

Department Chair Notes for July 13, 2011

Present: Laurie Kimura, Shane Payba, Julie Daliva, Kim Gray, Ellen Coffey, Deandra Perry, Kerry Holokai, Debra Nakama, Kathryn Fletcher, Kiope Raymond, Cathy Bio, Robert Burton, Mark Cook, Debbie Brown, Cindy Yamamoto, Verna Kamakana, Marti Wukelic, Diane Meyer, Cyrilla Pascual, Lenore Knobel, Freida, Marty-Jean Bender, Thomas Hussey, Lisa Sepa, David Grooms, David Tamanaha, Robert Burton

Facilities update – Robert Burton

- O&M is working on the first floor of the library renovating for 7 offices. Work is 60% done.
- O&M staff are not allowed to touch electric ballasts or do any plumbing. Professional contractors must be called in for those tasks.
- Johnson Controls will be switching out all ballasts across campus.
- O&M staff are working on repairing and painting two units in Hale Haumana for Host program labs for fall semester.
- Upcoming this fall – repairing sidewalks, curbs, stairways, irrigation upgrade.

Financial Aid update – Cathy Bio

- Financial Aid satisfactory academic progress policy update was distributed. Changes include elimination of warning period (student can lose eligibility after one semester of not meeting standards of 2.0 cum gpa and 67% cum course completion.)
- Appeal process: meet with FA counselor; meet with counselor for Academic Plan. Will be individually assessed based on student's deficiency
- If student will not be at 2.0 and 67% completion rate at end of timeframe (150%) they are ineligible. Must complete 12 consecutive credits to re-appeal.
- FA can pay only one time for repeat course that was previously passed (D). FA can pay multiple times for repeat courses that were previously failed.

Accounts by discipline for faculty and lecturers – David T., Cindy Y, Debbi B.

- David announced that FMIS will be disabled as of July 12, 2012, as a new system known as Koali will be installed. Training times will be held starting January 2012. Koali will have a dashboard and produce real time reports.
- As of fall 2011 semester the business office will be charging faculty, lecturers, supplies, equipment to accounts by discipline. The new org chart with the accounts indicated was distributed. Expenditures by discipline can be tracked. Personnel has done most of the coding for the fall semester on the payroll. However secretaries will code other expenditures by discipline account if possible, and if not, by department account. For example: Xerox lease and paper are charged to department account.

Needs for new faculty

A chart was sent out requesting information on new faculty needs such as furniture, computers, phone, card/key. Response by secretaries indicated a need for computers and some furniture. An inventory will be made and orders placed soon.

Announcements**Fall class cut meeting**

We will have a fall class cut meeting on Monday, August 8, which is a week after the one and only purge for fall classes. A list of classes by enrollment numbers will be sent out on August 4 or 5 so department chairs can determine the status of cutting or saving a class with less than 10 enrolled. Meeting will be in KAA 219 at 10:00.

State CTE Conference

On October 28, 2011 this conference will be held on Oahu. They are seeking program displays. Anyone interest in preparing a display please notify David Grooms.

UHMC Launch

This event will be held on Friday, August 26, 2011, from 4:30 – 8:30 p.m. on our campus. Entertainment, food, program presentation will be featured. More information will be forthcoming.

Kaiao Blessing

The new Hawaiian resource building located on the harbor side of campus will be blessed at Noon on Friday, August 26, 2011. More information to follow.

New Faculty Institute

Our new faculty will be involved in the NFI on August 9, 10 and 11. We will invite new lecturers to attend on August 10 and 11. There will be no new lecturer orientation during the first week back in August.

Next DC meeting

Wednesday July 27 at 10 – 12 in KAA 210.