

# Faculty Senate Meeting Minutes

Date: Sep, 09, 2016

## Attendance

<b>Andrade, Gabriel</b> <b>Andrew, Mothy</b> <b>Baleikorocau, Waisiki</b> <b>Bojos, Rosalie</b> <b>Brechtefeld, Maximillian</b> <b>Cameron, Morgan</b> <b>Canonigo, Ernest</b> <b>Castaño, Luciana</b> <b>Chung, Jaerin</b> <b>Cooke, Richard</b> <b>Corpuz, Michael</b> <b>DiLella, Joseph D.</b> <b>Enriquez, Emiliana</b> <b>Fransden, Cassandra</b> <b>Good, Catherine</b> <b>Goto, Sayaka</b> <b>Hackerott, Serena</b> <b>Hess, Janet</b>	<b>Ientaake, Moarieta</b> <b>Ishiguro, Amanda</b> <b>Jacklick, Charles</b> <b>Jenyo, Folake</b> <b>Jetnil-Kijiner, Kathy</b> <b>Korean, Rosina</b> <b>Koroi, Rosie</b> <b>Krawczyk, Ewa</b> <b>Kreikemeier, Melissa</b> <b>Lehman, Fern</b> <b>Lekka, Meitaka</b> <b>Liwagon, Elgie T.</b> <b>Manase, Manase</b> <b>Muller, Richard</b> <b>Newman, Richard</b> <b>Perkins, Pamela</b> <b>Peter, Florence</b> <b>Philimon, Anel</b>	<b>Seru, Jennifer</b> <b>Soje, Gabriel</b> <b>Sumaoang, Moses</b> <b>Sumaoang, Rosalinda</b> <b>Switaj, Elizabeth</b> <b>Teshome, Seyoum</b> <b>Trevor, Mike</b> <b>Van Auken, Mary</b> <b>Vila, Curtis</b> <b>Wilbanks, David</b> <b>Williams, Amanda</b> <b>Williams, Ed</b> <b>Willson, Nikolas</b>
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(Total: 49)

1. Meeting called to order at 11:07 am.
2. Minutes of the August 10 Faculty Senate Meeting were approved unanimously.
3. Minutes of the August 26 Faculty Senate Meeting were approved with 3 abstentions.

## 4. Old Business

- a. **Jaerin Chung** accepted the nomination for Secretary of the Faculty Senate.
- b. The vote was unanimous in favor of **Jaerin Chung** as secretary.

## 5. Committee Reports

### a. Curriculum Committee (**Presenter: Catherine Good**)

- i. The Committee welcomed a new faculty representative, **Serena Hackerott**, and the Student Representative, Erin Tsai.
- ii. **Mary Van Auken** discussed CAC's rationale in separating to two committees.
- iii. **Moved, seconded, and carried, that the Curriculum and Assessment Committee be authorized by the Faculty Senate to submit the 2016-17 Role Scope and Authority document to the Executive Committee as written.**

iv. **Moved, seconded, and carried, that the Faculty Senate will form a working group to review Board Policy.**

b. Enrollment Management Committee (EMC) (**Presenter: Amy Ishiguro**)

- i. Student Life & Conduct Committee had never met because it did not exist but is now being reformed and will meet regularly.
- ii. Discussion of the ramifications of dropping students on the Unofficial List who do not show up for class on the first day of classes
- iii. An SIS Subgroup has been formed to solve existing SIS problems
- iv. Student Handbook requires revision
- v. Student issues compiled by SBA will be sent to EMC for solutions
- vi. Full Academic Calendar for the year will now be available at the beginning of the summer
- vii. Entrance Exam is under consideration
- viii. Registration: an official reminder of procedures will be sent out prior to Early Registration
- ix. Advisor List – under discussion as to how it can be improved
- x. Only 1/3 of Faculty responded to the request for Professional Development Webinar Interest, and of that number 91% indicated an interest.
- xi. **Moved, seconded, and carried, that the faculty body support the Dean of Academic Affairs in her request for CMI to pay the Go2Knowledge membership fee for unlimited access to Professional Webinars for all CMI employees.**

5.3. Human Resources (**Presenter: Morgan Cameron**)

- i. Two proposals were presented; Academic Honesty and Integrity. One for Faculty/Employees and a separate document for students. Only the student form will be included in the Student Handbook, and only the Faculty/Employee form will be included in the Faculty Handbook.

5.4. Information Technology (**Presenter: Ed Williams**)

- i. IT Committee has expanded its membership to include members of more

departments which should serve to improve communication throughout the college. The Liberal Arts and Business Departments have added a representative to participate in ITC meetings.

5.5. Institutional Planning Committee (**Presenter: Mary Van Auken**)

5.6. Library Committee (**Presenter: Gabriel Soje**)

- i. There was no meeting but that the next meeting is scheduled for 8:00 am on September 12 at which time the committee will review the RASA of the Library Committee and the assessment of the 2015-16 academic year.

5.7. Physical Plant & Facilities (**Presenter: Mike Trevor**)

- i. The minutes of their most recent meeting were not yet available, but that key policies under review, There is discussion about uniforms for Security personnel. The Physical Plant & Facilities personnel prefer that people use HIPPO for reporting maintenance needs at which point several people spoke of problems related to HIPPO. Directions for use of HIPPO will be resent to all faculty. An addition was made to the earlier report that rental rates for the forklift have been raised.

5.8. Student Life and Conduct Committee

- i. No Meeting

5.9. Executive Council (**Presenter: Nik Willson**)

- i. See emailed report (subject line: report on Executive Council meeting of 7 September).
- ii. The College is making policy changes to demonstrate that it meets the standards of ACCJC (Accrediting Commission of Community and Junior Colleges). The policy changes will go into a document called a Follow-up Report. This report needs to be sent in October, and then ACCJC will determine the accreditation status of the College based on the report.

6. New Business:

- a. Academic Honesty policies
  - i. **Moved, seconded, and carried,** *to hold vote online on whether to adopt the Academic Honesty policies.*
    1. through the online vote held 14 September, Faculty Senate
      - a. **resolved** *to adopt the Academic Honesty policy for students.*
        - i. 15 yes
        - ii. 1 no
        - iii. 2 abstain
      - b. **resolved** *to adopt the Academic Honesty policy for employees.*

- i. 11 yes
  - ii. 3 no
  - iii. 3 abstain
- b. annual review of by-laws
  - i. **Moved, seconded, and carried, to begin annual review of by-laws.**
- c. President meetings
  - i. **Moved, seconded, and carried, that the Faculty Senate President meet monthly with the College President.**
- d. VP meetings
  - i. **Moved, seconded, and carried, that the Faculty Senate President meet monthly with the Vice President of Academic and Student Affairs.**

7. Announcements

- a. **Elizabeth Switaj** will send announcements regarding Jambo Arts fall Exhibition and a new writing group via email in light of the limited time available.

8. The meeting was adjourned at 12: 16.