

**COLLEGE OF LIBERAL ARTS
FACULTY ASSEMBLY**



MINUTES (draft version)

Date: Jan. 18, 2006

Time: 1:15 –3:00 p.m.

Place: HL 101

Members Present:

Abordonado, Valentina; Alfonso, Russell; Andrews, Wayne; Askman Douglas ; Burke, Barbara; Coach, Marlene; Crane, Ronnie; Daniels, Lori; Davidann, Jon; Feldman, Jerome; Gili, Angela; Goldman, Randy ;Gough, Allison; Hart, Russell; Hummel, William; Jancovic, Merry Ann; Kelley, Michael; King, Phillip; Leach, Laurie; Lierheimer, Linda; Maltby, Joyce ; Markowitz, Howard; Matsushita, Marimi; McCreary, Teresa; Metcalf, Brian; Ne Jame, Adele; Ostrowski, Bernard; Pavelec, S. Mike ; Perry, Patrick; Puaa, Evelyn ; Robinson, Steve ; Ross, Deborah ; Schwartz, Sandra ; Seghal, Mani; Sheridan, Mary; Smith, John; Sustana, Catherine; Van Gorder, Ed; Wheeler, Linda; Wilson, Patrice

Members Present by

Proxy

Berg, Steve; Cassity, Kathleen; Frus, Phyllis; Kazarian, William; Soong, Micheline; Tsushima, Vincent

Members Absent:

Binkley, Dan ; Butler, Marcia; Daleiden, Shannon; Dabney, Michael; Duprey, Susan (on leave); Fischel, Elizabeth; Gefroh, Daniel; Geschwind, Norm; Johnson, Gregory; Knowles, Gordon (on leave); Madison, Elaine Leilani; Mauricio, David ; Morgan Daniel; Muhleman, James; Okamoto, Scott; Schnare, Kathy (on leave); Tjarks, Mark; Tran, Paul; Walbridge, Melissa; Wood, Houston; Zanella, William

Minutes:

This is a digest of the minutes.

Dr. Correa talked about the new efforts to retain at risk freshman and the decision to purchase the modular buildings. The chair led the assembly in a discussion of concerns about Warner Auditorium and the safety of the LB building in general as well as issues related to library planning. LAFPRC Chair Lori Daniels offered some suggestions for faculty who are applying for renewal or promotion.

This is the full text of the minutes:

Chair Allison Gough called the meeting to order at 1:19 p.m.

I Dean's Remarks

A Enrollment trends. Liberal Arts accounts for about 27% of the university's enrollment. Undergraduate enrollment is up about 6.5% right now over last spring. The Dean and Liberal Arts program chairs are now looking at canceling under enrolled upper division classes to make room for general education and other lower division sections that may be needed for students who register late. The fine and performing arts continue to show encouraging enrollment trends. 47% of our enrollments are in 1000 level courses and about 70% are in 1000 or 2000 level courses, thus general education is an important part of the college's mission. The total number of Liberal Arts majors has stayed about the same over the past 5 years at about 759. Psychology is the largest major in Liberal Arts, with Social Work in second place. We would like to see more growth in East/West Classical Studies.

B Social work program accreditation. Mary Sheridan will be leading through the faculty in Social Work as they face two CSWE visits in February—reaccreditation of the BSW and candidacy for the MSW.

C General Education revision. This is an important part of our curriculum. The new structure gives us the opportunity to provide a greater variety of courses that will support student learning in the five themes. We once had a gen ed structure with few choices for students because at that time we lacked the resources. The reorganization will allow us to recognize and make use of our greater faculty resources.

D NEH Coordinator. Congratulations to Sandra Schwartz who takes over from Mike Pavkovic as NEH coordinator. We are continuing the search for an endowed chair in World History.

E Areas of Focus. Dean Correa reiterated that the university is focusing on 3 key areas 1) Retention 2) Global Citizenship and 3) General Education Revision

F Discussion of retention efforts.

- 1) Deficiency reporting system
 - a) The system is voluntary but all faculty should use it.
 - b) Perhaps the date should be a little later so there will be time to grade midterms.
 - c) Perhaps it should be earlier so there will be time to contact the student when we can still help them, or there should be two dates. It can work best to divide the semester into thirds not halves.
 - d) The system should be more flexible with different kinds of messages targeted at students with different kinds of problems. The current letter may be too discouraging and take too long to reach students. Sometimes it goes to their parents first.
- 2) Prescription program—early alert system coordinated by advisors
 - a) Please participate by giving some kind of diagnostic early on to identify at risk students.
 - b) What do we do then? Charles Sasaki will be sending out more information about this in the next month. The procedure hasn't been worked out.
 - c) Another intervention would be to discourage students from taking too many classes.
 - d) Students who add late should be automatically included in the at-risk group.
 - e) Volunteers are also needed to counsel students.
- 3) The university should change its tuition structure to discourage taking too many classes. Students should not get a discount on the 5th and 6th class but pay the same for each credit
- 4) It's good to help these students but are we spending too many resources including faculty and staff time on the weakest students?
 - a) Perhaps we should raise admission standards.
 - b) But it's gratifying to help these students along. For many we are the second chance university.
 - c) We need to have a discussion about whether that is the right role for HPU.
- 5) Course shopping is a problem—we should not only change the tuition structure but consider having an earlier withdrawal date so students will take the courses seriously from the beginning.
- 6) Encourage students to use Pipeline
 - a) Teach students to forward mail to another account.
 - b) If teachers only used Pipeline addresses to communicate electronically with the class, more would check it.
 - c) If students do use it, it can be a good option for contacting them quickly, more reliable than postal addresses.
- 7) Explore use of Banner to limit number of credits students can register for. Now used with those on academic probation, could be used for a larger population of at-risk students.
- 8) Some Liberal Arts programs are doing successful outreach—for example the Psychology and Sociology Symposiums and the student readings held by the English program.
- 9) Younger students will have problems handling personal issues. One resource is the newly established peer counseling program. Watch for announcements about it.
- 10) Maybe advisors could track hours worked by students and see if this can also be used to identify at-risk populations. Don't forget family responsibilities also play a role—not just paid work.

G Faculty in the services. Gordon Knowles is in Iraq but keeps in touch with HPU faculty by email and will return in June. Kathy Schnare is also activated but is in the United States.

H Congratulations: Dr. Patrice Wilson and Dr. Mark Tjarks recently earned their doctorates. Greg Johnson is planning to retire after this semester.

I Annual Fund: Please participate. Having a high percentage of faculty contribute helps with university fundraising.

J Q&A on Modular buildings

Q: How did the decision to use modular buildings come about? Why weren't faculty consulted?

A: The Deans were involved in the process. It turned out to be very complicated with ADA issues and issues involving placement of utilities. The nursing faculty was involved and gave input.

Q: How can we do this if we need to get a sewer built first?

A: Only three toilets will be added so this is acceptable

Q: Are these typical temporary buildings?

A: These are attractive buildings similar to some used at Chaminade. They are temporary but don't look like trailers. They should be in place within the year. Nursing has urgent need of the space.

Q: Can we see the architectural drawings?

A: Not yet, they are still being reviewed right now.

II Approval of minutes. Chair Allison Gough called for the approval of the minutes of the August 31, 2005 meeting. These were approved.

III Chair's report.

A General Education: Thanks to Laurie Leach for chairing the GECS and to Russell Hart, Linda Lierheimer, Wayne Andrews, Shannon Daleiden, and Brian Metcalf for their work on that committee. It's great that many people from Liberal Arts are involved in this.

B Health issue--Allison Gough, LAFA chair. Allison has been working behind the scenes as a mediator on a health and safety issue concerning Warmer Auditorium. A faculty member complained about flooding in the room and about asbestos. The faculty member believed that there was loose asbestos on the floor of the auditorium and had been told that there was asbestos in the walls. EPA examined and reported that the university needed to fix the flooding. The faculty member was told that according to the report there was no asbestos in the walls, but s/he did not see the report.

Discussion:

- 1) We should have access to the EPA report instead of relying on administrators or staff to tell us the results.
- 2) Another faculty member reported twice a situation with loose carpet, but nothing was done.
- 3) There's a broader issue here—is the LB building dangerous?
 - a) Several faculty were successful in getting moved out of LB basement classrooms because of fumes, but others have offices down there and one of the classrooms is still used.
 - b) Air sampling was done a few years ago, and a door was installed to close off the print shop. This helped with noise but not with fumes.
 - c) An OSHA test was once done, but it needs to be updated and it should be done on a day when they are running a print job. At the time of the original test we were told that the cleaning chemicals were the most dangerous things down there—in other words that there was no hazard.
 - d) Sewage smells are also a problem in the women's basement restroom and there are insects.
 - e) Faculty Assembly should address this. Allison will bring it to the attention of Faculty Concerns. There may be developments on this issue happening right now with clean up of Warmer.
 - f) These problems are a reason not to renew the LB lease.

C Library Issue—

- 1) Library Advisory Council—a shared governance committee, is charged with developing a vision. Does faculty have a strong enough voice on this committee? Faculty can join the committee or work through their library liaisons who are members.
- 2) We can respond to their plan but also articulate our own vision. Think about libraries you have seen which are successful.
- 3) We can't wait on this. There must be an interim plan because we cannot build a new library by 2009. We don't want to end up in LB for another 10 years by default.
- 4) We should spend some of the endowment to upgrade the university—spend it on the library and faculty offices.
- 5) The Library is more important than office space.
- 6) The librarians complain that library space keeps being taken away for offices.

IV Committee chairs' reports

A Brian Metcalf-LACC Chair-- Brian had to leave the meeting early but left word that he would circulate the spring meeting schedule to faculty by email. Allison reminded faculty to get their proposals in a week in advance and to make sure proposals are accompanied by signatures of faculty in the program.

B Lori Daniels, LAFPRC Chair—

- 1) Please be aware of deadlines. The deadline for promotion applications is coming up quickly.
- 2) The committee plans to suggest that the deadline for renewal applications be moved to September.
- 3) Think quality, not quantity, of evidence. One binder and possibly a smaller notebook of supplementary material is good. A whole crate full of materials is not reasonable. Concentrate on the years since your last renewal for renewal appointments. For promotion, cover everything done at your current rank.
- 4) To save time on passing materials from one level to the next, provide an extra copy of your cover letter and c.v.
- 5) Do provide evidence of your participation in a conference.

The meeting was adjourned at 2:48

Respectfully Submitted,

Laurie F. Leach, secretary