

## **Department Chairs Meeting**

**August 4, 2010**

Present: Mike Albert, Marty-Jean Bender, Mark Cook, Lenore Knobel, Eric Engh, David Grooms, BenGuerrero, Kiope Raymond, Kathy Fletcher, Kate Acks, Thomas Hussey, Colleen Shishido, Cyrilla Pascual, Diane Meyer, John McKee

Summer Enrollments for years 2005-2010 distributed.

Persistence/Retention numbers. John asked for feedback from departments. Debie Amby will run this report every week. It shows percent of students enrolled in Spring 2010 and returning for Fall 2010 by program major. Discussion followed on setting an application deadline and eliminating late registration. Students who enter at the last minute often are not retained.

New faculty/lecturer orientation. Will be held 8/18 from 4:30 – 8:00 in Class Act. Mark and Marty-Jean will send out invitations and gather RSVP's by August 16 (end of day). Agenda of evening was distributed with Mark, Marty-Jean and John handling the training. Scenarios starts later in the semester and will be presented that night. Live resources will be invited to give short introduction on special needs students. A web page will be presented with links to other campus resources. Department Chairs should attend the orientation.

Clicker use on campus. We will use this technology at the orientation. Mark will provide sets of clickers and a receiver to each department and will have the software loaded on all classroom instructor computers. He will hold a training after school begins.

Fall class cut meeting on Thursday, August 12 at 11:00 in KAA 108. If you have any classes under 10 enrolled they may be cut unless the DC comes with a defense. The last purge for fall semester will occur August 6-8.

Secretaries and business office staff have met and will continue to do so. A new purchasing system is going to be rolled out next fall which will shift the purchasing workload. Marti Wukelic has been approached to do some customer service training with business office and secretaries. May also hold workshop for department chairs and program coordinators later.

Lecturer guidelines were discussed and one edit was made. The guideline is designed for all new lecturers and department chairs may distribute to returning lecturers as well. A signed copy will be kept in the department's office with a copy for lecturer to keep for reference.

Introduced Thomas Hussey as the new CTE department chair.

Department supply accounts are not fully formed yet, but departments can spend assuming their budgets will be similar to last year.

Positions: ABIT IT new faculty is Debasis Bhattacharya. Student Affairs new hires Troy Hashimoto, Perkins recruitment coordinator, Chanel Sakamoto-Falces, ENGT counselor for 10 hours a week, Nicole Iwasaki, Perkins transition specialist, and Francine Ching, temporary student life coordinator.

We are considering a dedicated classroom and perhaps office space for Hawaiian language and studies classes and faculty. Could be Hale 219. Faculty Hale will be renovated in 18 months.

Department chairs should bring lei for their new faculty for recognition at convocation on 8/16.

Next meeting will be on Monday 8/16 at noon in Pilina Multipurpose for department chairs and outreach coordinators.

## **Department Chair Meeting Notes from August 24, 2010**

Present: Cyrilla Pascual, Thomas Hussey, Marty-Jean Bender, Mark Cook, John McKee, Diane Meyer, Kiope Raymond, Ben Guerrero, David Grooms, Lisa Sepa, Bruce Butler, Elaine Yamashita, Kathy Fletcher, Nancy Johnson, Colleen Shishido

### **Computers for faculty update**

Mike Albert reported we have purchased and distributed 15 laptops and 5 desktops to faculty for this fall. They will be coming around to collect desktop computers from those who got laptops, but will give plenty of warning so hard drives can be cleaned off. These desktops will trickle down to lecturers, or high schools, and eventually to eWaste. He will do another purchase later this fall, so department chairs should give him requests.

### **Secure information on campus**

Mike Albert will meet with departments to go over guidelines for handling secure information. Any records containing secure information must be kept in a locked cabinet.

### **Computers on campus**

The staff have worked hard to complete two new computer classrooms and one computer lab in the Kupaa building for use by the Math redesign project. Kupaa 203 is the lab with 48 computers, Kupaa 101 is a classroom with 24 computers and Kupaa 102 is a classroom with 30 computers. Thank you to faculty and staff who worked long hours to get these rooms ready for class starts.

### **Supplies budgets**

The supply budget was distributed to department chairs, including an extra amount from Summer 2010 funds.

### **Netbook Initiative**

More and more students are coming into the ID offices to have their purchases verified and receipts saved to be use for rebate upon graduation. We will get numbers shortly. Mark and Marty-Jean will continue to update the student computer purchases page as more information becomes available. The site location is <http://maui.hawaii.edu/student/computers.php>

### **First week of school reports**

Discussion was held on attendance at sexual harassment meetings, and hazardous waste meetings. Maybe continuing training can be put online or streamlined. Also the length of time it takes to resolve grievances was brought up. David T. will be consulted as these come from his area. Otherwise things went smoothly.

### **New faculty/lecturer orientation**

Marty-Jean reported there were 51 attendees at the event on August 18 in Class Act. Thirty-eight were new faculty or lecturers. Thirty faculty and lecturers have signed up for Scenarios so far. It will be starting next week. Joyce Yamada is leading this effort.

### **Training and Help Desk**

Marty-Jean is continuing to do basic computer literacy for new students and introduction to Lualima. Watch for new workshop series by Mark and Marty-Jean coming this fall. There will be a Help Desk for students and faculty on Tuesdays and Thursdays in KAA 202 and in KLMA 203. Mike Albert will publish hours this week.

### **Change in location for DC meeting**

Pursuant to request from outreach we will be holding two meetings a month on HITS to connect to the sites. The second and third Tuesdays of the month we will hold the DC meetings in KAA 107. Outreach sites are invited to

be present at one or both meetings each month. The fourth Tuesday we will stay in KAA 107, as we seem to have outgrown KAA 210. First Tuesday is always in KAA 109 with DC and PCC present.

### **.eClass Plan Meeting**

We will have an eClass meeting for Spring 2011 scheduling on Thursday, September 2 at 3:00 in KAA 107. We have pretty much completed the Spring 2011 ePlan but this meeting will firm up the offerings. Requests for classes from outreach sites were received last spring and included in this plan. If you have new requests please let Diane know.

### **Tenure & Promotion**

The application forms for tenure and promotion have been received and have been emailed out to department chairs. The deadline for submittal is 4:30 p.m. on October 8 in the Chancellor's office. A workshop will be held for tenure and promotion seeking candidates on September 3, 2010 at 2:00 in KAA 109. Candidates seeking tenure or promotion, their department chairs, and their DPC members (or chair) should be present. System representatives will handle the meeting.

Deadlines for the T&P process were also emailed out to department chairs.

### **Probationary Contract Renewals**

The application forms for probationary faculty seeking contract renewals were also sent out to DC's for distribution to probationary faculty (2<sup>nd</sup> and 4<sup>th</sup> year probationary faculty). Their deadline for submittal is November 4, 2010 to their DC's. A workshop for them and their DPC's will be scheduled shortly. *(Since the meeting was held we have established a workshop date of September 17<sup>th</sup> at 2:00 in KAA 109 for this group.)*

### **Non-Probationary Contact Renewals**

The application forms for these faculty have been sent out to the DC's as well. Their submittal is not until March 16, 2011 to their DC's. A workshop will be held for them later in the semester.

Next meeting will be with DC's and PC's and will be held on September 7 at 3:00 in KAA 109.