

### **Notes for department chair meeting on Tuesday, May 4, 2010**

Present: John McKee, Diane Meyer, Nancy Johnson, Kathy Fletcher, Chuck Carletta, Bruce Butler, Cyrilla Pascual, Carlton Atay, Jennifer Owen, Mikahala Helm, Mike Albert, Chris Speere, Bob Wehrman, Richard Hill, Lorelle Peros, Elaine Yamashita, Eric Engh, Jan Moore, Ellen Peterson

### **Research Demo**

Eric Engh and Ellen Peterson demonstrated their website on how to do research. They used Camtasia for the presentation. It can be accessed at the UHMC library site under Help Yourself, then Ellen's Research Advice. This is an excellent resource for all students who need to do research. Discussion on the Camtasia software followed and we plan to purchase some licenses for this software.

### **Turning Point Technologies**

We have received 1,000 clickers and 20 receivers to augment our current inventory. The equipment was purchased with RDP money. We will make the items available to departments who can then schedule their faculty use and keep the inventory. John Pye, Ann Emmsley, and nursing faculty are among current successful users so use them as a resource. The site containing a tutorial and download for the software is <http://www.turningtechnologies.com/responsesystems/support/producttraining/>. We will set up some group training for their use closer to the start of Fall semester. If any faculty wants to use the devices this summer for their classes, please see Diane for distribution. This might be a good time to get acquainted with this technology.

### **Equipment list purchases**

Cutoff to get your purchase orders to the business office is May 14. Be sure to use this money that was allocated to you. Account numbers were provided to appropriate purchasers. Diane has the info if you don't remember.

### **Commencement**

UHMC commencement will be held on Sunday, May 16, 2010, beginning at 1:00 p.m. in the Castle Theater at the MACC. Faculty are urged to attend in cap and gown and join the procession honoring our graduates. Be backstage at 12:00 that day. If you are not marching you may obtain an invitation from Tiffany Iida ([tiida@hawaii.edu](mailto:tiida@hawaii.edu)). She will place them in your mailbox. The graduation program and breakdown of graduates have been emailed to faculty. We currently have 393 BAS, AA, AAS, unduplicated CA, and CC Dental Assisting graduates. About 170 have signed up to be on stage. Our speaker will be UH President Dr. M.R.C. Greenwood.

### **Transcript Evaluator**

Requests are again being made from department chairs and faculty to hire a transcript evaluator. This person is needed more than ever since many of our students are returning to school with degrees or classes that need to be reviewed. These reviews can be lengthy, using up counselors' time and preventing them from serving more students.

### **Compass Test**

There was concern expressed over the lack of a preparation device for students returning to school and taking the Compass Test. Many are not used to being tested on a computer and may not test at their ability level. This is especially true in the Math area of the test.

### **Summer Sessions**

We will meet at 10:30 a.m. on June 2, 2010 to review summer sessions A and C for possible cuts. We will look at Session B on July 7<sup>th</sup>. These meetings will be in KAA 210. Faculty are urged to follow their enrollments on the web and recruit students to their classes.

### **Next DC Meeting**

We will meet on May 11 at 3:00 pm in KAA 107 with our outreach coordinators. We have determined that department chairs will meet on the first and third Wednesdays for June, July and August, at 10:30 in KAA 210.

### **Department Chair Meeting Notes from May 11, 2010**

Present: John McKee, Diane Meyer, Eric Engh, Cyrilla Pascual, Bob Wehrman, Mike Albert, Susan Nartatez, Marti Wukelic, Bruce Butler

### **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

### **Reports from departments:**

Molokai – Susan reported their maintenance person is gone so they are doing what they can. The fall enrollment is currently at 110; the farm received their new tractor and they held a Molokai County Fair where James and his students sold mums. Susan asked if we charge students at the high school when they take the Compass test. Debbie said we charge juniors, but not early admit. On Maui they come to UHMC to test.

Lanai – Pam will have 15 students completing degrees or certificates in spring 10

Hana – no Internet or connection available

Lahaina – Marti reported 51 registered for fall as of this date.

Diane – I just learned there would be a summer session purge on May 28 so check your enrollments after that date. See you at graduation on Sunday.

English – Eric reported with retirements and other events, he would be the only tenured English faculty this fall. Hiring is occurring for the tenure-track position. English 100 assessment project to be held in the fall with English faculty.

BSH – Cyrilla reported two retirements this summer (Bobby and Margaret) and one in December (Don). She mentioned the RDP funded internships for green jobs. They will work with Mark on this.

STEM – Bruce reported physics position would be open December 2010; and the need for a chemistry teacher as there are requests for more variety of chem. classes.

TLC – Debbie reported lots of testing going on; over 200 tests so far and they are all distance classes including UH Center. She said if the faculty could test via Laulima that saves them time in the TLC. We will encourage Marty-Jean to get distance faculty trained to use tests on Laulima. Students would come to the TLC to test on the computer and TLC would not have to receive, Xerox and collect tests from each student.

HUM – Bob Wehrman (his last meeting as chair) said Dorothy P. would be retiring in December 2010. Kiope Raymond will be added to the list serve as Humanities chair starting June 1, 2010.

Media/Computing – Mike reported that Jill would be leaving June 10. Orders for computers have been done. We are collecting back the netbooks for cleaning and upgrading over the summer. We are planning to have students buy their own starting in Fall 10 at a discounted price via online sites. More information will be released soon. We need another videostream server, approx \$40,000.

John McKee – with some left over money we are purchasing 20 Camtasia licenses (18 for PC and 2 for MAC). Mark Cook will do a training using Camtasia. We also have purchased 1000 audience response devices and 20 receivers (RDP money). We would like Mark to take the lead on training faculty in their use as well. The announcement for hiring of the VCAA will occur soon.

TLC – Debbie W. announced she is stepping down as Acting Director of the TLC after 8 years and 4-1/2 months. She will resume her previous APT duties of testing and tutoring. We thanked Debbie for her great work in directing the TLC these past years.

Meeting adjourned.

