

Department Chairs and Program Coordinators Meeting – March 2, 2010

Present: Ben Guerrero, Jennifer Owen, Carlton Atay, Kiope Raymond, Cyrilla Pascual, Chuck Carletta, Bob Wehrman, John McKee, Kathy Fletcher, Bruce Butler, Jan Moore, Mickey Helm, Deb Winkler, Eric Engh, Mike Albert, Francine Ching, Chris Speere, Nancy Johnson, Suzette Robinson, Diane Meyer

Bookstore

AJ Ventura presented the following information on the bookstore: (1) summer textbook orders were due on March 1. There are a few orders missing that they will follow up on. (2) Fall textbook orders are due April 1. (3) Forms were placed in secretaries' mailboxes last week. There is one form for each class so put all the sections on one form if all sections use the same book. (4) Supply orders should be noted on the bottom of your textbook order, i.e., calculators for Math. Specify part or product number if you know it. (5) Loose leaf texts are cheaper for students up front but may not be accepted for resale. Bound books are more expensive but can be resold if being used for the class the next semester. Please inform your students if their text is a loose-leaf text, then it may not be able to be resold.

(6) Pearson book rep has requested that if a student needs another access code due to receiving a defective code, the faculty member must contact the book rep. Pearson will not provide replacement access codes if requested by the student. Access codes can be purchased from the vendor or the bookstore for \$15, so if a class has used texts without access code, students can get one for \$15.

(7) Suzette said the VCAA office would pay freight for books for classes added. However if books are not ordered by the deadline of April 1 for classes already established, the department will bear the cost of the book freight charges.

Function of Lau'ulu Center (HUD building)

Kiope Raymond reported that the official name of the building as approved by the Board of Regents is "Kaiao" (enlightenment.) The grant for this facility was written and approved in 2005 by Lui Hokoana. Since then, several people have handled it. The building should be completed by August 2010 before the grant ends. Bid opening was delayed but will occur in early March. \$800,000 was received in the grant, and the architect estimates the building will cost \$1.2 million. It is 2,300 square feet and will contain three offices, and a classroom. The original grant was written to provide resources for Native Hawaiian homeless in the community and an after-school program for homeless Native Hawaiian children. Queen Liliuokalani Children's Center has since taken on the after-school program. The Civic Clubs will handle other functions as they offer financial literacy programs in the evenings and weekends. During the day, UHMC can offer one class and the rest of the day the classroom will serve as a resource lab for students with computer and tutoring resources available. It will start by focusing on the remedial/developmental needs of students in the Title III cohort, and other students will be served as well. The project aligns with our strategic plan. Title III will pay for the lab coordinator, counselor, and student help as well as equipping the classroom. There is discussion with the Academic Probation Policy committee that the center may work with the students identified as in danger of being on probation by providing tutoring and academic counseling.

Copies

Faculty are being asked to use Lulima or sell packets through the bookstore to cut down on copying costs. In addition, students are very respectful of handouts when students print them out themselves or buy the packets.

Program Orientation

Suzette would like the program orientations to be focused on the individual program, what makes it unique, how students can be successful in the program, and what career options there may be. General

college information can be gained at the New Student Orientation. Nancy will send out sample of how they do their nursing orientation.

Persistence/Retention data

A list of retention and persistence figures by program was distributed. A discussion followed around concerns of the data and taking the appropriate next steps. In mid-April program coordinators will receive list of all majors indicating who has registered or not yet registered for Fall 2010, so programs can contact students who have not registered. Up-to-date major designation by students is very important so program coordinators are asked to have students fill out major change forms.

New Student Orientation

Francine Ching announced NSO would be held every Wednesday starting April 14 through July 28. All faculty are invited to participate in the advising portion. Advising time is 4:00 – 5:30 every Wednesday. She would like to include program orientation dates in the NSO materials, so program coordinators are asked to let Francine know your program orientation dates for fall semester. This will be the third year for NSO. Francine will be visiting five high schools to recruit students for the NSO and urging them to register early. She will send out the NSO information via email again.

Announcements

John Morton is appointing the VCAA's to talk about the teaching equivalencies.

Department chair stipend increase will be distributed once the campus has received notification from OHR. The stipend will be retroactive to July 1, 2009.

Mark Cook is our new second instructional designer. His phone extension is 627 and his office is in Kaaie 206. He will be working on helping faculty to move to the next level of course redesign and technology integration beyond Lualima. Marty Jean's primary focus will be on training faculty, staff and students on use of Lualima; however, they both will be working on the full spectrum of instructional design.

Achieving Standards Title I Perkins funds proposals will be developed in mid-March. Proposals are due in early April. A meeting is being organized to develop proposals.

Hawaii Strategic Institute will be held at Kapiolani CC on April 16 and 17. Proposals should be developed and people who present will definitely have their way paid. Air, hotel and transportation will be provided. We may have funds for 12 – 14 participants. 25 travel slots are available for neighbor island participants.

Dental Accreditation will occur on April 15 and 16.

Department Chair Meeting Notes from March 9, 2010

Present: Suzette Robinson, John McKee, Diane Meyer, Eric Engh, Cyrilla Pascual, Kathy Fletcher, Bob Wehrman, Nancy Johnson, Kiope Raymond, Lisa Sepa, Mike Albert, Pam Alconcel, Brenda Pua, Susan Nartatez, Marti Wukelic

Perkins Planning

The Achieving Standards Title I basic grant is due April 5 to the UHCC office. This grant focuses on CTE programs but does allow for math and English support programs. The amount is between \$300,000 - \$350,000. Focus will be (1) workforce development in credit and non-credit, job placement, external certification of programs; (2) enrollment growth following President Greenwood's goals to increase graduation rates, increasing transfer, and adult experiential learning. Funding will begin July 1, 2010.

Grants must have concrete outcomes to be successful. Meeting to cover the three Perkins funding streams will be held on Friday, March 12 at 10:30 in KAA 109. All program coordinators and department chairs are urged to attend. The proposals must be ready for Suzette to take to the CTE deans on April 16.

Any funds not used in the Achieving Standards grant will be offered for program improvement grants for individual projects, travel, tractor, equipment, etc. These are one-time awards. The call for these will come out in May and the money will become available between August and November.

Yearlong Schedule

At this time we will be publishing the Fall 2010 schedule in its complete form, and the parts of the Spring 2011 schedule that made it into banner by the deadline of March 5. In the published schedule we will direct students to the schedule website for more updated class information. Secretaries will continue to input missing spring semester classes. Summer and fall registration begins April 12.

Lecturer ad

Request was made for a lecturer ad for certain disciplines. Diane will gather the information and prepare an ad seeking lecturers for Fall 2010.

Hawaii Strategy Conference

This conference will be held at Kapiolani Community College on April 16 and 17. There is funding for 25 faculty, counselors and staff to attend. Priority will be given to those presenting. The conference will be organized around four strands (1) data analysis, (2) teaching and learning, (3) student services, and (4) Hawaiian pedagogy. Department chairs are to funnel their participant requests to Suzette.

Positions

Update on positions: English is ready to advertise tenure track position; Math's tenure track position is being advertised; Nursing position ready to be advertised; Mark Cook has joined us as our second Instructional Designer under Perkins funding. Casual hire for Perkins Coordinator will start March 15.

Instructional Designers

Marty Jean will continue to focus on Laulima training and help. Mark will focus on taking the faculty beyond Laulima. A short discussion on the need for online teacher training was held. They will be invited to our next department chair meeting, and will also be visiting department meetings this month and April.

Administrative leaves

Campus will be closed during spring break with a few exceptions: one person in business office to do payroll, one person in maintenance, Paina open for Rotary lunches and MCCC class, Laulima open for some activities.

New applications

At this date we have received 536 applications for Fall 2010, and 40 applications for summer session 2010.