

**Notes from Department Chair/Program Coordinators Meeting
September 7, 2010 at 3:00 – 4:45 pm in KAA 109**

Present: Thomas Hussey, David Tamanaha, Flora Mora, Cindy Yamamoto, Jan Moore, David Grooms, Ben Guerrero, Colleen Shishido, Cliff Rutherford, Carlton Atay, Kate Acks, Kathy Fletcher, Elaine Yamashita, Lee Stein, Marty-Jean Bencer, Mark Cook, Jennifer Owen, Chris Speere, Lisa Sepa, Cyrilla Pascual, Joyce Yamada, Kiope Raymond, Rosie Vierra, Bruce Butler, Diane Meyer, Debra Nakama, Mike Albert, Eric Engh, Rafi Boritzer, Nancy Johnson

Math Redesign

John thanked all who worked hard to get the Math Redesign program ready for the first day of instruction: the teachers, computer services, O&M, Kim Gray, and all others. Kate reported the reaction to this program is mostly positive. The Math lab in Kupaa 203 is full most of the time its open. It was suggested students bring in earphones if that would help with distractions from noise. Counselors are meeting with math faculty to handle student concerns. Someone mentioned there could be a suggestion box in the lab for student concerns. There are tutors in the TLC to help with MyMathLab. STEM lab is also an alternative lab for the students.

Business Office

David Tamanaha, Flora Mora and Cindy Yamamoto were present to report on follow up of meeting with them held last month. There have been ongoing meeting with business office staff and the clerical staff to help with communication and address concerns. The three areas that seem to cause the most concern for purchasing items of \$2500 or more that require the SuperQuote process are (1) sole source – when there is only one vendor that can fill the specifics of your item, (2) sole brand – you may name the brand but any vendor can bid for it, and (3) price reasonableness – when you go out to bid and there is only one response. Form 95 is used for this process. If you don't want to use the lowest bidder you may solicit a "request for proposal". Business office has samples of this process. Presently there is no "blackball" list of vendors who are the lowest bidder but do not comply with the requests of the purchaser. Cindy will send out the Authorized Procurement Policy that also lists 40+ exemptions to the SuperQuote process. She also provided us with examples of completed paperwork addressing the three items of most concern stated above.

High School Counselors

They will be here on September 15 and programs are invited to set up displays or bring brochures to Pilina Multipurpose Room before 10:00 a.m. High School counselors will be viewing materials between 10:00 and 11:20 am. Information and form has been sent out via email or contact Mona at x. 286.

Program Review and Assessment

Jan Moore distributed the new template to be used for Program Review this fall. The reports are due to the VCAA by October 22, 2010. There will be a session to review this new format on Friday September 10 at 10:00 in Ka Lama 204. Bring your PLO's and we will work through rubrics. Programs doing annual reports will use this new template. Programs doing comprehensives this year will use the former template since you will be reporting on the last five years under the former template. System and Perkins data will be coming to us shortly.

Articulation Coordinator Items

Debra Nakama reported on the following:

- (1) initiative coming out of Achieving the Dream where high school students may take an Algebra II End-of-Course exam to determine placement into UH math courses. A packet of information was distributed.
- (2) Model Schools Initiative will be featured on September 16 and 17 with speaker Jim Warford being present on both days. First plenary session on September 16 runs from 8:00 – 11:00 a.m. in KAA 105BCD, and second plenary session on September 17 at 10:00 – noon at Maui Beach Hotel. If you wish to attend these sessions sign up with Debbie Bal at ext. 309 or shirotd@hawaii.edu.
- (3) Kihei Charter School is asking for sheltered classes to be held at Kihei campus, such as ENG 100 and SOC 100. This will be discussed further before decision is made.

Probationary faculty contract renewal

A workshop for probationary faculty, their department chairs and DPC chairs, will be held on Friday, September 17 at 2:00 in KAA 109. All probationary faculty in their second and fourth years will be submitting contract renewals to their department chair by November 4. Application forms have been emailed to your department chairs.

Senate Chair report

At the recent all campus senate chairs meeting John Morton distributed a set of questions regarding formation of a rubric for quality CTE programs that he would like comments on. He also wants our thoughts on “what is a good transfer program?” Please respond to Elaine Yamashita with your comments. This was distributed via email.

VCAA report

There will be two items on the upcoming BOR meeting on September 16 and 17: the AS in Natural Science and the BAS in Sustainable Science and Management will be presented for board approval. If approved both will be effective Spring 2011. Second item is the Palauea project but since some of the language is not settled it may not be ready for presentation. This site will provide opportunities for field classes in Hawaiian studies and archeology.

The WASC accreditation commission has asked UHMC if we wish to be part of a pilot project to revise the timeline for submission of reports in the accreditation process. In this new process we would be submitting the institutional proposal and the capacity and preparatory review in Spring 2013 and the educational effectiveness review in Fall 2014.

We have to respond to the commission by the end of September with our decision.

Strategic Plan will be started with a planning process facilitated by Lori Teragawachi at our next two executive committee meetings.

Census date

The census date will be coming up on September 24, when the system will take our counts of majors. Be sure your students complete and submit a change of major form well before that if they are not designated in the correct major.

Meeting adjourned at 4:45 p.m.

Diane Meyer

Department Chair Meeting
Tuesday, September 14, 2010
3:00 p.m. KAA 107

Present: Marty-Jean Bender, Cyrilla Pascual, Elaine Yamashita, Eric Engh, Colleen Shishido, Bruce Butler, Kathy Fletcher, Mart Wukelic, Nancy Johnson, Thomas Hussey, Donna Paoa, Brenda Pua, Pam Alconcel, David Grooms, Lisa Sepa, Diane Meyer

Response to last meeting notes on harassment training.

Diane and David G. met with David Tamanaha and Robyn Klein on this matter. The campus position as supported by the Chancellor is that UHMC will conduct harassment training annually. All new hires are required to attend. Others are urged to attend update meetings once a year. In states (Hawaii being one) that have not yet specifically enacted laws requiring or encouraging harassment prevention training, courts have made clear that employers that fail to train all employees forfeit their ability to raise an affirmative defense and may expose themselves to punitive damages. Therefore, we will continue to conduct semi-annual harassment prevention trainings and ask new employees to attend the full training and others who have been trained to attend the 30 minute update once a year. Online or streaming training was discussed but will not be implemented at this time. A suggestion was made to change the title of this training to Harassment Prevention Training.

Regarding the length of time it takes to resolve an investigation, the time varies according to the complexity of the case. We must do a thorough job and follow the State of Hawaii process that covers the University.

Hazardous Waste training is offered every semester to appropriate faculty and staff. A list of programs involved in this training is sent out on email. Administration has been fully trained in the hazardous waste process.

Emeritus Policy for UHMC

We are currently using a policy developed in 1996. We wish to update our policy and have researched other campuses to see what they have done. A draft was distributed and discussed. The policy will be submitted to Academic Senate for information. This is an administrative policy.

Student Evaluation Policy and Procedures

This policy now on our website was discussed. Since the implementation of the eCafe evaluation system, some department are using that process, while others are not. A sentence will be added to our existing student evaluation policy stating that the eCafe electronic evaluation system is available for faculty use and to consult with your department chair if you are interested in utilizing it.

Probationary (tenure track) contract renewal workshop

Will be held on Friday, September 17, at 2:00 p.m. in KAA 209. All probationary (tenure track) faculty in their second and fourth probationary years will submit a contract renewal request by November 4 to their department chair. A workshop for non-probationary (non-tenure track) faculty will be held in early spring 2011 for non-probationary faculty who will submit their contract renewal request by March 16, 2011.

Withdrawing students from classes

A question came up on the ability of instructors to drop students from their classes. If a student attends the first day and then doesn't show up again, can the instructor ask the registrar to withdraw the

student? These situations affect the class retention numbers. Diane will check with the Vice Chancellor of Student Affairs for guidance as the student may lose financial aid, scholarships, or other assistance. Elaine will check with other campuses as to what their procedure is for this situation.

Summer Youth Employment Program

David reported that the funding for this program will end September 30, 2010. Many positive comments about these student workers were offered, as well as regrets that we will be losing their services and skills.

Business Office Customer Training

Marti reported she will meet with business office staff on Monday to facilitate customer service training. She will also meet with the clerical staff.

Spring 2011 timeline was emailed out.

We will have a room conflict meeting on Thursday, September 23, at 1:30 in Kaaike 210. All spring schedules should be inputted by then.