

Notes for Department Chair Meeting on Tuesday, April 11, 2006

Present: flo wiger, Suzette Robinson, Diane Meyer, Nancy Johnson, Cindy Foreman, Eric Engh, Bob Wehrman, Jon Lightfoot, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Dorothy Tolliver, Debbie Winkler, Donna Haytko-Paoa, Jeannie Pezzoli, and Pat Adams.

New STEM secretary

Rory Burke, the new STEM secretary, was introduced.

Summer department needs

During the summer when department chairs are away from the campus, department needs will be taken care of by secretaries. Paperwork will be signed by flo or Suzette.

Hiring practices

Before the closing date for any advertised positions and before any applications for advertised positions are seen by committee members, Robyn Klein needs to approve the questions to be asked of the applicants and the structure of the screening committee. Robyn also needs to meet with the committee before the applications are discussed; flo should be invited to attend that meeting.

Any applicants not meeting minimum qualifications or not submitting all required documents by the deadline for submittal of applications should be screened out.

When a screening committee has made a selection, the memo sent to flo with the applicant's file should include the strengths and weaknesses of any applicant selected for possible hiring. The job description should be used as a model for the screening process.

An applicant may be interviewed over the telephone as long as all applicants are offered that same opportunity. A potential applicant is allowed to visit the campus for informational purposes only before the position is closed; no discussion of the position being advertised may take place.

Cindy went over the new Form 17. On each qualification, applicants are rated 0, 1, or 2. The computer tallies the numbers. The numbers assigned to each qualification by the screening committee may take into consideration an applicant's interview score. A teaching demonstration may also be considered in the scoring process. Since Form 17 cannot be completed until after an applicant is hired or not hired, secretaries should put the information on an excel sheet for use by the screening committee. Hiring training will be held at the April 25 department chair meeting.

Position news

The paperwork for the non-tenure track English and tenure-track Early Childhood positions has been completed. Doris will put the ads in the Maui News on Sunday, April 16. Suzette is working on filling the director of OCET position by August 2006, if possible.

Lecturer steps

Lecturers are responsible for keeping track of how many credits they teach and letting their supervisors know when they qualify for a higher rank (and higher pay). Secretaries should also keep track of credits taught by updating a tally sheet in each lecturer's file every semester. (According to Jeannie, the information may also be tracked in Banner.) Lecturers receive credit for classes taught during the summer session and at other UH System institutions.

ID cards

A student who is taking an MCC class at any location is eligible to receive an MCC identification card.

Low enrolled classes

Jeannie reported that only 13 Fall 2005 classes were low enrolled with 9 or fewer students. Fifty-seven classes are low enrolled for Spring 2006. This could be caused by a number of reasons, including the low unemployment rate on Maui. Also, some teachers have reported that discontinuing the wait lists has caused lower class enrollments. They say that fewer students are appearing in class on the first day asking to be admitted.

The possibility of a student being admitted even when a class is listed as “closed” will need to be better publicized. Sandra suggested that a pop-up window could be installed for online registration that would tell a student who is trying to enroll in a closed class that he or she should go to class on the first day and ask for admittance.

Donna reported that off-island students often have difficulties meeting prerequisites when those classes are not available to them on a regular basis. Jeannie reported that evening students often have the same problems.

The campus may need to reexamine and access the validity of all prerequisites, checking to see if they are truly essential to the success of students or if they are meant to be recommendations.

West Maui Education Center

Suzette reported progress on the West Maui Education Center. Two retired teachers will be hired on a casual hire, part-time basis to oversee the Center until a full time person can be funded. Cable access will begin in Fall 2006; regular classes will be scheduled for Spring 2007.

Discussions and information

flo will talk with David Tamanaha about the problem of homeless people spending time on the campus; about the possibility of non-profit groups meeting on the campus in available rooms; and about the possibility of replacing the unusable blackboard in Science 10A.

flo will send to the campus the proposed changes in the diversification hallmarks. Information needs to be sent back to Tom Hilgers by the end of April.

Conflict of Interest Disclosure forms need to be filled out by full time faculty and staff, signed by their supervisors, and returned to Angela.

Department supply budgets must be used by April 28.

Notes for Department Chair Meeting on Tuesday, October 25, 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, Debbie Winkler, and Pat Adams.

Discussion of positions needed

The need for positions in all areas of the campus was discussed; positions were prioritized according to need.

Instructional:	Priority	
Sociology/AJ	co-first	
Math (1.5 positions)	co-first	(1.0 = temporary; .5 = non-tenure track)
Human Services	third	

Instructional positions already included in supplemental budget:

Hawaiian Studies

Dental

Early Childhood

Academic Support (in priority order)

1. TLC coordinator
2. Media specialist III
3. Library Assistant IV

UH Center

1. APT Instructional/Academic Support

OCET

MLI (now temporary; move to tenure track)

Sick leave procedures for faculty

Sick leave procedures for faculty were discussed. Any faculty member who is ill and unable to teach his or her classes should do the following in the order listed:

1. Call the department secretary.
2. If no one answers, call Doris.
3. If no one answers, call the department chair.
4. Calls should be made until the teacher reaches someone to talk with.

The secretary posts notices on classroom doors and calls students, if names and numbers are available. The secretary also calls the sick teacher's phone and leaves a message reminding him or her to go to <www.hawaii.edu/ohr/docs/forms/forml.htm>, fill out the sick leave form, and submit it to the department chair for his or her signature. **Secretaries** should also have form available in their offices. **flo will** send information about this procedure to the campus via Maui Announcements.

Department chair and program coordinator workloads

Some department chairs are feeling overwhelmed, teaching four classes and receiving only three credits reassigned time for their department chair duties. Some departments are more diverse than

others and may need more time. **flo** wants to see concrete examples or logs of what duties are overwhelming to them. This discussion will continue.

Some program coordinators who currently have no reassigned time are asking for reassigned time so that they will have time to do the growing numbers of duties expected of them, including program reviews. The issue will be discussed at the October 26 assessment meeting.

Next department chair meeting: November 8 at 3:00 p.m. in Ka`a`ike 107.

Notes for Department Chair Meeting on Tuesday, November 8, 2005

Present: flo wiger, Suzette Robinson, Diane Meyer, Lenore Knobel, Cindy Foreman, Eric Engh, Mike Albert, Sandra Swanson, Dorothy Pyle, Michele Katsutani, Debbie Nakama, Karen Muraoka, Dorothy Tolliver, Debbie Winkler, Donna Haytko-Paoa, Marti Wukelic, Jeannie Pezzoli, and Pat Adams.

Summer school schedule

Diane has constructed the tentative schedule for summer school 2006. **Department chairs** will discuss the schedule with their faculty and let Diane know of any changes and who will be teaching summer classes **by the end of November**.

Department chair and program coordinator workloads

Cindy reported that her record shows that she averages 8 to 10 hours per week handling department chair responsibilities. Other department chairs reported that they spend up to 15 hours per week, depending upon the size of the department and the complexity of their responsibilities.

The "Guide to Determine Compensation of Division/Department Chairs" was discussed.

flo researched the subject of offering assigned time to program coordinators, as discussed at the last department chair meeting. She found that program coordinators across the UH System do receive assigned time; the last time MCC program coordinators received it was in 1995.

Action:

flo will meet with both department chairs and program coordinators individually to discuss workloads and to determine any actions that should be taken.

ACCJC visit

ACCJC representatives Barabara Beno and Joe Richey will visit MCC on Monday, November 14 to discuss Program Review and ABIT progress.

Program Review

Jeannie reported that MCC has accomplished program reviews as far back as 1977.

Donna reported that the federally funded programs on Molokai had also completed program reviews. Those were included as attachments to the Molokai comprehensive report.

Suzette reported that as a result of suggestions by the Executive Committee review team for OCET's comprehensive report, OCET brought in an expert for consultation and has implemented his suggestions.

After reading the program reviews, Suzette and flo met with program coordinators to discuss issues that came to light as a result of program reviews. Joint credit and non-credit relationships in certain programs are under discussion.

Suzette passed out the UHCC System policy for program review. The suggested template is similar to the one MCC is using.

Suzette reported on the discussion to consolidate the two teams that review and validate program reviews into one. This would enable the team to complete its recommendations by January, when the budget is under discussion. **Diane** will take the issue to the Academic Senate for discussion.

Student evaluations

The possibility of emailing tabulated results of evaluations to faculty was discussed. **fo said** that if this were done, a copy should also be emailed to the faculty member's department chair.

The pros and cons of online student evaluations were discussed. Sandra reported that an electronic evaluation system now exists. The subject will need further discussion.

Notes for Department Chair Meeting on Tuesday, November 22, 2005

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

Waitlists to be discontinued in Spring 2006

Issues involved in the Spring 2006 discontinuance of the waitlist policy were discussed. Teachers will need to decide what criteria they will use to add students who come to class the first day but are not officially registered. One suggestion is to establish priorities by finding out how close each student is to graduation. flo suggested that faculty may want to discuss the matter with UH System colleagues whose campuses discontinued waitlists some time ago because of Banner issues.

Without a waitlist, whenever a student withdraws from a closed class, Banner will open a slot in that class. Thus students will be able to register at any time of the day or night online up to and including the first week of classes.

NOTE: Any faculty member who does not wish to accept students during late registration (the first week of classes) may send an email to flo, who will see that the class is closed before the first day of instruction. If this is not done, the class will remain open during late registration. The request should be made at least a week ahead of time.

Prerequisites in Banner System

The Banner System does not allow students who have not met the prerequisites to register for a course. This means that students who are currently taking a course that is a prerequisite for another course are locked out of registering for that second course, e.g. English 22 students cannot register for English 100. Before they can register, students will need permission from the teacher of the prerequisite class.

MCC Grading Policy

Beginning Spring 2006, it will no longer be possible for faculty to give a student an N or NC grade. Grading options:

1. A through F. (This is the Banner default grading option unless students have chosen another option.)
2. CR or NC. The student must choose this credit or no credit option when registering or by the date listed in the catalog. I for incomplete; W for withdraw; and L for audit are also student initiated options.

Faculty members should make sure that grading options are clearly stated in all course syllabi.

Room Scheduler accuracy

Department chairs will ask their secretaries to check the accuracy of the room scheduler. They can do this by looking at one month, e.g. September, to see if all classes have been put into the scheduler. Diane will give a matrix to the secretaries to check.

Class cuts

Department chairs will make the first low enrollment class cuts on Tuesday, December 13. The final cut will be made at noon on January 5.

Non-Instructional Day March 3, 2006

Friday, March 3, 2006 will be a non-instructional day. Faculty and staff members are invited to a WILD (Wo Innovations in Learning Day) filled with fun-filled, morale boosting, professional and personal development activities. The day will be planned and carried out by Eric Engh and other Wo Learning Champions.

Department chair stipends

flo reported that the paperwork is being processed for department chairs to receive a monthly stipend, retroactive to August 1, 2005.

Discussions:

AA degree: the outcome of the proposed new AA degree that was passed by the Academic Senate was discussed. **Dorothy Pyle** will check the document in flo's office to see if it is the latest version that was passed.

Peer evaluations: the importance of discussing peer evaluations in a timely manner with the teacher being evaluated and the need for training for those doing peer evaluations were discussed.

Suzette will finalize the MCC Late Registration Policy and send it to the campus. Diane will take it to the Academic Senate for approval.

Notes for Department Chair Meeting on Tuesday, December 13, 2005

Present: flo wiger, Karen Muraoka, Diane Meyer, Dorothy Tolliver, Dorothy Pyle, Eric Engh, Mike Albert, Debbie Winkler, Debbie Nakama, Sandra Swanson, Michele Katsutani, Cindy Foreman, Donna Haytko-Paoa, Marti Wukelic, Nathan Chang, Ann Alvarez, and Pat Adams.

MSW through distance education

Nathan Chang and Ann Alvarez from the UH School of Social Work reported on the proposed Master of Social Work to be delivered to the neighbor islands, including the education centers at Hana and on Molokai and Lanai. The offering is dependent upon the funding of the supplemental budget that the University of Hawai'i has submitted to the legislature.

If the funds are appropriated, the full MSW degree program will be offered, beginning with a cohort of 25-30 students, in Summer 2007. In the meantime, one MSW-level course will be offered in Fall 2006 and one in Spring 2007. Students who take these courses and are subsequently admitted to the degree program will be able to use the courses toward the full degree.

The courses for the degree will combine the use of interactive television, online computer delivery, and possibly some face-to-face classroom time. Cohorts will consist of 25-30 students. The first cohort would begin in Summer 2007 and the second the following year.

Prospective students should contact the University of Hawaii Center, Maui or visit the UH School of Social Work website: <http://www.hawaii.edu/sswork/> and follow the link to Distance Education.

Counseling Information

Michele Katsutani went over the power point presentation that she delivered to the Academic Senate. The information outlines in detail the wide range of services that the present counseling staff provides for pre-enrolled, enrolled, and graduate/leaver students.

In order for the Counseling Department to provide quality services for students in the new and expanding programs and for the numbers of international and non-resident students expected in the near future, additional staff will be needed.

Michele presented a flowchart showing the 29 important roles that MCC counselors fill in academic advising, counseling, campus and system activities, and as community resources. Michele reported that the Academic Senate passed a resolution of support for the Counseling Department that will be presented to the MCC Executive Committee.

flo said that additional staffing needs that are validated in the Counseling Department's Program Review would be placed in the planning and budgeting processes. flo asked who will assume Herb Coyle's duties after his retirement at the end of December.

Michele will talk with Alvin about plans to fill Herb Coyle's position and report to flo.

Dorothy Pyle suggested that a workshop be scheduled for Spring 2006 on special needs student issues.

Kamehameha Schools partnership

Debbie Nakama reported on the Memorandum of Agreement between MCC and Kamehameha Schools whereby MCC faculty teach classes on the Kamehameha campus. Kamehameha pays regular MCC tuition for students. Depending upon the individual situation, full time faculty must teach 5 + 5 at MCC in order to receive overload for Kamehameha teaching. Lecturers can teach at Kamehameha at part of their loads; they will not be paid overload by MCC.

The classes are part of Kamehameha's honors program and are scheduled around MCC's schedule. Kamehameha students attending an MCC class are required to meet MCC's prerequisites for that class. Upon completion of the class, they receive dual credits.

The classes this semester have been well received with full enrollment, and Kamehameha has requested that the program be continued.

A discussion of the subject covered questions on mileage for faculty, equality for students at both institutions, overload possibilities, choosing of faculty to teach the classes, MCC identification cards and Banner enrollment for students, and Kamahamaha's possible expectations for faculty.

Classes offered under the Memorandum of Agreement with Kamehameha are intended to be scheduled as additional classes beyond what MCC needs to regularly offer its students.

Grading options

This semester will be the last opportunity for students to receive the N/NC grade. In order to assign this grade, a faculty member needs to email Tressy Aheong the student's (or students') name and identification number. Tressy will implement an override that will make it possible for the teacher to assign the grade.

Tressy was commended for her friendly manner and excellent service to faculty and students in assisting with this and other transactions.

First week schedule

Diane went over the first week schedule. Spring 2006 department meetings will be held at 1:30 p.m. on Tuesdays.

Department chairs will let their faculty know about important meetings, including the New Faculty/Lecturer Orientation on Wednesday, January 4 from 5:00-7:00 p.m. in Ka Lama 104A. Food will be served at 4:30 p.m.

Department chairs will also include in any future lecturer letters the phrase: *You are responsible for adhering to the course description, student learning outcomes, and any other information pertaining to the course you are teaching. See your department chair for information on this.*

Department chairs will collect 5-4 forms from faculty members and keep them in the department files.

Akaku issue

The Akaku dispute was discussed. Akaku board members who are against sharing funds with MCC and the DOE are sending a barrage of letters and emails to legislators and others. Those who favor sharing funds are not communicating in a like manner.

At this point, UH attorneys prefer mediation to a lawsuit. Mediation is scheduled for the end of January, 2006.

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

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

Copying student packets

The issues involved in copying and distributing packets of educational materials were discussed. Bev reported that she still regularly copies packets for teachers. The packets are then sold to students at the Book Store. An issue in the past was the media center's having to buy back unsold packets; recently this has not been required by the Book Store management.

The allocation of funds received by the media center has been cut in half. What the media center makes by copying packets is spent on needed supplies. This amount has been cut by the use of outside copy services.

Some faculty members want to simplify the copying process and make it less expensive by having packets copied at a commercial outlet and selling them directly to students. Under UH System regulations, this is not allowed. It was suggested that faculty make their materials accessible to students by putting them online, as some faculty are already doing. Also, faculty can still ask students to purchase packets either in the Book Store or at a commercial copy service.

Closed classes

Jeannie, Diane, and Liane Awana closed classes for all faculty who requested that their classes be closed before late registration. Overall, the system worked well. Since an override is specific to a student's name and number, faculty have the ability to override a class and make it possible for a student to register after the class has been closed by request.

Survey responses needed

Jeannie will keep the general information survey open for the next week. Since results of this survey will be used in the accreditation self-study, a high rate of completion is important. Department chairs will encourage department members to fill out and submit the anonymous survey. The process should take less than 7 minutes.

Jeannie has emailed the results from the convocation survey to the campus.

Memo of Agreement with Kamehameha School

The memo of agreement between MCC and Kamehameha School was discussed. In Fall 2005, MCC faculty taught classes onsite at Kamehameha School, making it possible for Kamehameha high school students to earn dual credits for MCC classes completed. At the request of Kamehameha School, the partnership will continue.

Questions about how a teaching overload would affect the 5-4 contractual agreement for full time faculty was discussed. flo will research the issue.

Debbie Nakama will send information clarifying the criteria for teaching at Kamehameha School to department chairs, who will then communicate it to interested faculty.

Reorganization Request

Pat presented a rough first draft of the Reorganization Request for corrections, suggestions, and comments. Suggestions will be incorporated into the document.

Voting for department chairs

Departments will hold annual department chair elections early in the spring semester so that schedules for the fall may be adjusted appropriately.

Next meeting

The next department chair meeting will be held at 3 p.m. on January 24 in Ka Lama 102.

Notes for Department Chair Meeting on Tuesday, January 24, 2006

Present: Diane Meyer, Jeannie Pezzoli, Cindy Foreman, Eric Engh, Mike Albert, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Debbie Nakama, Dorothy Tolliver, and Pat Adams.

Discussions

Flex enrollment: Jeannie presented enrollment data on flex and non-flex scheduled classes. Data were compiled from pre-drop lists for flex classes and post-drop lists for others. In almost all cases across the disciplines, enrollment for flex classes was lower than for similar non-flex classes.

Diane asked that department chairs let her know how many faculty plan to teach flex scheduled classes in Fall 2006. **Diane** will need to arrange the time schedules.

Writing skills: The inability of some students to transfer skills learned in English or math classes to assignments in other disciplines was discussed. **Possible reasons:**

- Students have difficulty transferring skills to a subject in which they have no foundation of knowledge. This is particularly true for ESL students, who may revert to the sentence construction of their first language when confronted with unfamiliar material.
- In English classes, writing is taught as a process. Students are given opportunities to rewrite and edit essays. The numbers of times they are allowed to do this may vary according to teacher or period in the semester.
- In disciplines other than English, when students are given the opportunity to submit papers for the teacher's critique prior to the due date, only a small percentage of students do so.
- Some students do not make a connection between skills learned in English and skills needed for assignments in other disciplines.
- Some students return to school years after taking English 100, having forgotten many of the elements of grammar, punctuation, and organization.
- High school students who enter college with weak English and math skills often need a great deal of practice before they master the levels needed for other disciplines.

The subject will be discussed further in English department meetings.

Cal-PASS

Debbie Nakama explained the California Partnership for Achieving Student Success (Cal-PASS), a program that creates partnerships between K-12 schools, community colleges, and universities. Student transcript and performance data are collected, analyzed, and shared in order to track and improve student success from elementary school through university level. The primary impetus is to reduce barriers between the segments and promote seamless transitions for students.

Since Maui County has a foundation of partnerships already established, Dr. Karla Jones, State Director of Career and Technical Education, is willing to support a HI-PASS pilot on Maui. Further information will be forthcoming.

Wait lists

Overall, the no wait list policy worked out well; however, it may have caused enrollment to fall in some classes when fewer students attended the first day of a class to check for any available space. Students will be reminded of that possibility in the catalog and schedule.

Notes for Department Chair Meeting on Tuesday, February 14, 2006

Present: Diane Meyer, Jeannie Pezzoli, Nancy Johnson, Cindy Foreman, Eric Engh, Mike Albert, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Debbie Nakama, Dorothy Tolliver, Donna Haytko-Paoa, Marti Wukelic, David Tamanaha, Flora Mora, Debbi Brown, Angela Gannon, Jan Moore, and Pat Adams.

Eight-year budget

David requested that unit chairs talk with those in their departments and make lists of factors that may impact each area in the next eight years. For instance, any new programs, faculty, or support services that will be needed through the years 2013 and 2014. Campus priorities will dictate what is requested in the budgets.

Since it cannot be assumed that what is included in the supplemental budget will be funded by the legislature, we will need to place those items in the first two years of the eight-year budget.

Accreditation Standard III

Cindy facilitated a discussion and comments on sections IIIA and IIID of the ACCJC Standard. The comments will be included in the self-study report.

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

Present: flo wiger, Diane Meyer, Jeannie Pezzoli, Nancy Johnson, Cindy Foreman, Mike Albert, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Dorothy Tolliver, Liane Koga, and Pat Adams.

CCSSE surveys

Jeannie distributed lists of faculty members whose students are to complete Community College Survey of Student Engagement (CCSSE) surveys. Out of 46 packets, 36 are waiting to be picked up in Jeannie's office. So that MCC will not miss the deadline for submittal to CCSSE, Jeannie asked that department chairs remind faculty members who have not yet done so to please pick up their packets and administer this important survey.

The activity will take approximately 30 minutes or less and can, if necessary, be completed in two 15-minute periods, e.g. one at the beginning and one at the end of the class. Based on student responses on this survey, MCC has in past years received national recognition. Also, this information can be important for accreditation purposes. If requested, the packets will be delivered to a faculty member. Also, someone can be made available to oversee the completion of the survey in a classroom.

Fall 2006 Schedule

The Fall 2006 schedule has been completed and will be posted on the web. Any changes made in Banner at this point will not go into the printed schedule. Secretaries will need to submit any necessary changes on the change form.

CC Leadership Champion

Cindy Foreman, the current Community Colleges Leadership Champion (CCLC), explained the position and asked for nominations for the next person who would serve as the June 2006 to June 2008 Leadership Champion.

That person will have the opportunity to network with other professionals from UH campuses; meet and learn from various leaders within the UH System; develop leadership, organizational, communication, and team building skills; and attend the Community College Leadership Development Institute, a week-long summer leadership workshop at the University of San Diego.

Both faculty and staff members may apply; self-nominations are welcome. Nominations should be submitted to Cynthia Foreman via email (cforeman@hawaii.edu) by Wednesday, March 8, 2006. The final selection will be made by the Chancellor and announced by the end of March.

Summer and fall letters

Department chairs will send letters of intent to all lecturers and full time faculty who will be teaching summer school in 2006. The letters must be turned in to Personnel by the end of April. As closely as possible, the MCC summer schedule has been coordinated with the new DOE schedule. Diane will send out the account number for summer school supplies.

The Fall 2006 lecturer letters must be turned in to Personnel by mid-July.

Missing scantron forms

Sandra reported that nearly two boxes of scantron forms purchased by the STEM department have recently disappeared from under the counter in the STEM business office. Sandra will send out an email to try to locate the forms.

Fall class cancellation

Low enrolled classes for Fall 2006 will be cut on Thursday, August 10, 2006.

Eight-year budget priorities

Faculty positions to be placed in the eight-year budget were discussed and prioritized. Positions in the supplemental budget and add-ons included in David Tamanaha's budget are not among those prioritized. If those positions are not funded, they will be placed in the next budget.

Positions requested (fiscal year):

<u>2007-08</u>		<u>2008-09</u>		<u>2009-10</u>		<u>2010-11</u>		<u>2011-12</u>	
Biol	1.0	H Serv.	1.0	Hawn	1.0	Phys	1.0	Math	1.0
Media APT	1.0	Geog	1.0	Chem	1.0	Mus	1.0		
AJ	.5	Math	1.0	AH Couns	.5	Biol	1.0		
Soc	.5	ECET/ICS	1.0	ENG	1.0	Psy	1.0		
Bus Careers	1.0	Coop APT	1.0	Art	1.0				
Ret. Couns.	1.0	Spanish	1.0	Nurs Aide fac	1.0				
HOST	1.0	Clerical (Lib)	1.0						
Art	.5	Clerical (SS)	1.0						
Art	.5	ABIT fac	1.0						
ENG	2.0	Biology	1.0						
BA. Couns.	1.0								
Curr/BanAPT	1.0								

In Supplemental Budget:

Oral Health
Bio tech
Early Childhood
Nursing
Construction
Hawaiian

Positions listed in priority order

<u>FY 2007-08</u>		<u>FY 2008-09</u>	
1. English	1.0	Clerical (SS)	1.0
2. Biology	1.0	Clerical (Lib)	1.0
3. Retention Coord.	1.0	Spanish	1.0
4. Media APT	1.0	Geography	1.0
5. Curric/Banner APT	1.0	Math	1.0
6. Counselor/BA	1.0	Human Serv	1.0
7. Admin. Justice	.5	BA faculty	1.0
8. Sociology	.5	ECET/ICS	1.0
9. Dental Hyg.	1.0	Biology	1.0
10. HOST	1.0	Coop/APT	1.0
11. Art	.5		
12 Art	.5		
13. Bus Careers	1.0		
14. English	1.0		

The next department chair meeting will be held at 3 p.m. on Tuesday, March 7, 2006. The budget discussion will continue, including equipment and supplies.

Notes for Department Chair Meeting on Tuesday, March 14, 2006

Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, Mike Albert, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Dorothy Tolliver, Jon Lightfoot, Jan Moore, Eric Engh, Debbie Winkler, Donna Haytko-Paoa, Marti Wukelic, and Pat Adams.

Instructional budget priorities

Budget drivers include Strategic Plan action strategy team reports, program review data, and other campus initiatives. Instructional budget needs for 2007-08 and 2008-09 were discussed and prioritized in the following order, based upon consensus of the department chairs:

	<u>07-08</u>	<u>08-09</u>
1. General supply	\$115,000	\$200,000
2. Restore restricted items	See David's budget	
3. Computer support	See budgets for information: Mike Albert's for classroom work stations Sandra Swanson's for faculty needs Steve George's for student computer needs in classrooms Debbie Winkler's for TLC labs	
4. Voc Tech equipment	priority items of the \$900,000 needed	
5. Library security system	\$40,000	
6. Student help	\$150,000	
7. STEM requests	\$1.0 M	

Also need to be included in budget:

Travel needs, e.g. for faculty to meet with system colleagues on program issues

Marketing tools \$150,000

Books and software for library

Lecturer requests

Funds allocated for each newly hired faculty member

Individual programmatic needs

To be researched:

The possibility of leasing computer equipment, e.g. comparisons of costs, possibility of keeping more current with changing technologies, possible student need for individual computers.

Travel costs for academic support resulting from having to travel from neighbor islands.

Possibility of paying for travel costs from professional development fund; need to clarify guidelines.

Notes for Department Chair Meeting on Tuesday, March 21, 2006

Present: flo wiger, Suzette Robinson, Diane Meyer, Mike Albert, Sandra Swanson, Dorothy Pyle, Colleen Shishido, Dorothy Tolliver, Jan Moore, Eric Engh, Bob Wehrman, and Pat Adams.

Instructional budget priorities

Actions to be taken on possible positions to be filled for Fall 2006 were discussed.

Permanent non-tenure track positions to be filled from lecturer funds:

One AJ/Social Science position

Two English positions

Paperwork is currently being processed for signatures. When the paperwork is completed, the positions will be entered into Work at UH and advertised in the Star Bulletin and The Maui News.

Workforce development positions; hiring is dependent upon legislative actions:

<u>Position</u>	<u>Responsible person</u>
Oral Health	Nancy Johnson
BioTech	Sally Irwin
Early Childhood	Elaine Yamashita (paperwork completed)
Hawaiian Studies	Lui Hokoana
Hawaiian Language	Lui Hokoana

(One generic advertisement will cover these five positions)

Construction Academy (possible 6 positions)

West Maui Education Center APT (one position, RDP- funded)

Nursing (possible 6 positions)

Pseudo-numbers will be used for these positions; positions will be entered into Work at UH.

Legislators require that any faculty positions funded will be filled by Fall 2006; the APT position would need to be filled by July 1, 2006.

The nursing positions are being advertised statewide; the Construction Academy positions will be advertised by the campus.

Maui County presentation

Clyde will be making his presentation with requests for Maui County funding on March 30 at the County Council hearing. Support and testimony are invited.

Student awards

Diane passed out information on the **four Regent's Awards** presented to graduates each year at commencement. **The name of the graduate to receive an award must be submitted to Diane by May 1, 2006.**

<u>Award</u>	<u>Area</u>
Business	Business
Liberal Arts	Social Science/Humanities; Language Arts; Math/Science
Public Service	Nursing; Administration of Justice; Early Childhood; Human Services
Vocational	Vocational Technical

To be eligible, a student must have a 3.2 GPA, be recommended by the faculty of the appropriate discipline, and demonstrate a high level of involvement in school and community activities. The students selected will be recognized at the graduation ceremonies and receive an engraved plaque.

Nominations are also needed for the **2006 graduation Valedictorian speaker**. The student should exemplify responsibility and leadership as a member of MCC and the Maui community; have a cumulative GPA of 3.8 at graduation; have been involved in service to MCC; be enrolled at MCC; graduate with an associate degree this spring; and be walking as part of the commencement ceremony. **The deadline for nominations is 4:30 p.m. on Friday, April 7, 2006 to mailbox #118.** For further information, contact Renee Riley.

Budget priorities

The need to prioritize position requests with equipment requests for inclusion in the budget was discussed. Some departments, e.g. STEM and CTE/Voc Tech, have urgent and sometimes more expensive equipment needs than others. The possibility of leasing computer equipment was researched. Based on information and on past experiences, leasing does not appear to be a viable option

Summary of classroom equipment needs:

- Science
- Automotive Technology
- Computers (100 for faculty and staff; 175 for student use)
- ECET
- Operations and Maintenance
- Fashion Technology
- Student Services equipment
- Media
- Humanities

Positions will be left in the general fund request; supplies and equipment will be funded by tuition and fees.

Stocktaking meetings

As reported on the system-wide "Stocktaking" meetings on the biennium budget scheduled to begin March 22. Each Chancellor/VP will make a 30-minute presentation explaining his or her campus's biennium budget proposals to all other campuses as a precursor to integrating the individual campus proposals into a system-wide biennium budget proposal.

This year's Stocktaking meetings are designed to align the biennium budget proposal with identified state needs; a shift in priorities may need to be made, according to legislative funding.