AGO Meeting Notes

Date: Wednesday, January 24, 2018
Time: 9:30-10:30 a.m.
Place: Lama 111A

Attendees: Candy Branson and Robert Vega (Faculty Senate Chair and Vice Chair), Ismael Salameh (Student Congress President), Shannon Sakamoto (Student Congress Advisor), Kapulani Landgraf and Keolani Noa ('Aha Kalāualani Chair), Alissa Kashiwada (Staff Council Chair), Louise Pagotto (Interim Chancellor), and Joanne Whitaker (note taker)

Approval of AGO notes from the November 29, 2017
The notes with amendments were approved.

Voting at CAC

- More time is needed for the voting process. For Faculty Senate, information goes to all the departments. Time is needed to collect feedback and to vote on the revisions after the feedback is incorporated.
- Voting happens in Faculty Senate in 16 departments. At the CAC meeting, the department chairs vote so they have a second vote. For the Animals on Campus policy, the Faculty Senate voted no but the department chairs voted yes. Did the representatives at Faculty Senate talk to departments? Should the representative at Faculty Senate be congruent with the department chairs?
- CAC members should be voting on behalf of their departments or units? Is this effective?
- An AGO represents many constituents but they only get one vote.
- Chancellor response: This is the first time a process has been codified. We need to try it and amend, if necessary.
- A proxy for voting is allowed.

The Interim Chancellor will propose a change to the process. There will be a 2-step process for any item that requires a vote. For a new policy, the subject matter expert will draft the policy. The process will be addressed in three CAC meetings.

1. First CAC meeting - the draft will be presented and after the meeting, sent to CAC and the campus for feedback.
2. Second CAC meeting - feedback will be incorporated into a second draft and the CAC members will send out to their constituents for discussion and department/unit vote. AGOs will submit their vote in a resolution to the Chancellor.
3. Third meeting - the CAC will vote.

Policies

- The interim chancellor will respond to feedback to clarify the reasoning behind the policy.
- Are there any other policies that are needed?
  - Should there be a revision to the policy that requires that instructors must be on campus to teach online courses? This is a Human Resources policy. Some considerations: You need to request permission to travel for insurance
purposes. The employer needs to guarantee that the work environment is safe.

Faculty who teach online should be able to teach from anywhere. There are lecturers that teach online while living on the mainland. Consideration: Fulltime faculty who teach online are expected to fulfill the other requirements of the position, which may not be possible if they are out of state.

- Are faculty required to provide students a syllabus? Some students have not been given a syllabus. Providing a syllabus is part of the faculty’s professional responsibilities. If the Faculty Senate creates a resolution, there should be a timeline to include when the students receive the syllabus. Students want the syllabus a week before class starts but that may not be possible for the faculty. It may be possible to post a generic syllabus but not with all the details.

In the past, two copies of the syllabus needed to be submitted to department chairs. A suggestion was to provide a cover page with information that all the syllabi are required to include such as name, office hours, SLOs, course descriptions, etc. There is a template for online classes.

Another suggestion is to attach the syllabus to the College’s Course Reference Number (CRN), which shows class availability. Windward uses a standard syllabus and it is connected to the CRN. This would be helpful to transfer students.

When revisions are made to the syllabi, how is that communicated to the students?

CAC Meetings
- Time management will be better at CAC meetings to avoid ending late. It was good that there was a lot of dialogue. If there are topics from the AGOs that require more time than the updates, it will be one of the agenda items to provide time for a fuller discussion.
- When voting occurs at CAC, it will be by paper ballots. To ensure that only CAC members vote, the ballots will be placed in envelopes with their name on it. Ballots will be collected separately, without the envelopes.
- Summary from the CAC meeting:
  - The CAC voted to approve the four ILOs.
  - Governance and Vacancy policies will be voted on at the CAC meeting on February 6th
  - The Facilities Use policy has been deferred for more discussion.
  - The CAC voted to approve the Animal Policy.

Updates
- Staff Council is creating an ad hoc committee for accessibility, which will address online and facilities accessibility.
- There will be a meeting on January 31st to hear preliminary findings on the CTE civil rights review.
• Is there an evaluation for AGO chairs? Kalāualani and Staff Council have an evaluation as part of their bylaws.