

### **Notes for department chair meeting on Tuesday, February 2, 2010**

Present: Suzette Robinson, Diane Meyer, John McKee, Nancy Johnson, Kathy Fletcher, Chuck Carletta, Bruce Butler, Joyce Yamada, Rosie Vierra, Angela Nunes, Cyrilla Pascual, Carlton Atay, Jennifer Owen, Mikahala Helm, Kulamanu Ishihara, Debbie Winkler, Mike Albert, Chris Speere, Bob Wehrman, Lisa Sepa, Alvin Tagomori, Janeen Fukuroku, Richard Hill

### **Personal Transition Plan for Department of Education**

Janeen Fukuroku from Maui High School presented the Personal Transition Plan (PTP), which is a new graduation requirement for DOE students. The PTP focuses on students from freshman through senior years and the goal is to enable students to transition from high school to post-secondary venues (work, college, military) in an informed manner. A highly successful event was held at Maui CC on November 13, 2009, for 200 sophomores from Maui High. Many of our programs participated. Another event will be held on April 16, 2010, on campus and requests are made for program participation. Contact Kulamanu Ishihara or Janeen (email: [janeen\\_fukuroku@notes.k12.hi.us](mailto:janeen_fukuroku@notes.k12.hi.us)) if your program is interested in participating.

### **WASC accreditation retreat**

John McKee reported on the WASC accreditation retreat that will be held for the entire campus on Friday, February 19, 2010 from 9:00 – noon in Kaaie 105BCD. All faculty and staff are urged to participate in the activities, which will give us direction for our accreditation reporting over the next 5 years. We want campus wide participation and can assure you it will be a worthwhile and exciting morning. Refreshments will be served starting at 8:30 a.m. in the Kaaie atrium. Come and learn how to be a cat herder and build a plane while flying it.

### **First Quarter Expenditure Data**

Suzette distributed the first quarter expenditure (July, August, September) information for all departments. You are urged to make this available to your faculty. The second quarter data will be available soon.

### **Program Review**

Suzette has sent out letters to all program coordinators and department chairs regarding their program review reports. Some programs are asked for additional information which is due end of January. She is pleased to see that some of the reviews have shifted from narrative and descriptive to outcome driven reviews. This is something all programs need to be aware of and strive for in their next review.

### **Comprehensive program review review teams**

Suzette has received the review team report for Accounting (returned for more data), the review team report for OCET (she is reviewing), and is waiting for two more: Nursing and ECET. When all are completed they will be forwarded to Clyde.

### **Non-probationary contract renewal workshop**

This will be held on Friday, February 5, 2010, at 1:00 in Kaaie 109. All non-probationary faculty and their DPC's (or at least the chair of the DPC) should be in attendance.

## **Reports:**

**Course redesign project** with Math is ongoing. Fall 2010 will see two new courses offered: MATH 18 replacing MATH 1 and 22, and MATH 82 replacing MATH 23 and 25. One room in Kupaa will be turned into a computer math lab.

**System ARRA funds** of \$400,000 for remedial/developmental were received. MauiCC received \$13,500 for Smarthinking, \$10,000 for John Squires visit, and \$99,000 to equip math labs. Another \$400,000 will be available for Fall 2010, and we need to propose new projects. Debbie Winkler is the convener of the R/D team along with Kate, Laura and Thomas. The Netbook initiative can be part of this project. Debbie will get the deadline for proposals at the March meeting and inform the campus. **ADDITION TO MEETING NOTES: The deadline for the ARRA proposals for Fall 2010 is February 22, 2010. Anyone interested in submitting a proposal should see Kate, Laura, Thomas or Debbie as soon as possible.**

**Program orientations:** Suzette attended the ECE/HSER orientation recently. She would like every program to do program orientations in both fall and spring, or only once a year, depending on the program as to when they get a new cohort of students.

**Baccalaureate proposals:** the HSER approval to plan (ATP) will be done by end of February; Ocean Studies is proceeding under direction of Frannie and Dr. Lemus; Sustainable Science ATP went to the CAO's in January for discussion at February meeting and a program proposal is expected to be completed this semester for start in Fall 2010.

**Personnel matters:** Suzette asked department chairs to query their department members about planned retirements to facilitate planning. This is not an attempt to encourage retirement but an attempt to plan properly and in a timely fashion to minimize disruption of the programs.

**Wild Day:** March 5, 2010, Friday will be our Wild Day to be held off campus. Announcements forthcoming.

**Change of Major forms:** How can we get students who we know are not in our program to complete a change of major form although many attempts have been made? Many of our measures of program health are based on our major count so it should be as accurate as possible. Kulamanu will raise this issue at the next Student Services meeting.

### **Notes for department chair meeting on Tuesday, February 9, 2010**

Present: Suzette Robinson, Diane Meyer, John McKee, Nancy Johnson, Kathy Fletcher, Cyrilla Pascual, Mickey Helm, Lisa Sepa, Eric Engh, Debbie Revilla, Bob Wehrman, Mike Albert, Bruce Butler, Kiope Raymond. Via HITS: Susan Nartatez, Marti Wukelic, Brenda Pua, Pam Alconcel

### **Operating Budget**

Suzette reported that the operating budget is still in flux. We have \$702,000 savings from salary reductions. Determinations are being made on its allocation.

### **Department Supplies**

Suzette asks that department chairs let her know their supplies account balances and projected needs for the rest of the semester. There will be funds available to departments who request them.

### **Second Quarter Expenditure Data**

Suzette distributed the second quarter expenditure (Oct – Dec 2009) information for all departments. You are urged to make this available to your faculty.

### **Xeroxing use**

Mike reported we ran over 1 million copies from the media center Xerox machine last year. You are urged to limit copying to only essential materials, and post more documents online for your classes. Some departments have large overage charges on their Xerox machines, which eats into the department supply budget.

### **RTRF Funds**

\$58,000 in RTRF money was allocated back to the PI's to spend this semester. In the past PI's have used these funds for equipment and supplies.

### **UH Foundation requests**

Cordy has asked if there are needs for funding from donors for specific projects or needs for program, including scholarships. Please let Suzette know.

### **Reports:**

**Majors:** Fall and summer registration begins April 16. Every Monday Nicole will send out to program coordinators a list of their majors who have not yet registered for fall, for your follow up.

**Wild Day:** March 5, 2010, Friday will be our Wild Day to be held off campus. Announcement was on email this week.

**Conferences attended:** Suzette asked for input on conferences attended by faculty and was encouraged to see a good number of participants. Many were Perkins funded.

|           |    |
|-----------|----|
| 2005-2006 | 3  |
| 2006-07   | 4  |
| 2007-08   | 15 |
| 2008-2009 | 18 |
| 2009-2010 | 14 |

**Perkins:** The end of February the CTE Plan for Title I: Achieving Standards proposal will be developed. The current proposal supports Francine Ching, the retention coordinator; the recruitment coordinator; Angela Nunes, the articulation coordinator, Mary-Jean Bender, the instructional designer; tutors in the TLC.

**WASC Accreditation Workshop:** To be held Friday, February 19 from 9 – 12 in Kaaik 105. All on campus are urged to attend.

**Program Review Template:** Being revamped to become more outcome directed in keeping with WASC Senior requirements. Data will appear in appendix.

**Name Change:** The BOR will hear the proposal for our name change at its meeting on February 18. New name proposed is University of Hawaii Maui College. We will be able to include in upcoming catalog and schedules when approved.

**TLC Use:** Debbie Winkler reminded department chairs to tell their faculty that it is not workable to send a whole campus class to the TLC to take an exam. The facility is not designed for this. It is to be used for distance learning and make up testing only.

**Molokai:** Susan reported their air conditioning is still broken, UPS battery is down, and fire suppression system is down. O&M is aware of this.

**Conference:** Eric Engh reported briefly on an Achieving the Dream conference he just attended. He reported studies show that collaborative learning classes decrease student drop out and student engagement is what they need. We are considering including a collaborative learning institute pilot for the Remedial/Developmental proposal.

### **Notes for department chair meeting on Tuesday, February 23, 2010**

Present: Suzette Robinson, Diane Meyer, John McKee, Kathy Fletcher, Cyrilla Pascual, Lisa Sepa, Eric Engh, Bob Wehrman, Bruce Butler

### **Lau`ulu Center**

Ben Guerrero sent out information on the Lau`ulu Center (also known as the HUD building). The building is scheduled to be finished in 2011 and contain one classroom that can be used by UHMC in the mornings for Hawaiian language and studies classes. Discussion followed on request for a Hale to be designated classroom for Hawaiian classes. While a designated Hale could not be identified, Hawaiian classes will be accommodated in specific classrooms that are shares with other classes. Classes are already placed for Fall 2010 and Spring 2011.

### **Summer Session 2010**

Schedule ready to be put on web as soon as banner comes up March 1<sup>st</sup>. Class schedules and faculty and lecturer pay rates were distributed to department chairs.

### **Budget requests**

Departments have sent in requests for supply money to last the rest of the semester. The chairs will be informed by Friday about purchases to make.

### **Graduation projections**

Suzette reminded department chairs that projections of graduates from each program are needed. Please send in to her. Some programs have responded so far. The deadline for graduation application for students is March 5 so please remind students to apply at Student Services office.

### **Personnel**

Perkins Coordinator – still open; instructional designer Mark Cook will start March 1. Marty Jean will concentrate on Laulima and Mark will work on next level of instructional design. However, both will be involved in Laulima training and higher level instructional design.

### **Official Enrollment**

Census date enrollment for Spring 2010 is officially 4,091. It was 4114 in Fall 2009.

**Spring 2011**

The schedule for Spring 2011 will be reviewed on Wednesday March 3 at 3:00 for room conflicts in Ka Lama 102. By that time secretaries should have the Spring 2011 schedule inputted into banner.

**Wild Day**

March 5, 2010, Friday will be our Wild Day to be held off campus. Announcement was on email this week. It is a non-instructional day.

**Name Change** The BOR approved the proposal for our name change at its meeting on February 18. New name is University of Hawaii Maui College. We will be able to include the new name in upcoming catalog and schedules.