

Department Chairs Notes – September 12, 2006

Present:

Bob Wehrman, Suzette Robinson, Cindy Foreman, Eric Engh, Jeannie Pezzoli, flo wiger, Sandra Swanson, Dorothy Tolliver, Diane Meyer, Mike Albert, Colleen Shishido

Lecturer costs: we have gone over in Fall 06 on lecturer costs, so spring 07 lecturer costs will be very lean. Chairs are to watch their budgeted amount as spring schedules are prepared. Spring schedules are due to Diane by September 18 for review. Secretaries can begin inputting distance classes now. Balance of schedules will be to them by September 25.

There may be additional funds from the summer bridge programs, e.g., culinary arts, automotive, and business technology, which partnered with Kamehameha School, Alulike, and Kuina program. Research being done to find out how much was generated and which account(s) the funds have been placed. In addition, questions surrounding the savings from sabbaticals and LWOP will need to be answered.

CCSSE: Faculty, student services personnel and student interviews will be held on September 18, 2006. We need a few more students for both day and evening sessions. Nancy will recruit some of her students. Funds for refreshments are coming out of Clyde's foundation account.

Relocation allowance for new faculty: form distributed to the chairs for their new faculty. Maximum allowance is \$1,000.

Personnel : Departments are still short on clerical help. Three positions not filled due to lack of candidates, not lack of money.

Articulation Curriculum process should be followed so new curriculum is submitted to articulation coordinator (Debra Nakama) for transmittal.

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Notes for Department Chair Meeting on Tuesday, September 26, 2006

Present: Diane Meyer, Sandra Swanson, Dorothy Tolliver, Mary Jones, David Tamanaha, Debbi Brown, Flora Mora, Colleen Shishido, Kate Acks, Marcia Hoffman, Lenore Knobel, Eric Engh, Debbie Nakama, Cindy Foreman, Bob Wehrman, and Pat Adams.

UH Day at the State Capitol

Pat reported that for the 2007 UH Day at the State Capitol, community colleges will be grouped in focus areas. Department chairs suggested three of the areas in which MCC could participate: Native Hawaiian Programs, Allied Health, and Science and Technology. The UH system office contributes \$400 for outer island transportation costs; any additional funds will need to come from MCC.

Assessment

Mary Jones distributed an article with information on electronic student assessment. According to the article, the use of student ePortfolios is becoming more and more common in colleges and universities across the nation. Most portfolios fall into three main categories: 1) developmental, which comprise a record of assignments completed over time; 2) reflective, which include personal reflection on the content; and 3) representative, which show student achievements selectively in relation to particular work or developmental goals

The article described how a number of institutions, including Kapiolani CC, are using the portfolios. Kapiolani CC is using ePortfolios to evaluate student learning in two areas, Hawaiian cultural values and culinary arts. Kapiolani CC efforts are partially supported by a five-year \$2.5 million grant from the US Department of Education.

Lecturer pay

David shared information and led a discussion of steps that need to be taken to ensure that lecturers are paid in a timely manner. Debbi distributed models of letters that are sent to lecturers offering them classes and checklists of items that both newly hired and returning lecturers need to turn in before their pay can be processed. Department secretaries need to work with lecturers, making sure that all necessary paperwork is included in packets.

Lecturers paid with grant funds

In the future, if a lecturer is paid from both general and federal accounts, Sue will process the portion paid by general funds and then give a copy of the lecturer letter to Cindy, who will process the portion paid by federal funds.

When a secretary prepares a letter for a lecturer who will be paid by federal funds, the secretary will indicate on the letter the federal account and, as a backup, indicate the department's general account number. This will ensure that even if there should be a problem with the federal account, the lecturer will be paid.

If there is a problem with federal funds and general funds are used to pay the lecturer, the department chair will need to monitor the federal funds and when they come through will need to correct and resubmit the original lecturer letter to Sue. (On the letter, the general fund account number will be crossed out and the federal fund account number put in.)

Before a lecturer letter is submitted to personnel, the **Principal Investigator (PI)** for the grant must sign the letter. Before doing so, he or she must make sure that the time period of the grant will, in fact, cover the time period for which the lecturer is being paid. If not, the PI should use the process called “no cost extension” to ensure that the money does cover the lecturer’s pay period.

It was suggested that since PI’s often have a number of grants to handle, all grants should have co-PI’s to keep track of money.

NOTE: Lecturers cannot be paid to fill behind faculty who have grant writing and administration written into their job descriptions. Anyone writing job descriptions for new faculty should be made aware of this.

Sabbatical and leave savings

Department chairs should make early plans to fill behind anyone taking a sabbatical or leave and let David know the amount that will be needed to hire lecturers. The budget David gives department chairs is a draft, often based on the previous year’s numbers; he needs updated figures in order to finalize it. Department chairs will do this for Fall 2007 and Spring 2008 scheduling.

Steve George transition

Upon Steve George’s retirement, the following people will assume added responsibilities:

Mike Albert will coordinate the computer center as well as media.

Pacifico will oversee computer center work orders.

Kris and Pacifico will handle the conversion of classes from Banner to the room schedule in a timely manner.

Any costs for overload or overtime will be paid out of the salary budgeted for Steve’s position.

A suggestion was made that a full time secretary for the computing center be hired to assist in the coordination of duties.

Notes for Department Chair Meeting on Tuesday, October 10, 2006

Present: Diane Meyer, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Mike Albert, Cyrilla Pasqual, Donna Haytko-Paoa, Marti, Wukelic, Nancy Johnson, Eric Engh, Debbie Nakama, Cindy Foreman, Bob Wehrman, and Pat Adams.

Accreditation team visit Diane went over the agenda for the visiting WASC accreditation team's October 24-26 meetings and activities. Times have been scheduled for team members to meet with various individuals and groups. Visits to outreach facilities are scheduled for Wednesday, October 25.

West Maui Education Center

Diane reported on the Spring 2007 schedule for the West Maui Education Center. Credit classes are scheduled in English, math, Spanish, management, political science, and hospitality and tourism. Non-credit classes will also be offered at the center.

Contract renewals

Pat went over the forms that full time faculty have been given to use as templates for their contract renewals this year. Both probationary and non-probationary faculty members have been given the appropriate application forms, instructions, and a listing with deadlines for submission of documents.

An informational meeting will be scheduled for anyone serving on a DPC. Diane will ensure that contract renewal guidelines, including information about DPC selection and membership will be posted on the MCC website.

Online registration

Problems associated with students registering online for classes that are reserved for students at another site, e.g. Hana, Molokai, Lanai, Kahului, were discussed. This has resulted in students at the distant sites being shut out of classes and in classrooms on the Kahului campus being overcrowded. It was suggested that if a site had no space available, a student could email the teacher for permission to register. The problem will be further researched and discussed.

Notes for Department Chair Meeting on Tuesday, October 17, 2006

Present: Suzette Robinson, Debbie Winkler, Diane Meyer, Jeannie Pezzoli, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Mike Albert, Cyrilla Pasqual, Nancy Johnson, Debbie Nakama, Cindy Foreman, Bob Wehrman, and Pat Adams.

New STEM secretary

Kim Gray, the new STEM secretary, was introduced. She began working full time today.

Accreditation team visit Diane announced that she is preparing a final agenda for the WASC accreditation team's October 24-26 meetings and activities. A campus-wide meeting to prepare for the visit is scheduled for Friday, October 20 at 1:00 p.m. in Kaaie 105BC.

Perkins funds

Suzette reported that the Carl Perkins funding has been reauthorized by Congress. Doris will set up a meeting to discuss the changes in the way that future proposals will need to be written.

Class cancellation process

In the case of emergencies such as the recent heavy rain, faculty should not cancel classes without first conferring with their department chairs, who in turn confer with the Vice Chancellor or another administrator. Whenever possible, students must be notified in advance of any class cancellation.

Emergency procedures

An emergency procedures manual should be easily available in each department office. Copies of department phone trees should be kept in campus offices and at home.

Suzette will email information to the college about class cancellation and emergency procedures.

WebCT

The UH system is looking at other options, including open source products, that may be used if and when WebCT is phased out because of a potential drastic raise in the license fee. Faculty are taking part in the discussions.

Compass testing

Debbie Winkler reported on recommended UH system changes in Compass testing and retesting procedures:

- The wait period for retesting without a fee would be 60 days instead of the current 120 days.
- The SAT/ACT scores would be used as another means of placing students into college level classes. (Banner would handle this.)
- Consistent written language for testing instructions would be developed.
- Maui and Kapiolani CC would pilot test a retest with fee option for English and math.

These changes would give students broader opportunities to be admitted to programs with testing prerequisites without such long waiting periods between tests.

Instructional and academic support priorities:

NOTE: General supply money is a number one priority. It should be automatically added to each position.

1. English	1.0
2. Math	1.0
3. TLC director	1.0
4. ABIT library assistant IV	1.0
5. Retention coordinator	1.0
6. Nursing	6.0
7. Five classroom AV stations, including elmo, DVD/VHS player, classroom monitor, video projector or plasma monitor #4 @ \$4,600 per station	\$25,000
8. Media APT	1.0
9. Five video projectors with Smart Boards @ \$5,500 per setup	\$27,000
10. Curriculum/Banner APT	1.0
11. Student assistants, TLC and Ka Lama Computer Center	\$19,000
12. TLC testing coordinator	\$38,000
13. Art	2.0 (.5; .5)
14. HOST	1.0
15. Business Careers	1.0
16. Culinary	2.0
17. Dental hygienist	1.0
18. 3M library checkpoint security system (should be funded by institutional support)	\$35,000
19. English	1.0
20. Counselor/BA	1.0
21. Information/literacy/instructional librarian	1.0
22. TCUP faculty (math)	1.0
23. Culinary APTs	2.0
24. Library APT Library Educational Spec.	1.0

NOTES:

1. AJ (.5) and Sociology (.5) were moved from 2007 to 2008. Since there is a tenure track AJ position at MCC, we cannot ask for another.
2. Biology was moved from 2007 to 2008. Immediate need is being met by Conrad Hornick, hired summer of 2006 supplemental budget.

Notes for Department Chair Meeting on Tuesday, October 31, 2006

Present: Diane Meyer, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Kate Acks, Eric Engh, Nancy Johnson, Jon Lightfoot, Debbie Nakama, Cindy Foreman, Bob Wehrman, and Pat Adams.

Division Chair toolkit

Cindy Foreman presented the department chairs with a “Division Chair Toolkit” compiled by the Community College Leadership Champions. The kit contains resources, calendars, and organizational tools that should be helpful to department chairs.

ACCJC visit

At the closing meeting, MCC received a number of positive commendations from the visiting WASC team. The college also received several recommendations that included ensuring that priority Strategic Plan action strategies are measurable and can be demonstrated. A revisit to the college Mission Statement was also recommended.

Diane reported that the visiting team members voiced their pleasure with their visits to the outreach centers.

Student use of labs

Suzette presented an agreement that had been reached about the conditions and times that unsupervised students may be allowed to use STEM computer labs after hours. Sandra will email the agreement to department chairs. Other department chairs may have different agreements with students on the use of classrooms or labs, according to individual circumstances.

Fall 07-Spring 08 schedule

In November, department chairs will begin the Fall 2007-Spring 2008 scheduling. Suzette distributed the guidelines to be used for scheduling classes. An “ideal” schedule based upon student needs will be created and then matched to the budget. All available information should be included, e.g. how fill behind lecturers will be paid in grant-funded classes.

Planning for Summer 2007 classes will also begin soon

Lecturers without MQs

Beginning in Spring 2007, department chairs will send letters to all lecturers without MQs notifying them of the possibility of their being replaced if a qualified person applies. Sandra will send the template of the letter to department chairs. MQs are in the lecturer handbook on the web. Department chairs should cc the Personnel office on the letter.

Suzette will talk with Sandra Uyeno for clarification of issues involved with long time lecturers who do not have MQs.

AA Committee

At the last CCAO meeting, Suzette learned that Kapiolani, Honolulu, Leeward, and Windward (UH Hilo will vote in December) have all aligned their AA’s with UH Manoa. She will meet with the MCC AA committee to discuss the issue of articulation as a degree rather than course by course.

Department chairs will revisit the position descriptions for the department chairs and the faculty coordinator. Because of WASC requirements for programs, the context of the department chair duties will be changing. This issue will be discussed at the next department chair meeting.

Kamehameha Schools classes

Debbie reminded department chairs who have faculty or lecturers teaching at Kamehameha Schools to do a classroom evaluation of them. The faculty should also be having students do evaluations, as they do in their on-campus classes. The latest report on the dual credit courses offered at Kamehameha School is that most graduating seniors who applied to four-year institutions were given college credits for the courses they took through MCC. Only two institutions are still “investigating.”

Reminders

Department chairs will remind faculty and lecturers to post their class schedules and office hours on their doors.

Program reviews are due to Suzette today. She should have them by Friday, November 3 at the latest.

The emergency procedures handbook needs to be updated. It should be reviewed every semester.

Sandra distributed a contact update form that she is asking faculty and lecturers to fill out to ensure that she has their current contact information.

Even though Banner will be down for upgrading from November 18 to December 1, faculty will still be able to use WEB CT to access class emails and other information.

Program coordinators meeting

Program coordinators will meet at noon on Monday, November 6 in Kaaie 108 to discuss data and other program review items.

DPC meeting

All faculty serving on DPCs will meet at 3 p.m. on Monday, November 6 in Kaaie 108 to discuss the duties of a DPC.

Department chair meetings

The next department chair meeting will be held at 3 p.m. on Tuesday, November 21 in Ka Lama 102.

No meeting (outreach) will be held on November 14.

The regular fourth Tuesday meeting will be held on November 28.

Notes for Department Chair Meeting on Tuesday, November 28, 2006

Present: Diane Meyer, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Bob Wehrman, Eric Engh, Cindy Foreman, Leonore Knobel, Debbie Nakama, Suzette Robinson, Mike Albert, Vinnie Linares

Announcements

Please have all faculty post their office hours on their doors each semester. Its not too late to do it for fall semester.

A sample of department rosters was passed out and requested to be given to Doris each semester.

Suzette passed out a memo from John Morton on Review of High Demand Disciplines for dissemination to our department members.

Online writing lab

Vinnie presented information on his sabbatical project. There is a software available that he is exploring to use in this endeavor. This project would provide assistance to any student and we need money and staff to implement. Currently our online lab serves about 300 students and tutors are volunteers. Software may cost \$3.50 per student per semester.

Emergency phone tree

Recent experience has demonstrated that all phone trees are not up to date. Please bring your phone tree up to date and Suzette would like a copy as soon as possible.

Evening offerings

We are offering a lot of evening classes. A list was prepared by Jeannie. Please take back to your departments and determine which programs are or can offer a certificate or degree entirely by evening offerings. Let Suzette know of at least two certificates or degrees that can be earned by evening attendance so it can be marketed as such.

5/4 teaching load reduction

Every faculty who does the 5/4 reduction must fill out a one page request. It is available from your secretaries. Sandra will be putting it online form fillable over the holidays.

The assigned time piece needs a different form which is 3-4 pages long, including a reporting section upon completion. That is also available from your secretaries. This will also be placed online and form fillable by Sandra. In the meantime, for spring semester assignments, you may complete a hard copy.

Suzette will be meeting with each department chair to determine the assigned time picture and bring some clarity to it. Duties for program coordinators who receive assigned time will also be spelled out more carefully.

This discussion will continue after all meeting have occurred

07-08 Scheduling

Suzette would like the fall 07 and spring 08 schedules before the Christmas break. Look at the offerings and assure that students can complete certificates and degrees. Guidelines for scheduling classes was distributed. Suzette will send out an email to DC's again.

UH Manoa Hallmarks vs. AA degree

This topic will be discussed at the upcoming academic senate in December and a proposal to adopt the UHM hallmarks will be undertaken. It appears we can meet the hallmarks with some modification to our proposed AA degree. There is also a strategic plan team working on this alignment. The AA degree with the UHM hallmarks imbedded will also move forward.

The HAP group (Hawaiian, Asian, Pacific) is meeting in January 07.

Lecturers who do not meet MQ's

If we add the word "qualified" to full or part-time faculty in the lecturer hire letter this will inform the lecturer that the tentative offer of a class is contingent upon sufficient enrollment, availability of funds, and availability of "qualified" full or part-time faculty.

CCSSE Data

CCSSE data was distributed showing MCC exceeding the norms in 3 out of 6 areas measured. National Director Dr. Kay McClenney stated, "MCC was 1 of 16 colleges recognized for exemplary practices; and MCC was very far ahead of the 16." Suzette asked that the CCSSE data be shared with faculty so that strategies can be developed to address areas that need more student engagement.

Perkins

There will be a Perkins workshop on Wednesday at noon in SCI 11A, Nov. 29. Information will be distributed on the Perkins RFP using the carryover funds of about \$200,000. Criteria will be sent out shortly.

Summer session

Enrollment data for the past three summers, and a timeline of summer classes was distributed. Please get your summer session teaching requests in to Diane Meyer before you leave on December 15th. Schedule must be built over the break. We are anticipating a smaller response similar to last summer due to economic realities in Maui County. Faculty should work with your chair in requesting summer classes.

Grades

Grades are due to be inputted into Banner by Wednesday, December 20, at 4:30 p.m. Every semester some faculty are tardy and this results in grades not being rolled and affects students who are attempting to transfer. Please adhere to the deadline. When Banner is up after December 1, Cindy will be holding training sessions for faculty on how to input grades into the Banner system.

Notes for Department Chair Meeting on Tuesday, December 12, 2006

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Eric Engh, Nancy Johnson, Mike Albert, Debbie Nakama, Cindy Foreman, Donna Haytko-Paoa, Marti Wukelic, and Pat Adams.

Final exam week

Department chairs will remind faculty, both full time and lecturers, that final exams should be given when finals are scheduled, not in the week prior to the exam period. Students have reported being stressed by having to study for finals that are given while regular classes are still in session.

First week of Spring 2007 schedule

Diane is finalizing the first week of Spring 2007 schedule. No meetings will be held on Tuesday, January 2 or Friday, January 5. Department chairs will ask faculty to be available to students, whose access time to Banner registration has been cut this year.

Eight-week classes

Suzette spoke about offering eight-week evening classes when they would not interfere with the scheduling of other classes. One issue is financial aid for veterans, which may be jeopardized if they do not attend a specified number of weeks. If we should offer eight-week evening classes, efforts would be made to inform students of the financial aid implications for any students receiving VA assistance.

Summer and one-year schedules

Department chairs will give information about summer classes to Diane, who is currently compiling the summer schedule.

One-year schedules need to be turned in to Diane **by the end of December.**

Room scheduling problems

Mike Albert described problems that have arisen when rooms are double scheduled. This can happen when an unauthorized person gains access to the room scheduler. To avoid this problem in the future, the password will be changed and only secretaries will have access to it.

Maximo work order system

Mike requested that work orders for computing services or media be placed on the new Maximo system. **Training sessions will be held** for those who need it, including outreach personnel. Maximo categories will be simplified, making the system more user friendly..

Computer workstation cleaning

Mike reported that instructors computer workstations in classrooms will be cleaned at the end of May 2007, before summer session A begins. Computers inside faculty offices will not be cleaned.

Post tenure review process

According to system agreements, tenured faculty members may be requested to complete post tenure review reports every five years, providing they have not received a promotion or other form of evaluation, e.g. merit pay, during that period. If a faculty member plans to retire within two years or has received evaluation during the past five years, he or she should meet with the department chair for consultation and information about writing a letter to the Chancellor requesting exemption.

Applying for promotion

Anyone planning to apply for promotion should notify his or her department chair by the beginning of the academic year so that a DPC can be put in place. Promotion documents are due in October.

American Diploma Project

Suzette will email the website for the American Diploma Network, a coalition of 26 states dedicated to aligning K-12 curriculum, standards, assessment, and accountability policies with the demands of college and work. The goal of the network is to ensure that students are ready for success in the workplace when they leave school. Kathy Jaycox is leading a UH system group looking at the project.

Registration

Department chairs will ask faculty to encourage students to register and pay on time so that they do not get purged for non-payment. With the shorter registration period, more students than usual may need assistance in the week before classes. They may also need information about the FACTS pay plan.

Program review documents

For various reasons, several program review documents have not yet been turned in. The absolute deadline is January 4, 2007. After that date, **Suzette will** be sending out official letters to program coordinators. The UHCC system template should be used for this year's program reviews.

Class cancellations

Class cancellation meetings for Spring 2007 will be held at 10 a.m. on December 27, 2006 for classes with fewer than 6 students enrolled and at 2:30 p.m. on January 3, 2007 for classes with fewer than 15 enrolled. Both meetings will be held in Ka`a`ike 103 Polycom room.

Department chair meetings

Spring 2007 department chair meetings will be held at 3 p.m. on the 2nd and 4th Tuesday of each month. The second Tuesday meetings will be held in Kaaike 107 to include outreach sites. The fourth Tuesday meetings will be held in Ka Lama 102.

Notes for Department Chair Meeting on Tuesday, January 9, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Nancy Johnson, Eric Eng, Debbie Nakama, Cindy Foreman, Bob Wehrman, Jeannie Pezzoli, Marti Wukelic, Donna Haytko-Paoa, and Pat Adams.

Missing textbooks

A meeting with the MCC bookstore manager will be scheduled to discuss possible solutions to the ongoing problem of missing books. This semester a major publisher lost MCC's order, leaving students in several classes without books to start the semester.

Class cancellation process

Secretaries, who are trained to do so, should be the only persons to cancel or change classes. Otherwise, errors may result.

Low enrolled class cuts

In the future, low enrolled classes will be cut in time for secretaries to make the changes and call students on the same day that classes are cut.

Class prerequisites

It was recommended that faculty check their classes to see if any existing prerequisites are fulfilling a purpose. If not, they should be removed via the curriculum committee.

Compass shutdown

The Compass testing system will be shut down from January 21 to February 4, 2007.

Perkins news

Suzette reported that she had received four proposals for Perkins funding. She would like more to take to the Perkins meeting on Oahu.

In order for the college to continue to receive Perkins funding, it is important that all certificates earned by students be documented. This can be done in two ways:

1. The student goes to student services and pays a fee for the certificate to be put on his or her transcript.
2. The program coordinator fills out the appropriate form to have the certificate put on the student's transcript.

Timing is important. In order to be counted, the certificates need to be on the transcripts within ten weeks after the end of the semester.

Reassigned time and 5/4 scheduling differences

Reassigned time and 5/4 scheduling differences continue to be discussed. Bob Wehrman will contact UHPA for a discussion at Academic Senate.

Schedules to be posted

Department chairs will remind faculty to post their Spring 2007 schedules and office hours on the doors of their offices.

Directed Studies

Directed studies should be input into Banner as concurrent with another class. Cindy will ask the curriculum committee to look at the directed studies form to see if it needs any revisions before it is put online.

Skyplan meeting

The Skyplan meeting will be held at 3 p.m. on January 18 in Ka`a`ike 107.

Notes for Department Chair Meeting on Tuesday, February 13, 2007

Present: Suzette Robinson, Debbie Winkler, Diane Meyer, Eric Engh, Sandra Swanson, Dorothy Tolliver, Colleen Shishido, Nancy Johnson, Cindy Foreman, Bob Wehrman, Steve Kameda, Alvin Tagomori, Marti Wukelic, Donna Haytko-Paoa, Kerry Holokai, and Pat Adams.

Registration questions

Difficulties that students, especially those new to MCC, experience with online registration were discussed. Steve and Alvin answered questions about the process:

Assistance is available for students who have difficulty registering on the computers in Hookipa; however, help is limited during busy times. Cindy suggested that trained student help in other departments might be loaned to registration during those times.

Students who do not wish to use a credit card may pay for their classes at the business office after they have registered online. Those registering online off campus must be sure they meet the payment deadlines or they will be purged from class rosters.

Steve explained the verification process undertaken before a purge takes place. From now on, Steve will send the purge list to department chairs so that program coordinators can go over it before a purge is implemented.

Steve reported that during this spring registration, the portal had a number of problems, making it more difficult than usual for students to register.

Suzette will write a memo to Alvin asking that Nancy be allowed to override prerequisites for Allied Health classes taught by her faculty. This will expedite registration for students who have satisfied prerequisites.

The need for an additional admissions clerk was discussed. A request for one has been submitted to the legislature.

System discussions

Suzette reported on topics now under discussion at various UH system meetings that she attends:

1. Kapiolani CC has created a Pathways Partnership Memorandum of Understanding (MOU) with UH Manoa. According to the MOU, Kapiolani students who meet certain criteria would be pre-approved to attend Manoa. If the MOU is approved, all UH CCs could have similar agreements.
2. The SmarThinking tutorial service that is available to student online 24 hours a day, 7 days a week is being examined, with demonstrations coming to the campuses in the near future. The service would supplement, not replace, present tutoring services on the campuses.
3. The American Diploma Project is a nationwide project, adopted by Governor Lingle, Patricia Hamamoto (DOE), and President McClain, to align English and math curriculum between secondary and post-secondary schools. Eric Engh (English) and Kate Acks (math) will represent MCC at systemwide meetings to discuss implementation of the project.
4. The Remedial Developmental Project has a systemwide committee analyzing remedial and developmental efforts across the UH system. The committee will make recommendations

on how students could be more successful in English and math. flo wiger is coordinating the project.

5. The Achieving the Dream Project is designed to help students meet their individual goals through institutional and public policy changes. A systemwide team will develop strategies on how to implement needed changes.
6. Kapiolani CC is developing an AS transfer degree in Natural Science that would align with UH Manoa's science program. All courses taken by students at Kapiolani would be accepted by Manoa and count towards the four-year degree.
7. Discussions continue on a system template for program review, with a goal of annual program reviews that use three years of data, compiled every 5 years.
8. A policy for accountability of 11-month faculty is also being discussed.

Perkins meeting

CTE faculty, coordinators, and department chairs will meet at 2:30 p.m. on Friday, February 16 in KaLama 102 to discuss the next Perkins fund proposal.

Suzette reported that five MCC Perkins mini-proposals were approved. Funds must be spent on the projects by the deadline of July 30, 2007.

Post-tenure review

Department chairs are to submit post tenure review documents to Doris when they receive them from faculty members who have been asked to complete them. Guidelines for the documents are to be voted on by the individual departments. CTE/Voc Tech and Business departments have guidelines available as models.

Recruitment activities

Alvin reported on the comprehensive recruitment plan now being developed by the MCC marketing committee. The goal is to coordinate and synchronize marketing and recruitment efforts across the campus from first contact with prospective students through registration. The plan will include local, statewide, mainland, and international efforts.

Notes for Department Chair Meeting on Tuesday, February 27, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Cyrilla Pasqual, Michele Katsutani, Molli Fleming, Karen Muraoka, Mike Albert, Eric Engh, Nancy Johnson, Debbie Nakama, Cindy Foreman, Bob Wehrman, and Pat Adams.

TOEFL scores

The possibility of raising the minimum TOEFL score for foreign students entering the Maui Language Institute program is under discussion. The goal is to ensure that students' English skills are high enough to allow them to succeed in MCC credit programs.

Last minute grant applications

Department chairs will let their faculty know that all grant applications, whatever their size, must be submitted to the administration on a timeline that allows for careful review. For instance, several weeks are needed for ORS approval and several more are needed for the budget checks on such things as direct costs and fringe benefits. When applications are submitted on a last-minute basis, deadlines cannot be met.

Perkins proposals

Over \$50,500 in mini Perkins proposals submitted by MCC faculty were approved, including proposals for curriculum development (Allied Health), electro-optics (ECET), student services brochures, podcasting software and ipods (library), and student recruitment and tutoring program.

The new Perkins IV grant will bring \$300,000 to 350,000 to an MCC program that meets the new criteria, including high wages, high skills, and high demand. Meetings with CTE coordinators are being held to select the program. The proposal must be submitted by April 20, 2007.

Reassigned time and 5-4 scheduling

Differences between reassigned time and 5-4 scheduling were discussed and clarified: 1) The amount of reassigned time allotted to an individual faculty member is based on the merit of the project under consideration and needs to be negotiated with the VCAA. 2) The 5-4 scheduling is the right of the faculty according to the union contract. Guidelines in the union contract should be followed by a faculty member teaching a 5-4 schedule. This includes submitting a request that includes the project to be accomplished in place of teaching a class.

Leadership retreat

Michele Katsutani is working on the Academic Senate leadership retreat, tentatively scheduled for April 27.

Program reviews

March 15 is the final deadline for reports from teams who are reviewing comprehensive program review documents.

Excellence in Education Day

Excellence in Education Day on Friday, March 2 will be celebrated on the MCC campus with an assortment of healthful and fun-filled activities, including tai chi, office yoga, hula, working as a team, Hawaiian chant, Latin dancing, sharing poetry, and walking and talking. The day begins with healthful eating at 8:30 a.m. in the Kaaike entry way.

Notes for Department Chair Meeting on Tuesday, March 13, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Michele Katsutani, Karen Muraoka, Mike Albert, Eric Engh, Nancy Johnson, Debbie Nakama, Debbie Winkler, Bob Wehrman, Donna Haytko-Paoa, Velma Panlasigui, Eric Mizomi, Tom Benjamin, Marty-Jean Bender, Marti Wukalic, and Pat Adams.

University of Hawaii Center, Maui

Karen reviewed the mission and functions of the UH Center, presented the UH Center degree pathways flowchart, and introduced personnel: Tom Benjamin, UH Manoa College of Education Office of Student Academic Services Advisor; Velma Panlasigui, UH Manoa Program Advisor; Eric Mizomi, UH Manoa Outreach Program Assistant; and Marty-Jean Bender, UC instructional support, based at the Maui Research and Technology Center in Kihei.

Extramural contracts and grants flow chart

David presented a draft of a flow chart illustrating a less complicated and more efficient method of processing extramural contracts and grants.

Mission and vision statements

Department chairs will ask their faculty to review the MCC mission and vision statements, making sure that the college mission is continuing to meet the needs of the community. Discussions are to be recorded in the department notes and posted on the web. The members of the visiting senior WASC team said that they felt the mission is appropriate for both AA and baccalaureate degrees.

Science building

The science building air conditioning repairs scheduled for Summer 2007 may not be completed during the summer. Plans should be made for alternatives for fall classes scheduled in the science building, at least for the beginning weeks of the semester.

Reassigned time

Department chairs are to turn in to Suzette paperwork for any faculty members who are receiving reassigned time for Spring 2007.

Tech fee proposal

Suzette will present the tech fee proposal to the Board of Regents on Thursday. She will be accompanied by one MCC student.

Low enrolled classed

Department chairs are to check the low enrolled class lists to be sure that Jeannie has the appropriate justifications on all of the classes.

COMPASS changes

The COMPASS Advisory Committee has proposed new testing rules. Department chairs will share them with faculty.

Perkins proposal

Suzette and Pat have sent an email to those involved in the new Perkins proposal outlining the guidelines for the document. The next Perkins meeting will be held from 2:00-4:00 p.m. on Friday, March 23 in Ka Lama 102. Everyone involved should bring copies of strategies, goals, and budget to the meeting.

Program Reviews

Suzette reported that she is reading program reviews and will give feedback. In order for requests to be included in the budget, program review information needs to be presented to the Executive Committee early in April.

Remedial/Developmental Project

Next week Michele Katsutani, Debbie Winkler, and Thomas Hussey will travel to Nashville, Tennessee, where they will attend a conference connected to the Remedial/Developmental Project. They will become familiar with nationwide educational practices and research ways that programs can be improved at individual colleges and across the UH system.

Information

Increasing numbers of faculty are becoming involved in ed management. Pre-majors are being collected and will be input into the Banner system.

Kate Acks will attend a conference in Dallas, Texas as part of the national American Diploma Project aimed at aligning high school English and math standards with college requirements.

Year-long sabbaticals for John Pye and Bob Wehrman have been approved. John's will begin in Fall 2007 and Bob's in January, 2008. According to an agreement between Suzette and David Tamanaha, half of the salaries of those on sabbatical will go into the Vice Chancellor of Academic Affairs' account to pay for lecturers to fill behind the faculty members. At the end of the year, the entire amount of the salaries will be transferred back to the programs.

Debbie Nakama reported that she is working with Dr. Frank Walton of UH Manoa on teacher preparation for CTE education in high schools. According to the discussions, subject certificates could be earned at MCC and then transferred to Manoa to apply towards education degrees. Classes would be brokered through the University Center. The goal is to increase the number of teacher candidates.

Notes for Department Chair Meeting on Tuesday, March 20, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Mickey Helm, Dorothy Pyle, Mike Albert, Eric Engh, Nancy Johnson, Debbie Nakama, Bob Wehrman, Cindy Foreman, BK Griesemer, and Pat Adams.

Update from Dorothy Pyle

Maui CC's proposed AA has been approved by the Academic Senate and will go forward in April. Suzette will take it through the system process. Anticipated start time is Fall 2008. Changes will need to be made in the 2008 catalog and in student services.

Work is progressing with the UH system to get Maui CC gen ed courses aligned with the UH Hallmarks. A multi-campus Foundation Board has been formed. Representatives on that board will make decisions about foundation course designations, and those courses will be accepted across the system.

It has been recommended that the campus Foundation Board be populated by tenured faculty, two for each area and the chair of the Curriculum Committee. So far, Vinnie Linares and Renee Riley have agreed to represent the written communication area; Kate Acks and Alf Wolf symbolic reasoning; and Colleen Shishido counseling.

The Academic Senate established a Maui CC HAP (Hawaiian, Asian, Pacific Islander) Board and voted Kaleikoa Ka'eo as temporary chair. The board has not yet been populated. It has been recommended that HAP be course-oriented so that a course would be accepted no matter who is teaching it. The new Maui CC AA contains both Hawaiian and Asian-Pacific requirements. Curriculum will need to be reviewed to ensure that courses cross over, e.g. show how Hawaii relates to Asia and the Pacific region.

Both boards are under the Curriculum Committee; a request will be made to also place Writing Intensive under the Curriculum Committee.

Information from BK

Summary statements to be placed above the COWIQs have been developed by an assessment group and passed by the Academic Senate. The Senate also approved adding a sixth COWIQ, Creativity, in Fall 2007. Discussion will continue on adding a seventh COWIQ, Ethics.

Beginning in Fall 2007, BK will serve as both curriculum committee chair and assessment coordinator. Work will proceed with the assessment of student learning outcomes, both at the course and program level.

The UHCC system has decided to adopt the Ruth Stiehl model for creating SLOs and assessing them. This means that in the future SLOs will be fewer and "more robust." They will describe what a student should be able to do in real life after completing a course, program, or college degree. The detailed SLOs created by faculty members (called "process skills" in the Stiehl model) will be renamed. These are an important record of day-to-day skills taught in the class. BK will attend department meetings to explain the Stiehl model and to answer questions.

Department chairs are to let BK know as early as possible of any planned curriculum submissions so that she has time to consult with faculty on dovetailing curriculum and assessment. It will be

increasingly important for curriculum representatives to attend department meetings and to be well versed on the details of curriculum submissions. Curriculum slated for April 2 action will not be affected. From now on, curriculum submission dates will be October 1 and April 1.

Curriculum Central has been adopted for system-wide use. Maui CC could be using it in Fall 2007. (NOTE: Suzette learned at the CAO meeting that implementation for Maui CC is Fall 2008, not Fall 2007.)

ACCJC report

Diane reported that she is collecting information from program coordinators, instructional support, and student support for a detailed report requested by ACCJC on the college's progress on SLOs and assessment. The report, due in mid-April, asks for the percentage of completion of program SLOs, mapping of program SLOs to courses, defining assessment of expected SLOs, assessing of SLOs, analyzing results of assessment, and plans made to implement changes to pedagogy. ACCJC is expected to require periodic reports in order to judge progress made by the college. **Department chairs** will fill information forms for the report and return them to Diane by April 10.

Crisis management

Debbie Nakama will record the steps she took to mobilize crisis counseling for culinary arts students and faculty after the recent death of a culinary arts student in a traffic accident. The team she assembled consisted of police, clergy, and counselors. Her information will be used to create a process for similar emergencies. The process and telephone numbers will be included in the new faculty handbook.

Weekly meetings

For the remainder of the semester, department meetings will be held every Tuesday at 3:00 p.m. All meetings will be held in Ka Lama 102 except for those scheduled on the second Tuesday of each month in Kaaie 107.

Notes for Department Chair Meeting on Tuesday, April 3, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Dorothy Tolliver, Eric Engh, Lenore Knobel, Jon Lightfoot, Cindy Foreman, Debbie Nakama, Debbie Winkler, Bob Wehrman, and Pat Adams.

Developmental education conference

Debbie Winkler reported on the National Association of Developmental Education (NADE) conference that she, Michele Katsutani, and Thomas Hussey recently attended in Nashville, Tennessee. Debbie returned with books, materials, and information that she is sharing with others. On Friday, April 13, Debbie, Michele, and Thomas will attend a UHCC system meeting on Oahu to share information gathered at the conference.

Reassigned time reports

Suzette has received reassigned time reports from several of the department chairs, but not from others. She is requesting that all department chairs turn in reports on reassigned time for Spring 2007.

Advisory council meetings

Suzette distributed a handout, "Career and Technical Education Program Industry Advisory Committee," that contains information about the value of advisory committees to a program. She has received reports on advisory committee meetings and activities from a number of CTE department chairs. Other reports still need to be submitted.

Processes being edited

Diane presented the drafts of several processes that are being updated and edited. Department chairs will check them over and let Diane know by Tuesday, April 10, 2007 of any changes that need to be made. The processes will then be placed on the web where they can be easily accessed.

The guidelines for probationary and non-probationary contract renewals have been combined in order to better meet faculty needs.

Science building AC

Since the contractor is unable to complete the science building air conditioning project during the summer months, the project will be delayed until summer of 2008. In the meantime, portable air conditioning units will be placed in science labs.

Budget information

Suzette reported that the tier one and two MCC items are still in the 2008-09 legislative budget.

Summer school 2007 budgets need to be submitted now so that Diane can figure needs. It is unknown how the tuition raise will affect summer enrollment. Funds for the science lab tech and the social sciences clerk will need to come out of the summer school tuition. Academic support units are to submit one budget for their upcoming summer needs.

Retirement trends

According to a recent study, the UH system has hundreds of potential retirees in the next 2-3 years; of those, approximately 20-30 are at MCC. Program reviews will play an important part in the future plans of programs.

High school recruitment

Debbie Nakama reported that Maui County high school students are being recruited aggressively by other UH system community colleges and a number of four year institutions.

In addition to the MCC Student Services teams that are currently visiting the high schools, MCC faculty will need to recruit for their individual programs if the programs are to remain strong. Successful recruitment depends upon establishing relationships with individual students.

MCC faculty who are teaching at Kamehameha schools are establishing relationships and bringing students to MCC.

Students missing classes

Department chairs will ask faculty to call students who stop attending classes and encourage them to return, if that is a possibility. Students who would benefit from counseling should be referred to counselors.

American Diploma Project

Kate Acks reported on her attendance at the American Diploma Project conference in Dallas, Texas. The goal of the project is to ensure that high school students earn a high school diploma and that it means that they are ready to enter college or the job market. Bill Gates is a sponsor of the nationwide project.

Benchmarks for English and math and achievement standards for high school students are designed to ensure that they are prepared for college level work without spending long periods in developmental classes. This will mean that high school and college curriculum will need to be aligned.

Debbie Nakama reported that Gear Up is working with the American Diploma Project by piloting the electronic infrastructure that will make it possible to track the progress of students from middle school through college.

New tech fee

Sandra reported that she is creating an informational web site for the new technology fee to be implemented for fall 2007 students. She plans on having it completed by the weekend.

A committee is being formed to oversee the tech fee, according to the agreement.

Notes for Department Chair Meeting on Tuesday, April 10, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Eric Engh, Nancy Johnson, Cindy Foreman, Debbie Nakama, Debbie Winkler, Bob Wehrman, Donna Haytko-Paoa, Marti Wukelic, Lynn Britton, and Pat Adams.

Program reviews

Suzette asked department chairs to read the comprehensive and annual program reviews that are in her office and identify priority items that need to be included in the instructional budget requests. All justifications for budget requests must be based on data and outcomes. Department chairs may take the program reviews out of Suzette's office by checking the document out with Doris.

Pat asked that department chairs be aware of planning agenda items that were placed in the accreditation self study and may need to be placed in the budget through the program review process.

Suzette will present a summary of the program reviews to the executive committee at the end of April.

Enrollment projections

Debbie Nakama presented information on Maui County high school enrollment for the 2006-07 year; 2005-01 actual and projected enrollment; and Maui district matriculation patterns to MCC 2000-2006. The information shows that the number of students matriculating to Maui CC has gone down in the past several years.

Process guidelines

Diane distributed the edited versions of several processes that are being updated. Department chairs made several additional suggestions for changes. Diane will make the changes and see that the final versions are posted on the web for easy access.

Graduation list and awards

Diane will send out the finalized list of graduates. Department chairs will ensure that choices are made for student awards.

Notes for Department Chair Meeting on Tuesday, April 17, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Eric Engh, Nancy Johnson, Cindy Foreman, Debbie Nakama, Debbie Winkler, Bob Wehrman, Michele Katsutani, Liane Koga, and Pat Adams.

Budget priorities

Budget requests will be prioritized at the department chair meeting on Tuesday, April 24. All justifications for budget requests must be based on data and outcomes, as outlined in Suzette's email sent on Sunday, April 15.

As budget requests go through the college and system level, the possibility exists that they may be re-prioritized according to various needs and priorities at the different levels.

Cindy Foreman will send to department chairs last year's budget priority list.

Summer school 2007

Low enrolled summer school classes will be cut on Tuesday, May 29 for the A and C sessions and on Tuesday, July 3 for the B session. Both meetings will be held at 10 a.m. in Ka Lama 102. The summer classes will be cut according to criteria previously agreed upon by department chairs. **Diane will** send the list of criteria to the department chairs.

Diane presented the summer 2007 expense budget. Summer classes are expected to be self-sustaining; with the increase in per credit tuition, it is difficult to predict enrollment.

Department chairs will remind teachers to check their class enrollments regularly, both for summer and fall 2007 classes.

Spring 2008 schedule

The Spring 2008 schedule needs to be consolidated. Department chairs will send schedules to Diane. Classes need to be scheduled according to student needs at various times of the morning, daytime, and evening.

System workload policy

The UH system has an established summer workload policy for both 9-month and 11-month faculty. Department chairs will send Suzette a memo outlining summer work plans for 11 month faculty.

Processes finalized

Diane distributed the finalized versions of several processes that are being updated, Guidelines for Scheduling Classes and Guidelines for Canceling Classes. They will now be placed on the web for easy access.

Scenarios Online Project

An online course, "Scenarios: Teaching in the Learning College," developed by Valencia Community College, will be made available in the summer for interested faculty. The cost will be approximately \$100 per person. The course is being coordinated by Kapiolani CC.

Program reviews

Suzette will be meeting with program coordinators and department chairs to discuss program reviews.

The program review documents, both annual and comprehensive, are to be sent to Diane, who will see that they are placed on the web.

Information

Suzette has received most reassigned time forms from department chairs.

Attendees at the Chancellor's Advisory Council retreat recommended that the college connect with the community through strong involvement with program advisory committees.

Department chairs will look over the Annual Report Update on Student Learning Outcomes 2006-2007 and return it to Diane by Tuesday, April 23 so she can submit it to the accreditation commission by the deadline.

Mary Jones has put together a compact disk of templates for work that she has accomplished at MCC in the time that she has been here. She has distributed them to a number of key people, and they will be made available for use by faculty and staff.

Notes for Department Chair Meeting on Tuesday, April 24, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Eric Engh, Nancy Johnson, Cindy Foreman, Jan Moore, Debbie Winkler, Bob Wehrman, Michele Katsutani, Bobby Santos, Chris Speere, Dorothy Tolliver, and Pat Adams.

Dangerous classroom situations

The need for faculty to be aware of appropriate responses to dangerous classroom situations was discussed. Suzette reported that Alvin will send out a campus email giving information on procedures for response, whom to call, and campus and community resources. A workshop for faculty will also be conducted.

Financial aid information

Faculty members should let their students know that financial aid is not awarded for courses that can be completed in under 600 hours and 15 weeks. A number of certificates are affected by this ruling.

Supplemental budget priorities

Tier one and two of Maui CC priorities appear likely to be funded by the Legislature. Tier three requests were included in the supplemental priority budget list for 2008-2009 Supplemental Budget for Maui CC Instruction, Academic Support, UH Center, and OCET.

To be requested: (Listed in priority order)

1. TLC Director
2. Culinary Arts (2 APT and 1 fiscal support) NOTE: Needed for accreditation.
3. IT computer support (3 APT)
4. Mental health position
5. Instructional Designer position
6. Humanities/Social Science clerk position

The need for positions will need to be justified with strong data and information from program reviews.

Other positions requested previously: (Not listed in priority order)

MLI Director

OCET Program Support (1 APT; .5 clerk)

Workforce positions previously requested:

- Culinary (2)
- Sociology (1)
- English (1)
- Business Careers (1)
- ABIT (1)
- Accounting (1)
- Job placement (1)
- Math position

Additional positions added 4/24/07: (Not listed in priority order.)

Library IV permanent position (need position # only)

Library ed specialist (APT)
Production (APT)
Molokai LRC Manager
Lanai/Hana/WMEC clerk positions

The operational budget will be discussed on Tuesday May 8. Supply budgets will also need to be reviewed.

Next meeting

No department chair meeting will be held on Tuesday May 1. The next meeting will be Tuesday May 8.

Notes for Department Chair Meeting on Tuesday, May 8, 2007

Present: Suzette Robinson, Diane Meyer, Sandra Swanson, Eric Engh, Nancy Johnson, Cindy Foreman, Debbie Winkler, Bob Wehrman, Colleen Shishido, Mike Albert, Debbie Nakama, Dorothy Tolliver, and Pat Adams.

Disaster contact list

Suzette handed out charts containing names of those who work in all MCC units and departments. Department chairs will collect the following information from all permanent faculty and staff members (lecturers may be included if they teach regularly):

Name

Work phone number

Home phone number

Cell phone number (optional)

Email address

 Work

 Home (optional)

Unit chairs will return the information to Doris by May 21, 2007.

Budget update (Suzette)

State Legislature:

All Maui CC tier one and two priorities have been approved:

July 2007: 6 nursing faculty and staff and 5 counseling and student services positions.

July 2008: 1 faculty each for art, HOST, math, and dental hygiene programs; 2 faculty each for sustainable science and electro optical. Funding for these positions will begin July 2008. To ensure that positions will be filled by July 1, 2008, hiring should begin in spring of 2008.

Maui County:

Maui CC projects that are currently included in both the mayor's and the county council's budgets.

Cooperative education: \$ 50,000

Nursing and dental: \$500,000 (These funds must be matched with non-county/non federal funds and are restricted to nursing and dental.)

Funds for a long-term care partnership to be based at Maui CC are also included at \$250,000

Funding (\$250,000) for sustainable energy projects was removed from the budget.

Summer school 2007

Enrollment for summer school 2007 is 70 students below the enrollment for summer school 2006 at this time last year. In order to be self-supporting, summer school classes must have at least 15 students. Exceptions will be made on a case by case basis. Low enrolled summer classes will be cut at 10 a.m. on May 29 and on July 3. For the May 29 class cutting, Bruce Butler will fill in for Sandra Swanson; Sandra will attend to all other department chair duties until her official retirement at the end of July 2007.

In addition to faculty salaries, summer tuition must cover the costs of supplies, printing, tutoring, and library services. With no projection of a summer school excess balance, budgets will be limited.

By Wednesday, May 16, department chairs will let Diane know their specific summer school needs with a listing of supplies and a dollar amount; she will use that information to create a balanced budget.

Suzette, Diane, and Pat will schedule a meeting to structure the 2007-2008 instructional budget.

Tech fee committee meeting

Bob Wehrman reported that the tech fee committee has met twice; at its third meeting on Thursday, May 10, requisitions will be generated for initial purchases. Purchases will follow the "Guidelines for Use of Technology Fee Revenues" document.

This first year, purchases will be made for needs submitted directly to the committee. In the future, submissions will be routed through the department chairs and the student government. Items that will directly impact student needs will be purchased. Under consideration: memory upgrades for computers in Kaaikē 218 and 219; 2 flat screen TVs for the renovated student lounge; a digital camera for student use; a lab assistant for Kaaikē 218 and 219; 12 upgrades for La Lama computer lab computers.

Suggestions were made to publicize the student fee purchases in the student newspaper and by attaching identification to items purchased.

Future meetings

Department chair meetings for 2007-2008 will be held from 3-5 p.m. on Tuesdays in Kaaikē 210, beginning the first week of instruction in fall 2007. Diane will work with Mike Albert to include outreach educational centers in meetings twice a month.

Perkins funding

Suzette reported that the Maui CC Perkins IV proposal was approved by the UHCC system with an adjustment that reduces the \$60,000 system overage. The coordinator position was reduced from 11 to 9 months, and the special needs funds were removed, since special needs will be covered system wide.

Suzette will send out information on Perkins funds available for Leadership activities, e.g. staff development, technology.

Perkins mini grants will also be available for funds that expire September 30, 2007. These can be used for needed equipment.

Notes for Department Chair Meeting on Tuesday, May 29, 2007

Present: Suzette Robinson, Diane Meyer, Eric Engh, Cindy Foreman, Bruce Butler, Mark Hoffman, Colleen Shishido, Mike Albert, Debbie Nakama, Dorothy Tolliver, and Pat Adams.

Campus instruction equipment priority list (Funding source: tuition and special fees)

Equipment needs for 2007-2008 were presented, justified, discussed, and then prioritized.

Approximately \$100,00 may be available for equipment in two sums of \$50,000 each from tuition and fees. The following items will be purchased with the first \$50,000:

New computers and monitors for L02; the present monitors from L02 will go to Kaaie 219.

New computers (boxes only, no monitors) for Kaaie 219; these will be used with L02 monitors

The present Kaaie 219 computers (with monitors) will be upgraded for faculty needs as requested:

Allied Health	6
Humanities	5
Student Services	3
Molokai	3
English	1
CTE/Voc Tech	6
Social Science	1

As funds permit, Mark Hoffman will work on upgrading several more computers (boxes only) to be distributed to faculty.

The following items will be purchased with the second \$50,000 (if funds become available):

New computers for Kupaa 203	\$34,000
Library upgrade of subnet	3,000
Student Services server	2,500
Classroom technology upgrades	10,000