

### **Notes for department chair meeting on Wednesday, June 2, 2010**

Present: John McKee, Diane Meyer, David Grooms, Eric Engh, Kathy Fletcher, Bruce Butler, Nancy Johnson, Kiope Raymond, Mark Cook, Thomas Hussey

#### **Bookstore discussion**

AJ gave us information on book buy back. The bookstore will not buy back loose-leaf books so students should be aware of this when they buy that format. Also if the shrink-wrap is opened on a loose-leaf or packaged book, they cannot return it as new. When submitting book orders is sure you request the correct edition you want. If an edition other than what was originally requested on the book order is needed, the department requesting the change will be billed for the books not wanted if the bookstore cannot return them. Bottom line: be sure your book orders are correct and stick with what you ordered.

UHMC is no longer an Apple branded bookstore, so those products can be secured through the UH Manoa bookstore or via Apple Online.

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

John and Mark Cook presented a plan to prepare a website for new faculty/lecturers that would link the college resources to one place. Mark presented a schematic of the website for discussion. By presenting this website we can eliminate the resource portion at our orientation the first week and use that session to work on pedagogy, student learning outcomes, assessment, preparing a lesson plan, preparing a syllabus, etc. Mentors were also suggested. An ongoing orientation for new faculty/lecturers was discussed. More information on Scenarios, an online faculty orientation program, will be brought to our next meeting.

#### **Positions**

John presented a rough draft of instructional position goals for discussion. Three areas were targeted: (1) leveraging private, grant and broadband developments to support developmental math and English student achievements; (2) increasing student retention in and persistence beyond gateway classes; and (3) increasing student enrollment, retention, persistence and completion in STEM fields. A fourth area was proposed: (4) strengthening the completion rates among liberal arts students.

Kiope requested consideration for a counselor for Native Hawaiian students. Nancy spoke for a transcript evaluator and the 2<sup>nd</sup> dental hygiene position being moved from the first year to second year of biennium. A question was raised about how we can institutionalize grant positions when the grant goes away. Continuing biennium budget meetings will occur as we wait for more information on the process.

#### **Persistence numbers**

We are requesting spring 10 to fall 10 persistence numbers in the programs. Please send your best estimates to John.

### **Perkins Program Improvement Grants**

David G. will resend this information and template out to the campus. We have \$50,000 that we can use for these program improvement grants, which are due in early July. More information will be received in mid-June, but start now to work on your requests. Turn in information to David G.

### **Money**

John announced he has a bit of money left to be spent if there are pressing needs. A requisition can be submitted but there is no guarantee it will be processed by the business office before the end of the month. Please contact John or Liane if you have needs.

### **Summer session**

We are in the midst of the purge so do not know accurate numbers in summer session classes today. We will notify department chairs of any low enrolled classes for cutting on Thursday.

**Next meeting:** Wednesday, June 16, 2020, at 10:30 – 12:00 in KAA 210.

Diane Meyer  
Recorder

## **Department Chair Meeting Notes June 15, 2010**

Present: Kathy Fletcher, Lisa Sepa, Diane Meyer, David Grooms, John McKee, Kerry Holokai, Nancy Johnson, Kiope Raymond, Eric Engh, Mickey Helm, Thomas Hussey

### **Business Office issues**

Several examples of difficulty getting purchases through the business office and travel reimbursements were discussed. We would like to invite David T. and Cindy to our next meeting to hear some concerns and address them. We will also invite the secretaries to be present as they are on the front line in dealing with fiscal matters.

### **Positions**

We have filled the English position that was advertised. The Developmental Math position is being interviewed by admins. The ads are out for the second Engineering Technology position and the ABIT IT position, both of which close on July 2. Ads are coming out for second instructional designer (closes July 9) and the Perkins coordinator (closes July 9). Please check the website [www.workatuh.hawaii.edu](http://www.workatuh.hawaii.edu) for complete ads or see the UHMC homepage site for the current ads. Also the Perkins transition specialist is in final interview stages.

### Netbook project

Diane passed out a draft of an announcement for the new UHMC Dell computer site set up for UHMC students. It features a deeply discounted netbook (Latitude 2110) for \$420 or a laptop (Latitude E5410) for \$900. Both come with Windows 7 OS and 3-year warranty. Shipping is \$19 and a payment plan is available at the website. Programs or faculty who want to take advantage of this offer should contact Mark Cook to get help with designing technology-related activities that can be used to enhance your classes. The computers will enable students to access the Lulima features of their courses. The announcement will be published the week of June 21<sup>st</sup>.

### Updated faculty and staff office software

Discussion was held on getting updated software for all faculty and staff office machines. Windows 2007 should be on all machines and possibly Office 2007 or 2010. With students buying computers with the latest software some faculty cannot access student work due to older versions on office computers. Suggestion was made that faculty and staff load the software themselves, or secure help from trained students from KaLama Computer Lab. John said that installing your own update of the newest version of MS Office is very easy. All you need to do is load the disc and follow the prompts. He said he would also be willing to help anyone having difficulty with this. Other online suites that you can access are Google Docs, Zoho.com and Live.com. Response from the UH ITS help line is very good.

### New faculty/lecturer orientation

Joyce Yamada has consented to be the Scenarios coordinator this coming fall. Scenarios will be introduced by her and Jen Owen at the orientation held on Wed. 8/18 in Class Act. Diane is updating the faculty/lecturer handbook for the web as well as available as hard copy. John would like to have a 3-hour working session on pedagogy that evening so refreshments will be served at 4:30 pm with the actual meeting running from 5:00 – 8:00 p.m. Departments will include this information in the lecturer hire letters for fall. It should be mandatory if possible. We will not have the long list of resources giving their short presentations at the orientation. These will be covered via a website that Mark Cook is designing. Hard copies of materials can still be made available that evening for the new faculty/lecturers. Watch for more developments in this area.

### Perkins Completion Reports

The Perkins Completion Reports for the 2009-2010 year are due by June 30 to David Grooms. Please be prompt with your reports as they will be forwarded to the system office by July 2<sup>nd</sup>. The 2010-2011 Perkins Grant has been submitted for approval at the system level. Also Perkins program improvements grants are due to David Grooms by the end of June. If you need another template please contact David.

### Need for more Math classes

There is a need for more Math lecturers so new developmental math classes can be opened up for fall. Please refer any qualified math instructors to Kate Acks or Donna Harbin. A suggestion was made to put an article in the Maui News about our math lecturer needs. For fall semester, Kupaa 203 will be a math lab with 45 computer

stations; Kupaa 101 will be a math classroom with 24 computer stations, and Kupaa 102 will be a math classroom with 30 computer stations. Lab hours will be from early morning through evenings to accommodate students in our newly-designed developmental math offerings.

The Lahaina Education Center will be equipped with 15 new laptops in addition to their regular computer classroom so that the new Developmental Math curriculum can be taught this fall. Other Education Centers will be so equipped in later semesters.

#### Summer classes

We cancelled 3 summer session classes, two from session A and one from session B. The rest of the classes are doing well in spite of enrollment overall being down.

#### Kudos to our counseling liaison

Mickey Helm is ending her term as counseling coordinator and will be replaced by Colleen Shishido. We thank Mickey for her excellent representation and cool head as she tirelessly brought the student perspective to our discussions. We will miss your presence.

#### Next meeting

July 7, 2010 at 10:30 – 12:00 in KAA 210. If you are not able to be present please send a representative.