://docs.google.com/document/d/1gQ5ZG_2RRU_au2tGvr3ox1gji2p3LY8QGmA5zxtLwvs/edit?usp=sharing
- c. Gabriel Soje spoke of concerns regarding the need for a Campus Ethics & Conduct committee. After some discussion, the matter was deemed unnecessary.

6. Announcements:

- a. Jacqueline Leshan reported that a number of her students would like to have an opportunity to showcase their work, and she invited the rest of the faculty to join in for a Student Exhibit/Fair to include Posters and Presentations. Janet mentioned that we have had this sort of events in the past and encouraged all to collaborate to create this opportunity.
- b. Jambo Arts Exhibit: November 20, 2015 – more details to come
- c. Budget Workshops: Dr. Theresa will set up Budget Workshops so that faculty and staff can become more involved in the budgeting process - more details to follow
- d. Agatha Rollis reported that there was a frightening event one recent evening in the classroom where she had just finished teaching class: a strong gust of wind lifted the roof off the building, exposing . She asked for the help of Security, but they did not come. She eventually found a man who works at the dormitory, but he was only able to lock the door. Agatha has since been moved to another classroom, but she was concerned about the lack of support she received at the time of the event from Security and was unable to get the attention of Physical Plant employees because of the time of day. It was suggested during discussion that we should all have numbers/ways to contact someone in case of emergency. After the initial shock of the event, Agatha was most concerned about the lack of communication and support. Janet brought up the fact that there are problems of chairs and tables not being replaced or repaired as needed; several classrooms have wobbly tables and deteriorating equipment. We agree that the Physical Plant should be monitoring the equipment and arranging for repairs and replacement as necessary. We discussed the need for someone from Physical Plant to be available at any hour where we might be on campus and need attention from the Physical Plant.
Physical Plant & Facilities representatives were tasked to find out how Physical Plant can be contacted outside of normal working hours.
Emily Enriquez asserted that we should be spending our time on academic matters, not physical plant issues which are the responsibility of others.

Faculty Evaluation Recommendation Draft:

<https://docs.google.com/document/d/1klnXWTZ0lhaHl8BtJj9h4OdiTH3NHbdQabCk7ZtKZ80/edit?usp=sharing>

Faculty Senate By-Laws:

https://docs.google.com/document/d/1gQ5ZG_2RRU_au2tGvr3ox1gji2p3LY8QGmA5zxtLwvs/edit?usp=sharing

Adjournment: 12:10 pm

Respectfully submitted,

Pamela Perkins
Secretary