Department Chair Meeting Notes from July 7, 2010

Present: John McKee, Diane Meyer, Eric Engh, Cyrilla Pascual, Mike Albert, Nancy Johnson, Lisa Sepa, Dorothy Pyle, Kathy Fletcher, Bruce Butler, Colleen Shishido,

Summer Meetings
Future Department Chair meeting will be held as follows:
Wednesday mornings at 10:30 – 12:00 in KAA 210
June 2 and 16 (we will use June 2 to look at Summer Sessions A and C)
July 7 and 21 (we will use July 7 to look at Summer Session B)
August 4

Business Office concerns
Business Office personnel will be invited to the July 21st meeting to discuss concerns raised by department chairs regarding the many steps needed for the SuperQuote process, the timeliness of getting PO’s through before quotes expire so have to be done over, the timeliness of reimbursement for travel paid out-of-pocket. Secretaries may also attend this meeting.

Summer Hire Program
David Grooms has been heading this up and since he is not present we will report on this at the next meeting on July 21st. It is progressing and students are being hired.

Second Summer Session
All classes starting on July 12th are healthy and none will be cut.

New faculty/lecturer orientation
The teaching lesson to be presented is being worked on for the August 18th orientation session. Mark Cook has put together a course development handbook that will be online soon. He will email it out to DC’s to review before the July 21st meeting. We will be holding a separate orientation for math faculty and lecturers involved in the math redesign.

Discussion on the math redesign process and how students will register and pay since the instruction is self-paced and more than one course can be completed a semester, or it might take two semesters for one course. We will invite Math faculty to our next meeting on July 21st to fill us in on some questions. Also grading will have ramifications for financial aid and the academic probation policy.

Elluminate
Mark Cook announced he has received enough licenses for two consecutive online classes to use this software at a time. This is live virtual software for online meetings with two-way voice, whiteboard, and chat. Let Mark know of specific courses where you would want this software to be used. He will set up a schedule for use by various classes. Training for faculty not using this tool will be held later this summer.

Mark will also send out a questionnaire to faculty and lecturers as to the technical requirements for their courses. Please respond to Mark when you see this questionnaire.

Office spaces for lecturers
There are many needs for lecturer offices, and this subject will be handled in a smaller group.
**Positions**

- English – hired Michele Domeneck
- Math – hired Samantha Schwartz
- Transition Coordinator (Perkins) – hired Nicole Iwasaki
- ABIT (IT) – closed 7/2
- ENGT – closed 7/2
- Instr Designer 2 (Summer 10 funds) - closes 7/9
- Perkins Coordinator (Perkins) – closes 7/9

In process of setting up:
- Coop
- Physics
- Culinary
- ABIT (GE)
- ENG (2 tenure, 1 temp)
- ECON – Kathy will do research to determine position needs

The biennium budget has several positions in the request:

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<tr>
<th>PCR Category</th>
<th>FY 2012</th>
<th>FY 2013</th>
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<tbody>
<tr>
<td>Pre-Bacc Workforce</td>
<td>STEM bacc counselor</td>
<td>STEM bacc counselor</td>
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<td>Science Lab Tech</td>
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<td>Chemistry Instructor</td>
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<tr>
<td>Nursing</td>
<td>Two Nursing Instructors – currently funded by Maui County</td>
<td>Two Nursing Instructors</td>
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<tr>
<td>Education</td>
<td></td>
<td>Ocean Studies Instructor</td>
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<tr>
<td>Emerging Tech. Fields</td>
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<td>Gerontology/Human Services Instructor</td>
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<tr>
<td>Improve Quality of Existing CTE Programs</td>
<td></td>
<td>Instructional Designer</td>
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**Removing names from email accounts**

The IT notice about removing unused accounts from email will happen. To avoid having a lecturer’s email account disabled, they should log in every month or so and it will not be disabled. There is a 6-month window from last use to disabling, and the person will be notified before it is done.

Meeting adjourned at 12:00 noon.
Diane Meyer, Recorder

**Department Chair Meeting Notes from July 21, 2010**

Summer Youth Employment Program

David Grooms reported that this program sponsored by the Department of Defense, has provided summer work for youth ages 18 – 23. We have processed 53 applications and have placed 37 of those applicants in various offices around campus. There is an additional 48 applications, of which 23 have been approved for orientation on 7/22. Applications will be taken through September 13, with the last day of work being September 30. Students are now working full time but will go to part time when school begins. Please let Nicole Vida know if you want to hire one of these student workers. Reports from supervisors of students placed has been positive.

Business Office conversation

Cindy and Flora were present to hear some of the department chairs and secretaries concerns and to answer questions. A lively discussion was held centering around purchasing, travel reimbursement, and SuperQuote.

(1) Length of time to process purchase orders – if something is missing communication between business office clerk and requestor needs to be immediate; workload in the business office is sometimes an issue; work is being rassigned to office clerks as workload increases in one area. In working with grants be sure you put both equipment and supplies in the budget as one cannot be used for the other. If you find your equipment and supplies amounts are not correctly divided, you can ask the Perkins system office to revise your amounts under equipment vs. supplies.

   Equipment is a single item over $5000 that has a life of a year or more. Anything under $5000 is supplies. In the supplies category there is controlled property which includes anything over $1,000 up to $4,999. If an item is under $1,000 it is a supply. Equipment is on the state’s inventory and you must account for it annually. Controlled property is not on the state’s inventory, but on departmental inventory and you keep track of it.

(2) Travel reimbursements – The new clerk assigned to travel is Tera Nakashima. There is also the epayment process where you can enroll and any reimbursement for travel will be deposited into your bank account. Cindy will send out email on this program.

(3) SuperQuote – if only one vendor responds you need to do a price reasonableness form. There is a sole source form, which is approved by Cindy. There is also a sole brand form which is different from the sole source form. Who is the deciding authority on what item to buy under the superquote system? Sometimes faculty or staff request a certain piece of equipment or software for a reason and do not want a substitution.

Procedures keep changing and a suggestion was made to physically go to the business office and find out procedures on specific purchases.

Secretaries List:

(1) We would like a copy of the business office staffing and who handles which area. Cindy will email this out.
(2) Does the business office fax a copy of the completed PO to vendor? No, the business office will call the department secretary to come and get the PO and fax it to the vendor.

(3) Request business office email the department secretaries when travel requests are approved.

(4) Can we bypass the computing center signature on all computer equipment and software? Yes, at this point business office is not checking for that signature.

(5) We would like training on forms using completed forms as examples. For example on SuperQuote if there is only one vendor what do we do?

(6) Corrective action memos and justifications seem to put the blame on the secretary when often others along the way are the ones who slowed up the process. How specific should we be in writing these justifications?

(7) We would like to see requisitions being submitted electronically. This is coming with a new fiscal system next year.

**Action:** A small group will get together to come up with ways to keep the purchasing process as stress free as possible. Deandra and Cindy will pull a group together and do periodic reporting at the department chairs meeting.

Cindy will email to us the epayment information, and the business office staffing with duties chart. Other documents to be emailed out: UH Requisition Common Error Checklist, RCUH Requisition Common Error Checklist, Request for Quotations via Superquote, Travel Reminders, FMIS Procurement Checklist.

**Program Orientation Dates**

John sent out email asking for this information. Please respond as soon as possible.

**Netbook Announcement**

Diane distributed the netbook offer that has gone out via email. Mark asked that programs respond to him with technical specs for computers for their programs. We are assuming all programs will require internet access and word processing as a minimum on computers.

**Retention/Persistence Data**

John will email out this data by program. Let him know if it is in the ball park or off base.

**Fall Class Cut meeting**

We will meet on **Thursday, August 12, at 11:00 a.m in Kaaike 210** to review low-enrolled classes for Fall.
Math Redesign

Donna Harbin was present to give us an update on the math redesign for fall semester. They have MATH 18 ready to go using a new textbook that matches the videos. MATH 82 for fall will use the book that was already used for MATH 22; however by spring 2011 MATH 82 will be using a new textbook. Classes are all filled and we are looking for more lecturers for Math. The developmental math classes will be all on the computer with lab time with instructors, lecturers, and tutors. Classes are in the self-paced mode so if students do not finish MATH 18 during first semester they will be given an N grade and must sign up and pay again for MATH 18. They pick up where they left off the previous semester. If they finish they can begin MATH 82 but will have to register and pay for this class as well.

When the HUD building opens up there will be a room with 40 seats and 24 laptops to support the Math classes. Our labs are open until 7 p.m. on some evenings. For weekend use we may have them go to the TLC, but exams and quizzes may not be available. A facilitator model was mentioned to help staff labs.

A Math faculty is invited to join the DC meetings this fall to keep us abreast of developments.

Perkins

David announced we did not get any of the lapsing Perkins funds, as our requests are appropriate to the Program Improvement grants which are due to Oahu on August 13. There is $400,000 in that pot of money. Activity and money must be completed by June 30, 2011. David will send out Program Improvement template again.

Technology questions

Where are the computers that were ordered for faculty last spring? Is the campus going to upgrade to Windows 7 or other current systems soon? The Clicker training will be held in a couple of weeks; also training on Elluminate. We will give a receiver and sets of clickers to each department to keep for their use and the faculty in that department can sign out for them. See Mark to get your supply. Remember the clickers are worth $30 each so careful monitoring of the equipment is essential.

Next meeting: August 4, 2010 at 10:30 – 12:00 in KAA 210.

Diane Meyer
Recorder

Note:

Instructors to include the information below in their class syllabus:

Academic Probation Policy (APP)
All University of Hawaiʻi Maui College students must maintain a cumulative GPA of 2.0 or higher. Failure to do so could result in the following: Warning, Probation, Suspension, and Dismissal. For more information go to www.maui.hawaii.edu/academicpolicy or contact Francine Ching at 984-3495.