

## **Notes for Unit Chair Meeting on Tuesday, April 12, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Kathy Fletcher, Nancy Johnson, Cathy Thompson, Jeannie Pezzoli, Dorothy Tolliver, Kate Acks, Donna Haytko-Paoa, Lehua Napoleon-Grambush, Marti Wukelic, and Pat Adams.

### **Budget**

**flo reported** that so far in the state Senate budget hearings, MCC has been cleared for two APT positions, one developmental and one financial aid. So far, other MCC requests have not been funded. By next week news should be forthcoming about the request to the county for funding to be used for additional four-year degrees.

According to the ACCJC, each campus needs to keep a reserve of approximately \$250,000. Not having such a reserve could lead to the college being placed on a warning status. Since MCC has no reserve at present, one would have to be built over time. The MCC budget will need to be balanced by June 30, 2005.

The two largest items in the MCC budget are the electric bill and personnel costs. For now, any new positions may need to be filled on a temporary basis only.

### **Unit chair evaluations**

End-of-the-year evaluations will be sent out for unit chairs. flo will check with Lisa Sepa to see if these can be done online.

### **Program Review**

The MCC campus will continue with its current program review and assessment activities while common definitions and terms are being worked that will be used consistently in system-wide program review that will meet ACCJC standards.

According to ACCJC requirements, the college will need to find a way to ask students what their educational objectives are when they first register and then assess those goals when they leave. This data needs to be included in the program review reports.

Course content and numbering will also need to be consistent across the system.

### **Reports**

**Marti reported** that outreach coordinators are discussing ways to prevent the possibility of cheating on tests administered to students taking distance classes.

**Jeannie reported** that the institutional researcher cadre is putting together a data book that includes terms used by ACCJC president Barbara Beno in her recommendations. This should make possible consistency in reporting across the system.

**Donna reported** that flo, Suzette, and Jeannie attended the Molokai land use hearing held over Polycom. Unit chairs and others were not aware of the hearing because of a glitch in email addresses. flo will check on the email problem.

**Kathy Fletcher reported** that the HSS unit will host an end-of-the-year party for the entire

campus at Kathy's house on Saturday, May 14.

**Diane reported** that classes scheduled for the Lahaina Education Center will need to be set up in the Banner student information system. **Jeannie** will see that this is accomplished.

A field trip to the Lahaina Center will be scheduled for unit chairs in the near future. Chairs and tables stored in the old cafeteria will be transported to the Center for use in the summer classes to be held there.

**Suzette reported** on an Industry Employment Projection handout supplied by librarian Lillian Mangum. She also reported on a planned MCC Day at the Maui Mall Store. MCC staff and students will supply merchandise to be displayed and sold at the store.

## **Notes for Unit Chair Meeting on Tuesday, April 19, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Kathy Fletcher, Nancy Johnson, Cathy Thompson, Jeannie Pezzoli, Dorothy Tolliver, Kate Acks, Mickey Helm, and Pat Adams.

### **Program Review**

**flo reported** that the ACCJC wants system-wide consistency in format and content of program review reports, with common definitions of terms, e.g. retention, attrition. Students' success is judged by whether or not they accomplish their individual goals. This must be documented by data collected when students enter and leave.

Data collected by program coordinators will be analyzed and the results used to improve the programs. Data sets will need to increase, e.g. retention and attrition. For instance, a continuing loss of students in a class could indicate a need to analyze what is being taught and how.

The UH system deans, institutional researchers, and senate chairs will meet to discuss how to make the content and terminology of program review documents consistent system-wide.

### **Budget issues**

Taxpayers are more likely to be willing to subsidize courses and programs that teach or improve work skills or deliver degrees; they may not be willing to subsidize personal enrichment classes, even though some are an important part of a student's education.

Budget cuts are causing a steady reduction of electives, e.g. PE, dance, and photography. Some of these classes can be offered non-credit; it may be possible to offer courses for credit and non-credit in the same class if credit SLO's are met.

### **Articulation**

flo is serving on the E5 209 committee looking into articulation issues. Three different ways exist in the UH system to evaluate transcripts:

1. Evaluate transcripts after students have enrolled in classes (West Oahu and Hilo).
2. Evaluate transcripts before student arrives on campus (Manoa).
3. Sign an agreement with 4-year colleges about set of classes that will articulate automatically (Kapiolani and Honolulu CC).

UH System moving away from a "seamless" process towards a "transparent" process, with all information displayed on a central web site so all articulation information can be checked by evaluators. One problem: UH Manoa colleges all handle changes in curriculum and program requirements independently, with no reporting to a central office.

Kate is still awaiting word about the articulation of Math 100, sent to the system committee in December. Since students will need this information when they register, she will check with the system committee on the issue.

With UH Manoa moving towards more rigorous entrance requirements, an impact in registration is expected at UH West Oahu, UH Hilo, and the community colleges.

### **Warning status**

In order to have the ACCJC warning status removed from the UH CCs, an agreement on system-wide program review issues and a reorganization of the UH system office that meets ACCJC standards will need to be accomplished. Under consideration is a Vice President for Community Colleges who reports directly to President McClain.

### **Discussions**

**The possibilities** of requiring an initial orientation course for newly arrived students similar to the one built into the ABIT degree curriculum were discussed. Several of these courses now exist on the campus for special populations, some with testing included. Faculty will need to discuss the issues involved.

**Suzette** has completed a crosswalk between UH Manoa's new general education requirements and MCC's proposed new AA degree. **flo will** look at the proposed AA and the crosswalk. Since students can transfer to Manoa with 24 degrees, it will be important to know if students are planning to earn an AA at MCC or transfer.

**Flo reported** on the present standing of requests that have been sent to the legislature, including positions, the science building, and renovation of the student center. The requests are currently being considered at various stages in the House and Senate.

**Mickey reported** on the ever-growing responsibilities of the counseling department director and asked that funds for a fill-behind counselor will be made available, as they are for instructors who receive reassigned time responsibilities. **She also asked** that when new programs are added, counseling support be built into the budget.

**The growing need for a transcript evaluator** was discussed. The proposed four-year degree and planned growth in the number of international students attending MCC make this issue especially important.

**Nancy reported** on the urgent need for an additional Zoology class and labs. RDP funding is available to make this possible. **Kate** will discuss possibilities with Bruce Butler.

## Notes for Unit Chair Meeting on Tuesday, May 3, 2005

Present: flo wiger, Diane Meyer, Kathy Fletcher, Lenore Knobel, Cathy Thompson, Jeannie Pezzoli, Dorothy Tolliver, Kate Acks, Debbie Nakama, Debbie Winkler, Don Ainsworth, Michele Katsutani, and Pat Adams.

### Program Health Indicators

**Jeannie reported** that she has given the unit chairs Program Health Indicator (PHI) reports about the programs in their units. The ACCJC requires that this information be used for program improvement. Jeannie has added data and decision lines to the reports that coordinators can use to document changes made as a result of analysis of the PHI information. The UH System was one of five institutions in the nation that did not meet Perkins' seven core indicators.

**Diane reported** that not everyone in her unit feels comfortable with the base numbers used on the PHI reports. It is possible that data being used is not accurate; for instance, the census for program majors is taken on August 15, before many of the students have chosen a major. **flo will check** on who makes the decision on this date. **flo will** also check on the possibility of students, faculty, or unit chairs being able to update students' major information in Banner to make it more accurate.

Students' goals and completion rates also need to be better identified. Those who come for skill upgrades only, not certificates or degrees, are completing their goals; however, they are not identified as completers in the data. PHI data is used for Program Review.

### Program Review

**flo reported** that UH System administrators are meeting to discuss how to address the ACCJC issues in Program Review. The UH System will need to use common definitions and terminology. At present, differences exist in many areas, including the definition of "program." Also, the language about Program Review in the UH Board of Regents policy may need to be adjusted.

### Upcoming events:

- Friday, May 13: UH Center graduation, 5:30 p. m. in the H.P. Baldwin High School auditorium.
- Saturday, May 14: HSS unit-sponsored party for the campus, 6:30 p.m. at Kathy Fletcher's home. Everyone is invited; maps area available from HSS unit members.
- Sunday, May 15: MCC graduation, 6:45 p.m. at the Maui Arts and Cultural Center.

### Cognitive Tutors

**Debbie Nakama reported** that she is writing a math and science grant that would make it possible to work towards making math instruction consistent from the middle schools to the college; make it possible to have Cognitive Tutor in every lab on campus; give all students access to computerized programs; and bring professional development to math teachers.

High school students who demonstrate mastery of outcomes would get dual credit for high school and college courses. The research model for Cognitive Tutor is being coordinated with the USDOE research grant awarded to Empirical Education, Inc., specifically designed to study the program should the grant be awarded to Maui District.

## **Reorganization**

**flo reported on** the progress made by the reorganization committee. The committee has met five times, going over the issues that will need to be addressed in any reorganization process. These include defining the overall purpose of the College; deciding how functions of the College could be carried out in the most efficient and effective manner; and discussing which of the recommended organizational structures would best serve the learning needs of the students.

The committee is currently looking at a reorganization that would have two positions handling many of the administrative or managerial duties now handled by unit chairs. One 11-month position would be filled by a faculty member who could, after a certain period of time, return to the classroom. Among that person's responsibilities would be scheduling, procurement, and certain types of paperwork. Another position, the Assistant Dean of Instruction, would handle instructional needs. Specific job descriptions are still to be worked out.

Unit coordinators, who would be chosen by a vote of unit members, would be nine-month faculty members. They could receive reassigned time according to the size and complexity of the unit. Units have not yet been defined, but would need to be workable units.

When job descriptions have been written, flo will take them to the executive committee for discussion. flo will make a report on the reorganization committee's progress at the Academic Senate meeting on Friday, May 6.

So that unit chairs now in 11-month positions will not have to pay money back, they will need to be returned to 9-month positions by Fall 2005.

## **Notes for Unit Chair Meeting on Tuesday, May 10, 2005**

Present: flo wiger, Diane Meyer, Kathy Fletcher, Cathy Thompson, Nancy Johnson, Kate Acks, and Pat Adams.

### **Budget issues**

**flo reported** that the College is required by the ACCJC to carry a cash reserve in its budget. At the present time, MCC is running a deficit. flo is working with unit chairs and others to address ways to overcome the deficit. One of the budget problems is the escalating electric bill, expected to go above \$1.5 million in the current year.

### **System reorganization**

**flo reported** that President McClain will take the new UH System reorganization plan to the Board of Regents in the middle of this month. Under the proposed structure, the chancellors of the community colleges would report to a Vice President for Community Colleges. John Morton has been suggested as a candidate for this position. The reorganization is expected to satisfy ACCJC requirements for a strong UH System CC governing body.

**On June 16, Clyde will attend the WASC junior and senior commission meeting** when MCC's request to offer a four-year ABIT degree is discussed.

### **Summer school**

**Diane and unit chairs** went over the Summer 2005 schedule, checking for low-enrolled courses in the first session. Several classes with only 1 to 4 students enrolled will be cancelled and teachers notified. Enrollment is strong in a number of the classes.

### **MCC reorganization**

**Flo reported** that hopefully by early August 2005 the Acting Assistant Dean of Instruction will be named. The current units and unit chairs will remain in place during the beginning of fall semester to give everyone an opportunity for input into the new organization of units and any new position that may be created.

### **Summer unit chair meeting schedule:**

May 17	10 a.m.
May 24	meeting cancelled
May 31	meeting cancelled
June 7	1:30 p.m.
June 14	1:30 p.m.
June 21	1:30 p.m.
June 28	1:30 p.m.
July 5	1:30 p.m.
July 12	1:30 p.m.
July 19	1:30 p.m.

Meetings will be held in Ka Lama 102.

### **Notes for unit chair meeting on Tuesday, May 17, 2005**

Present: Nancy Johnson, Diane Meyer, Kathy Fletcher, Kate Acks, Dorothy Tolliver, and Pat Adams.

### **Summer low-enrolled classes cut**

**Unit chairs** went over the Summer 2005 enrollment, cutting several low-enrolled classes in the first session.

### **Fall high-demand classes added**

**Kate will** add two sections of Zoology 141 Lab for Fall 2005 to accommodate 32 of the 58 students on the waiting list for that class.

### **Information**

Kate reported that Sally Irwin will handle all STEM activities and responsibilities while Kate is on vacation.

**Dorothy and Pat** will check on the progress of the DVD equipment that was ordered in March for use in the Media Center, the Library, and at distance sites. The equipment will be an upgrade for our current VHS technology.

No unit chair meetings will be held on May 24 or May 31. Regular 1:30 p.m. meetings will resume on June 7 in Ka Lama 102.

## **Notes for Unit Chair Meeting on Tuesday, June 7, 2005**

Present: flo wiger, Jeannie Pezzoli, Dorothy Tolliver, Michele Katsutani, Nancy Johnson, and Pat Adams.

### **Discussions**

**flo reported** that David Tamanaha has balanced the budget for 2004-05. The budget will continue to be tight throughout the coming year. UH System allocations have not yet been made.

**Don reported** that discussions are continuing between MCC and MECO about how to address the electric bill and the aging electrical facilities.

**Nancy reported** that meetings are being scheduled to discuss a common nursing curriculum for the system.

**Michele reported** that progress is being made on the hiring of a counselor.

**Jeannie reported** on the crucial shortage of housing on Lanai. The shortage has made it especially difficult to recruit a new Lanai Education Center coordinator. High school teachers are also impacted.

**Jeannie reported** on her attendance at the Association of Institutional Researchers conference. She was able to bring back a great deal of information from mainland two-year and four-year colleges who are making great progress in areas of student learning outcomes, assessment, and accessing data from information systems.

**Jeannie will** research more efficient ways to do student evaluations.

**Pat reported** on the need to install a Polycom in a Laulima classroom to accommodate students in programs that will be sent from UH four-year institutions over Polycom beginning in Fall 2005.

### **Minutes of Unit Chair meeting on July 5, 2005**

Present: flo wiger, Suzette Robinson, Jeannie Pezzoli, Kate Acks, Kathy Fletcher, Diane Meyer, Pat Adams

flo selected criteria from the PHI's (program health indicators) from the program reviews as a way of looking at programs and for scheduling:

1. Centrality to the Mission
2. Workforce demands
3. Majors enrolled
4. Class fit
5. Graduation rate
6. Plan of action - does the program have a plan to address issues
7. Percent of passing grades (not sure about using this measure)

Declared majors: liberal arts 47%, career/technical 40%, unclassified 13%. (approx)

We will be getting approximately \$66,000 from the system to cover behind the 5/4 teaching load.

Lecturer money for Fall 05 is \$477,710; for spring 06 it will be \$390,852, for a total of \$868,562.

The rest of the meeting was spent on going over Fall 05 enrollment numbers and strategizing on classes to offer.

We will continue this exercise on Friday July 8<sup>th</sup> and noon in Kalama 104B.

Diane Meyer, Reporter

### **Minutes of Unit Chair meeting on July 8, 2005**

Present: flo wiger, Suzetter Robinson, Jeannie Pezzoli, Kate Acks, Kathy Fletcher, Diane Meyer, Maggie Bruck, Don Ainsworth

We continued reviewing Fall 05 enrollments and did some pruning. Jeannie's email covers the courses we cut at this time.

Meeting time was 12 noon – 4:15 p.m.

Diane Meyer, Reporter

## **Minutes of Unit Chairs on July 12, 2005 at 1:30 p.m. in Kalama 102**

Present: Suzette Robinson, Jeannie Pezzoli, Kate Acks, Diane Meyer, Kathy Fletcher, Michelle Katsutani, flo wiger

### Perkins Funding

The state did not meet the program indicators for 2003-04. We do not know yet if we met them for 2004-05. After two years of not meeting the indicators, funding is jeopardized. We will know in October or November. Suzette is sending the RFP's (program improvement) back to the proposer to review the performance indicators and tie them directly to outcomes in the proposal. They are due back to her by July 19.

### Summer Session

After reviewing the revenue and expenses of the two sessions, we may not have much of a carryover. Revenues were down about \$7,000 and expenses were up. Out of this money we are funding the HSS clerk and the science lab tech.

### Assessment

Who will take over is being decided and we will be informed in August.

### Fall syllabi

Faculty are reminded to do their fall syllabi now and have it ready for printing when we get new copiers in media. Do not wait until the last minute.

### Title 3

flo reported we got our Title 3 money for native Hawaiian recruitment, retention and graduation. Amount is over five years and is about \$2.5 million. She is the PI for this grant.

### IPEDS

Jeannie has a folder with IPEDS data that would be helpful to anyone seeking data for a proposal or grant. See her for this folder.

### Baccalaureate

flo reported on a phone conversation with Ralph Wolff, Senior Commission. They are giving us guidance on continuing the accrediting process for our four-year degree.

Meeting adjourned at 3:15 p.m.

**Unit chair meeting notes for Tuesday, August 2, 2005**

Present: flo wiger, Suzette Robinson, Jeannie Pezzoli, Don Ainsworth, Michele Katsutani, Karen Muraoka, David Grooms, Kate Acks, Dorothy Tolliver, Kathy Fletcher, Dan Kruse, Nancy Johnson, Elaine Yamashita, and Pat Adams.

**Class cancellations**

A number of low-enrolled classes for fall 2005 were cut. The enrollment in others will be monitored.

**Wait lists cancelled**

In order to better serve students, beginning Spring 2006, MCC will no longer maintain class wait lists. As currently regulated by the Banner system, the wait list keeps a class permanently closed after one student is put on the wait list. This means that the class remains closed, even after seats become available when other students drop the class or are purged for non-payment of tuition fees.

## **Notes for Department Chair Meeting on Thursday, August 18, 2005**

Present: flo wiger, Suzette Robinson, Jeannie Pezzoli, Karen Muraoka, Diane Meyer, Dorothy Tolliver, Dorothy Pyle, Eric Engh, Mike Albert, Debbie Nakama, Sandra Swanson, Cindy Foreman, and Pat Adams.

### **Department chair meeting schedule**

The next department chair meeting will be held at 3 p.m. on Tuesday, August 30 in Ka Lama 102.

For the balance of the Fall 2005 semester, department chair meetings will be held from 3:00-4:15 p.m. on the second and fourth Tuesday of each month. Second Tuesday meetings will be held over Skybridge in Ka`a`ike 107; fourth Tuesday meetings will be held in Ka Lama 102.

A Skybridge meeting to schedule distance classes for Spring 2006 will be held from 3:00-4:15 p.m. on Thursday, August 25 in Ka`a`ike 107.

### **Roles and Responsibilities**

**Diane** led a discussion of the roles and responsibilities of the department chairs and the faculty coordinator.

### **Spring 2006 schedule**

**Diane** will work with the department chairs on the class schedule for Spring 2006.

### **Student evaluations**

The need for an online teacher evaluation process that would elicit valid, anonymous feedback from students was discussed.

### **Department secretary assignments**

Lenore	Allied Health
Kerry	Business/ Hospitality
Becce	STeM
Verna	English and Humanities
Ellen	CTE/VocTech and Social Science

Until the open secretarial position can be filled, two student assistants will be hired to work with Verna and Ellen in Humanities and Social Sciences.

**Diane will put the** two positions into the computer base so that students who are eligible may apply before their September deadline.

### **Tenure and promotion meeting**

The tentative date and time for the UH System tenure and promotion informational meeting is September 14 at 2:30 p.m. Doris will send further information.

### **Actions**

**Diane** will find out what happens to student evaluations after they are summarized by secretaries.

**Department chairs will** send lists of their faculty, both full time and lecturers, to flo, who will pass them on to Angela for the campus telephone listing.

## **Notes for Department Chair Meeting on Tuesday, August 30, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Jeannie Pezzoli, Nancy Johnson, Cindy Foreman, Eric Eng, Mike Albert, Sandra Swanson, Dorothy Pyle, Debbie Nakama, Karen Muraoka, Dorothy Tolliver, Bradley Duran, Debbie Amby, Julie Roberts, and Pat Adams.

### **Department chair information**

**Diane** distributed and discussed packets of forms and information sheets that department chairs will need, including tentative department room assignments, E-travel requests, scheduling timeline dates for the Spring 2006 schedule of classes, and purchase orders. Essential supplies may be ordered now, but a completed justification form must accompany the order.

For E-travel, a traveler must go on the website and input a personal “profile” before a secretary will be able to fill out the forms.

**Diane** will work with the department chairs and secretaries to ensure maximum usage of classrooms.

**Brad** will discuss with Steve George the process for and possibility of replacing some of the worn-out computers, both on campus and at the outreach centers.

### **Overview of Perkins Funding**

Additional attendees: Kate Acks, Rick Miller, Colleen Shishido, Jan Moore, Mickey Helm, Shane Paba, Bobby Santos, Don Ainsworth, Lorelle Solanzo-Peros, Cyrilla Pasqual, Elaine Yamashita, Wini Chung, David Grooms, Walette Pellegrino, and Kyle Kawakami.

Suzette presented an overview of Perkins funding for Title I and Title IB. Funds are available for areas including assessment; use of technology in the classroom; professional development; linkages between academics and vocational/technical classes; preparation for non-traditional training and employment; partnerships in the community, including other educational agencies; corrections; and special populations and high-skill, high wage careers.

Perkins Federal Funding is administered in Hawai`i by the Office of the State Director for Career and Technical Education. Two measuring instruments are used, Performance Indicators and Program Health Indicators.

Historically, MCC and the UH CC System have scored well on the seven criteria:

1. Academic achievement
2. Vocational achievement
3. Program completion
4. Graduate employment
5. Retention in employment
6. Non-traditional student participation
7. Non-traditional student retention

In 2003-04, however, the UH CCs were above standard scores on only 2, program completion and retention in employment. Non-traditional participation and retention will be areas of concentration for the coming year.

## **Notes for Department Chair Meeting on Tuesday, September 13, 2005**

Present: flo wiger, Suzette Robinson, Jeannie Pezzoli, Karen Muraoka, Diane Meyer, Dorothy Tolliver, Dorothy Pyle, Eric Engh, Mike Albert, Debbie Nakama, Sandra Swanson, Nancy Johnson, Colleen Shishido, Steve George, Marti Wukelic, and Pat Adams.

### **Flex schedule**

**The flex schedule** resolution passed at Friday's Academic Senate meeting was discussed. **flo** reported that it will be possible to offer a limited number of Spring 2006 classes on the flex schedule if the classes can be fit into the traditional time frames. **Diane will** arrange schedule times that will not drastically impact the number of classes offered.

**Department chairs** will keep pre and post enrollment figures on flex classes.

**Financial aid students** taking flex classes will need to be told that they must take at least one class on the regular schedule or risk losing part of their financial aid funds.

**Students who are** receiving veteran's benefits need to be advised **not** to take flex schedule classes. Enough regular schedule classes to meet the needs of students in the various programs will need to be offered.

### **Parts of term scheduling**

Jeannie reminded department chairs that secretaries will need to get parts of term (POTs) information from Liane before any classes not on the regular schedule can be put into Banner. This needs to be done right away, as it takes approximately one week, and schedules are to be input by September 30. Jeannie will establish the POT data base before attending a mainland conference.

### **Computing information**

**Steve George reported on** the purchase of computing-related items:

- Requisitions under \$200 do not need Computing Services initials or signature, except for software and items that will be plugged into the network, such as wireless access points, wireless routers, hubs, switches, or printers.
- All computers or servers that are purchased must have as a minimum a three-year warranty and three years of onsite support (minimum support is Mon.-Fri. next-day service. (Other service choices can be costly.)
- Requisitions for computers that are more than \$2500 must go to superquote, unless items are under contract, in which case price reasonableness must be shown by comparing contract with non-contract prices for computers with identical specifications.
- No equipment for wireless networking (wireless access points, wireless routers) should be acquired without Computing Services' prior approval. Therefore, if P-cards are used, please notify Computing Services ([georgest@hawaii.edu](mailto:georgest@hawaii.edu)) with cc to [fsegundo@hawaii.edu](mailto:fsegundo@hawaii.edu) via email prior to the purchase to make sure equipment is appropriate and how it must be installed.

### **Budget**

Diane gave department chairs information about the supply and lecturer budgets. Departments will need to stay within the budgets when ordering supplies or scheduling Spring 2006 classes taught by lecturers. **Diane will** research the process for department chairs getting P-cards.

How supplies shared by faculty in several departments should be paid for was discussed. With the shortage of funds, it may be necessary for faculty to get supplies from their own department secretary only.

### **Instructor evaluation**

**Department chairs will** schedule evaluations for lecturers and make sure that they get timely feedback. New lecturers should be observed each semester. **Suzette will** check the MCC web site to see if information on the subject is posted.

### **Position priorities**

**flo will** send a list of open positions, both instructional and non-instructional, to department chairs, who will prioritize them for future information and action. (At present, all positions are frozen.)

### **Discussion topics**

Topics for discussion at the next department chair meeting include sick leave; Hawaiian Studies; and classroom repair and replacement.

### **Notes for Department Chair Meeting on Tuesday, September 27, 2005**

Present: flo wiger, Diane Meyer, Nancy Johnson, Cindy Foreman, Eric Engh, Mike Albert, Sandra Swanson, Dorothy Pyle, Debbie Nakama, Karen Muraoka, Dorothy Tolliver, Cindy Yamamoto, Flora Mora, Patty Lau, Susan Tokunaga, and Pat Adams.

### **Spring 2006 schedule**

Secretaries will print out the Spring 2006 schedule and make it available to faculty, who will check for any corrections by Friday, September 30.

Secretaries will need to make sure that checklists for lecturer paperwork are followed. New lecturers will need to complete applications packets; lecturers teaching in Fall 2005 will need only a letter.

For any newly hired lecturer, flo needs to see the application materials and sign a memo giving the department chair permission to hire the person. After flo signs the memo, the material goes back to the department chair, who sends it to personnel.

Timeline for lecturer letters:

October 14	Secretaries type letters and department chairs sign
October 21	Lecturer signs letter and returns it to department chair
October 24	Letters are given to flo to sign
November 1	flo sends letters to personnel
December 2	Final deadline for personnel to receive letters so lectures get paid by Jan. 31 or Feb. 3

If the number of credits changes for a lecturer after the lecturer letter has been submitted to personnel, the department chair makes the change on his or her copy of the original letter, dates the revised letter, and then submits it to personnel so the lecturer will be paid the correct amount. Secretaries or department chairs should make copies of all documents they originate.

The process for the creation of full time faculty positions was discussed.

### **Informational materials**

Moratorium forms are still needed for all requisitions. Paperwork for basic supplies goes to David for approval; hiring forms go to flo and Clyde and then David.

**Cindy** gave department chairs lecturer checklists; the FMIS procurement checklist; and the business office staff listing that shows the areas each person covers.

### **Routing and deadlines**

Cindy and Flora went over the routing for personnel, contract, and project review and approval documents. Some documents will need to be hand carried. This can be accomplished by the

originator indicating on the routing sheet that the person signing the document call him or her as soon as the document is signed so that it can be picked up and carried on.

**Lahaina Education Center**

The Lahaina Education Center should be completed in time for Summer 2006 classes. RDP funds will be used for necessary furniture and equipment. Department chairs will visit the Education Center in the near future. Diane needs feedback on equipment needed at the site as well as classes that might be offered in Lahaina.

**Meeting schedule**

Department chairs will not meet October 11. Instead they will take part in the Community Forum scheduled for that day.

Meetings will be held on October 18 and 25 at 3 p.m. in Ka Lama 102.

## **Notes for Department Chair Meeting on Tuesday, October 18, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Nancy Johnson, Cindy Foreman, Eric Engh, Mike Albert, Sandra Swanson, Dorothy Pyle, Michele Katsutani, Debbie Nakama, Karen Muraoka, Dorothy Tolliver, Robert Burton, and Pat Adams.

**Robert Burton** gave information and answered questions about the availability of O&M staff members to do various types of work on the campus and about problems and progress made in solving existing and long-term problems.

Tasks such as assembling and moving furniture and equipment are scheduled for Fridays. At least two weeks' notice is needed for this activity. Arrangements should be made ahead of time with the seller of furniture or equipment to deliver it inside the building where it will be installed.

Bolts holding the seats to the floor in science building rooms are either coming loose or are missing. Also, arm rests in the chairs in Ka`a`ike are coming loose. Robert will look into both issues.

Robert will also visit the room where Dorothy Pyle's large maps need to be installed and make a plan for their installation.

Robert displayed pieces of equipment and wiring that are causing the air conditioning problems that some areas of the campus are experiencing. Repair is often time-consuming, since all needed parts are not available locally.

**flo reported** that mold has again become an issue in some offices and classrooms on campus. Cluttered offices may invite mold; natural light prevents mold from forming. Fungal infections can be caused by mold.

### **Needs**

A need exists on campus for both large size and left-handed arm chairs.

The blackboard in Science 10A needs to be refinished.

### **Spring 2006 registration**

**Diane handed out** the UH System Spring 2006 registration time table:

Monday, November 7	Special groups; 36 or more credits.
Tuesday, November 7	30 or more credits
Wednesday, November 9	24 or more credits
Thursday, November 10	18 or more credits
Monday, November 14	12 or more credits
Tuesday, November 15	6-11 credits
Wednesday, November 16	0 or more credits

### **Instructional issues**

**Sandra presented** a resolution from the STEM department supporting the hiring of a new full-time mathematics faculty member.

Possibilities for instructional positions were discussed:

1. AJ/Sociology (tenure track; was Wilt)
2. Human Services (temporary; now Jeannie Pezzoli's position)
3. Developmental math (.5) (permanent; was Gudmundsen position)
4. College level math (TLC director position; tenure track; was Bob Converse position)

A need exists (especially with the planned influx of foreign students) for an office for international students.

## **Notes for Unit Chair Meeting on Tuesday, February 8, 2005**

Present: flo wiger, Diane Meyer, Kathy Fletcher, Kate Acks, Nancy Johnson, Jeannie Pezzoli, Dorothy Tolliver, Marti Wukelic, Donna Haytko-Paoa, and Pat Adams.

### **Discussions and reports**

Accreditation warning status for MCC was clarified; for MCC, this is a system issue.

Flo reported on discussions to re-establish centralized processes for the UH System community colleges, e.g. system-wide program review and assessment processes.

Flo reported on a meeting between an MCC group and representatives from SLIM, the Sustainable Living Institute of Maui. MCC is partnering with Earth University in Costa Rica; that institution will send interns to Maui to work on sustainable projects. Earth University is discussing the possibility of a four-year degree to be offered in the future.

Jeannie reported that certain sections of the new Banner system that went into effect yesterday are experiencing problems. She is keeping us posted via email.

Three reorganization proposals will be discussed at the Academic Senate on Friday, February 11. Donna reported that her proposal is a “tweaking” of the present unit structure that would separate Molokai (and perhaps Hana and Lanai) from the ORAS unit. The other two are the present structure, presented by Diane; and a new structure, presented by Vinnie and Dan.

Kate suggested that since their workload is directly impacted, secretaries should be included in reorganization discussions.

Dorothy reported that the library will be hosting the Interactive Vistaconnect Carnegie Astrobiology Exhibit from February 17 to March 1, 2005. The Exhibit comes from the Carnegie Institution of Washington. John Pye is organizing the display and a public lecture. Dorothy will email details to the campus.

Kathy Fletcher reported that an application for MCC-MEO Head Start accreditation will be filed by January 1, 2006; the early application will lower accreditation costs considerably.

Pat reported on the March 4 EIE Day planning meeting; OCET personnel are assisting with professional development activities.

### **Issues to be researched and clarified:**

- Program coordinator credits
- Use of 5-4 credits
- “Banked” credits from the 5-4 agreement
- Eleven-month faculty issues

The next unit chair meeting will be held at 1:30 p.m. on Tuesday, February 15 in Ka Lama 102; meetings on the **second Tuesday of each month** will be held at 3:00 p.m. over Skybridge in Ka`a ike.

### **Notes for Unit Chair Meeting on Tuesday, February 15, 2005**

Present: flo wiger, Diane Meyer, Nancy Johnson, Dorothy Tolliver, Jeannie Pezzoli, and Pat Adams.

#### **WASC letter**

A new letter has been generated by the junior WASC commission clarifying the date that a reply is required concerning the issues involved in the warning status for UH community colleges. The new date is April 1, 2005. A reply to the accreditation commission will be generated at the system level.

UH Community College Chancellors are exploring solutions to a system reorganization that will meet accreditation requirements.

#### **MCC instructional reorganization**

The three proposals for an instructional organizational structure and the criteria for evaluating them will be sent to MCC administrators, along with a list of those nominated to serve on an evaluation committee. The proposed date for a report to the Academic Senate is April 2, 2005.

#### **Banner issues**

Jeannie reported that the new Banner student information system is in operation, but is occasionally jamming. When this happens, it is necessary to back all the way out of the system, log off, and start over. Jeannie will work with unit chairs and others to handle the changes required in schedule information that was input before the new system was implemented.

The proposed date for faculty to review the Fall 2005 schedule is **Tuesday, February 22.**

The issues involved in Banner-generated class wait lists were discussed. In the Banner system, when a class shows that it is filled to the capacity listed for it, the class is closed and a wait list is automatically begun. After that time, no matter how many students withdraw from that class, no one can be registered in that class unless an override is specifically requested by the teacher of the class. This causes problems for students and for faculty, especially in those classes with long wait lists.

Several wait list issues, including how to offer enough sections of core classes that regularly have especially long wait lists, need to be resolved. In March, flo will attend an Academic Senate meeting to discuss the problem.

Unit chairs will check to see that the class capacity numbers are correct in Banner for the room size and the equipment in the rooms, e.g. computers.

### **PEG hearing**

Mike Albert and flo attended and offered testimony at the Department of Commerce and Consumer Affairs hearing in support of House Bill 784 that would allow education, government, and public access television to share equally in the PEG funds. At present, MCC and the Department of Education are not receiving any of the funds. Clyde previously testified in support of a similar Senate Bill, 959.

### **March vistors**

The Board of Regents, the WASC group, and the TCUP visiting team will all be at MCC in mid-March, 2005. Diane is circulating a proposed WASC team schedule for discussion and suggestions.

### **Gender Equity workshop**

Dee Grayson will present an all-day workshop on Student Achievement Grounded in Equity on Friday March 18. Grayson is a nationally recognized leader in the educational gender equity field. Anyone interested in attending should contact Wini Chung. Lunch will be provided.

## **Notes for Unit Chair Meeting on Tuesday, February 22, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Nancy Johnson, Dorothy Tolliver, Dorothy Pyle, Jeannie Pezzoli, Karmi Minor-Flores, Michele Katsutani, Kate Acks, and Pat Adams.

### **Akaku update**

MCC administrators and Akaku Board members met recently to discuss ways to resolve the issue of a fair distribution of cable TV funds. MCC is asking that the funds be divided equally among Public access, government, and education. This would mean that MCC would receive 1/6 of the funds, with the other 1/6 going to the DOE. At present only public access is receiving funds. Two bills addressing the issue are currently under study in the state legislature.

### **Student progress reports**

**Karmi Minor-Flores**, Student Support Services Director, explained a progress report that is distributed to students participating in the MCC Support Services Program. The student is asked to have his or her teacher fill out the report and return it to the Student Services Support Program, mailbox 19. So that the necessary services may be provided to students, it is important that all progress reports be returned by the date indicated on them. Unit chairs will pass the information on to faculty.

### **System reorganization**

Several UH System Community College reorganization models that will meet WASC accreditation requirements are presently under discussion by the Council of Chancellors.

### **Campus visitors**

**Diane** reported that she has completed the schedule for the three-day WASC team visit in mid-March. She will finalize the schedule and email it to the campus. The purpose of the team's visit is to gather information that will be used to make a recommendation on MCC's proposed four-year ABIT degree. Anyone wishing to know more about the degree should visit the ABIT web page.

The Board of Regents will also be visiting MCC at the same time that the WASC team is here.

On March 16, a team from the TCUP grant committee will also be visiting the campus.

### **Cancellation of class messages**

**Unit chairs** will remind secretaries of the importance of checking their phone messages when they first arrive in the morning. It is especially important to check to see if a teacher has called in sick so that the students may be notified with a posting on the classroom door.

### **Conference report**

**Kate** reported on workshops she recently attended at the American Council on Education Conference in San Diego, California. She will create fact sheets of some of the most helpful information she learned to share with the campus.

### **Accreditation information**

**Diane** has applications for becoming an ACCJC Commissioner that she will share with anyone interested; **flo** will inquire about how to become a member of an accreditation team.

### **Maui Mall store**

**Suzette** reported that the store at the Maui Mall managed and run by MCC students is still in operation and needs more merchandise to sell. Currently available there are clothing items from the Maui police and fire departments and jelly made by Culinary Arts students. **Dorothy Tolliver** reported that computers are available in the rear of the store.

### **Library exhibit**

**Dorothy Tolliver** reported that the Interactive Vistaconnect Carnegie Astrobiology Exhibit is currently on display in the library.

### **Farmer's Market**

**The Farmer's Market** will move to MCC April 1. It will be located next to Pa`a`ina.

### **Fall 2005 schedule**

**Jeannie** will convert the Fall 2005 schedule on Friday, February 25. All classes should be in Banner by 6 a.m. on that day. She will email faculty to be sure to check their classes. On March 2, Jeannie will meet unit chairs individually to discuss any problems.

## **Notes for Unit Chair Meeting on Tuesday, March 1, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Kathy Fletcher, Cathy Thompson, Nancy Johnson, Dorothy Tolliver, Jeannie Pezzoli, Kate Acks, and Pat Adams.

### **EIE 2005**

The EIE Day schedule was discussed and revised. This should be the final schedule to be sent out to the campus with information about the day's activities.

**Suzette** will handle posting the sign-up sheets for the afternoon activities.

### **Positions**

The English position is being advertised; physics and physical science will be combined into one position. The Lanai coordinator position is being advertised and applications received. Other unfilled positions will be looked at on an individual basis.

### **RCUH training**

The RCUH training session was successful, with a number of faculty and staff members in attendance. In answer to a question that came up at the training, unit chairs will let secretaries know that RCUH is connected to the University of Hawai'i and that RCUH paperwork is part of the regular workload, the same as ORS paperwork.

### **Wait list issues**

Since the wait list is causing problems for students who are trying to enroll, flo suggests that it may be in the best interest of the students and the campus to remove it. She will discuss the issue with Alvin. The problem is that after a wait list is started, Banner is unable to re-open the class, no matter how many students withdraw before the first day of instruction. Jeannie presented enrollment and waitlist data for discussion.

### **Akaku issues**

flo reported that the Executive Committee of the Akaku Board met today to make a recommendation on the fair distribution of cable TV funds. Next week the committee will present the recommendation to the full Board. MCC is asking that the funds, now going to Akaku only, be divided equally among public access, government, and education. This would mean that MCC and DOE would equally share 1/3 of the funds (education). One of the two bills addressing the issue is scheduled for a vote in the state legislature.

### **College reorganization**

flo reported that Dan Kruse had recently sent her the proposals for campus reorganization and the criteria for evaluating them that had been approved by Academic Senate. MCC administrators will select a group from the list of names submitted, work with that group to evaluate the proposals, and then send a reorganization recommendation to the Academic Senate for consultation.

### **Lahaina Education Center**

**Diane** reported that one Fall 2005 credit math class has been scheduled in the Lahaina Education Center building that is currently under renovation. Diane will ask Dan Regan about how to access funds to purchase furniture for the classrooms.

### **Computer literacy**

**Cathy Thompson** reported on Windward Community College's computer and information literacy requirement for the Associate of Arts degree. Cathy and Lynn Yankowski visited the Windward campus and tested one component of the exam that Windward has created and implemented. Windward has offered the exam to MCC at no cost. Cathy will talk with Dan Kruse about scheduling a time for Windward faculty members Emi Troeger and Tara Severns to present information about the exam to the MCC Academic Senate.

## **Notes for Unit Chair Meeting on Tuesday, March 22, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Kathy Fletcher, Cathy Thompson, Nancy Johnson, Jeannie Pezzoli, Kate Acks, and Pat Adams.

### **Low-enrolled classes**

**Jeannie reported** on low-enrolled Fall 2004 classes. Classes are classified as low-enrolled for a number of reasons; however, the Banner system is still unable to show source data behind the final figures.

### **Reports:**

**Diane reported** that a position is needed in order to keep the business lab open regularly. The question is how to fund it.

An issue has arisen at the system level about students being responsible for doing faculty identification cards. **Diane will** talk with Rick Miller about this issue.

### **Suzette about OCET activities:**

The Maui Mall store is doing well, handling County of Maui, MCC, and UH logo merchandise.

The drug and alcohol policy is now in place for the commercial driver's class, making it possible to resume class scheduling.

OCET offers both public and customized classes. Public classes are those offered in the VITEC brochure; customized classes are those designed for businesses' specific needs.

### **Suzette about Program Review activities:**

**Suzette will** continue to work with flo on MCC Program Review activities.

The next Program Review reports are due in September, as scheduled, so that they may be used for budget allocation. MCC will proceed according to its previously set schedule, while keeping system activities in mind.

Coordinators doing comprehensive program reviews will be able to use last year's program reviews completed by OCET, Nursing, and Accounting as models. (When information is not available for a certain question, the coordinator will state "No information available.")

Review teams and executive review teams are responsible for making commendations and for addressing issues that need to be improved, using data from the program reviews.

**Jeannie** pointed out that Program Health Indicator information still needs to be completed on schedule. It is part of the program reviews.

**Kate Acks** reported that furniture will need to be located for the new Lahaina Education Center for the summer math class that is scheduled there.

**Pat reported** that the University Center is preparing for its graduation ceremony scheduled for Friday, May 13, 2005 in Baldwin High School auditorium. All faculty and staff are invited.

**Pat will** attend a meeting of University of Hawai`i Center directors to be held Friday April 1, 2005 on the Big Island.

**Pat reported** that Hawaii Public Radio will be broadcasting from the Iao Theatre on Friday, April 1. A spokesperson from MCC will appear on the program from 7:30 to 8 p.m.

**Budget**

**Unit chairs will** attend a budget meeting to be held at 12:30 p.m. on Wednesday, March 23 in Ka Lama 102. **Kate will** continue to track the lecturer budget on Excel spreadsheets.

## **Notes for Unit Chair Meeting on Tuesday, March 29, 2005**

Present: flo wiger, Diane Meyer, Kathy Fletcher, Nancy Johnson, Jeannie Pezzoli, Kate Acks, Michele Katsutani, and Pat Adams.

### **Reports:**

**Flo:** Discussions are continuing with the Akaku board about allocation of the PEG funds.

Sandra Swanson will be preparing curriculum committee forms that can be filled out on the computer, downloaded, and printed. This should simplify curriculum procedures.

Nominations are being solicited for the Masaki and Momoe Kunimoto Memorial Award. Every year this award goes to a faculty member or a student who has made a significant contribution to vocational and technical education within the UH community colleges. Last year the award went to a teacher; this year, it will go to a student. Colleen Teixeira has applications.

Because of a shortage of resources, unit chairs will need to continue discussions of Fall 2005 classes.

Unit chairs will also check the union agreement for new accommodation requirements for long-time lecturers.

In addition to the UH System report, the ACCJC is asking for a report from each individual campus. **Pat will** draft the report; it is due to ACCJC this Friday, April 1.

**Nancy:** Letters of acceptance have been mailed to the most qualified candidates who applied for admittance into the nursing program. Acceptance is based on test scores and is highly competitive; forty-seven qualified candidates were left on the waiting list. Science grades are a strong predictor of success in the nursing program.

**Jeannie:** Program coordinators must turn Program Health Indicator information in to Jeannie by Friday, April 1. Jeannie uses the information to create the system report. PHI data is external information used in program reviews and for ACCJC reports. When she receives it, **Jeannie** will send the PHI data to flo.

**Michele Katsutani:** The newly hired ABIT counselor has been unable to relocate to Maui because she has not found housing that will accommodate her pets. Michele will discuss a time commitment with her.

**Kate:** ICS faculty will meet Thursday to discuss Margaret Phanes' proposed digital media courses. Employment possibilities, funding, and the possible creation of a new alpha will be discussed.

Chairs and tables are still needed for the new Lahaina Education Center for the summer math class that is scheduled there. Desk chairs are also needed to replace the broken ones in Ka Lama 104A.

**Diane and flo** will check into any existing tables and chairs that may be utilized.

With more students requesting incompletes, the rules governing the issuance of an incomplete need to be clarified, perhaps in the syllabus.

**Kate will** ask John Pye for a copy of the contract that his students sign after the first week indicating that they have read and understood the content of the syllabus.

**Diane** sent out a list of students who had applied for graduation. Decisions need to be made on student awards.

## **Notes for Unit Chair Meeting on Tuesday, April 5, 2005**

Present: flo wiger, Suzette Robinson, Diane Meyer, Kathy Fletcher, Nancy Johnson, Cathy Thompson, Jeannie Pezzoli, Kate Acks, and Pat Adams.

### **Akaku settlement**

**flo reported** that a settlement may have been reached with the Akaku board about allocation of the PEG funds. Under the proposed agreement, MCC and DOE would have four voting board members and would share 25% of the funds annually. Other details are being worked out in a contract that will remain in effect indefinitely.

### **High Performance Computing Center**

**flo reported that** a new grant application has been submitted to the National Science Foundation. Under its provisions, the National Center would move from Maui to North Carolina. The Regional Center would stay on Maui, with Dan Kruse serving as director and flo serving as contact person with the National Center.

### **Media Center Xerox machines**

As stated in Mike Albert's email, the two large xerox machines in the media center will be returned to the vendor. flo will discuss with Mike the anticipated date for new machines to arrive.

### **Presentations**

**Cathy Thompson** went over information about Windward CC's Computer and Information Literacy Requirement test. Unit chairs will discuss with faculty the possibility of adopting the test for MCC. Windward has offered the test to MCC free of charge. The test could be used as a prerequisite for certain classes, as a degree or graduation requirement, and to meet Information Retrieval and Technology standards.

**Jeannie went over** the results of the grad leaver survey. The majority of the students contacted in the telephone survey reported that they were satisfied with their academic preparation, experience, and programs, as well as their overall experience at MCC.

Some of the statistics reported by respondents: 69% said they were employed full time; 58% said their current job is related to their major field of study at MCC; 59% said that their education at MCC prepared them for their current primary job; and 28% said that they were back in school. Jeannie will report the information to the campus and to the UH system.

**Jeannie** reported that all programs except three have turned in Program Health Indicator information. The data is needed for a system report.

### **OCET**

**Suzette** reported on OCET activities. The three major divisions offering non-credit classes are VITEC, the Maui Language Institute, and Apprenticeship, a program that trains workers for all aspects of the building trades. Rules for offering Apprenticeship classes are mandated by state law. Students in this program work during the day as union apprentices and take the program evenings and weekends.

If 10 or more students are available for an Apprenticeship course, it must be offered. OCET pays a portion of the trainer's salary, and the union pays the remainder. The majority of those enrolling in the Apprenticeship program recently have been workers who come for training in a new occupation.

### **To do**

**Unit chairs** will give flo all sabbatical applications.

**Kathy Fletcher** has received the eligibility list for the unit clerk. Since only one person is on the list, Kathy will work with Debbi Brown on the next steps necessary in order to fill the position. Hiring decisions will need to be based upon reorganization needs. **Reorganization** may need to be accomplished by Fall 2005 in order to handle all the necessary salary paperwork.

**Cathy Thompson will go over new information on Program Review and Assessment** for vocational and technical coordinators and faculty at a meeting scheduled for 9:30 to 11 a.m. on Friday April 29.

### **New book published**

**Kathy** displayed a copy of English lecturer Jill Engledow's newly published book, *Maui 101—Your Guide to Island Life*. Since she will be busy publicizing her book and writing another, Jill will not return to teach at MCC in Fall 2005.