

**Notes from Department Chair/Program Coordinators Meeting
February 1, 2011 at 3:00 – 4:45 pm in KAA 109**

Present: Diane Meyer, David Grooms, Carlton Atay, Cliff Rutherford, Cyrilla Pascual, Lorelle Peros, Joyce Yamada, Rosie Vierra, Jennifer Owen, Kate Acks, Elaine Yamashita, Thomas Hussey, Kathy Fletcher, Jan Moore, Ryan Daniels, Bruce Butler, Kehau Newhouse, Lisa Sepa, Mike Albert, Tom Lelli, Karen Tanaka, Colleen Shishido, Chuck Carletta, Marty-Jean Bender, Eric Engh, Kiope Raymond, Rafi Boritzer, Donna Brown, Nancy Johnson, Steve Kameda, BK Griesemer

Coop and Job Placement

Kehau Newhouse, our new coop coordinator, reported on the program. A workforce readiness person will also be hired by end of month. The program is offering internships at Maui County and other agencies in the community. Please call (ext. 318) or email (knewhous@hawaii.edu) for assistance with student placement, positions available, etc. Their office is Ka Lama 207. Kehau asks the faculty and staff to remove their SECE requests if the job is no longer available so they know what really current.

Creative Media at UHMC

Mike Albert reported there was a needs assessment done in 2002 showing some jobs available. The Academy of Creative Media, a film program at UH Manoa, is looking to the two-year campuses to provide students for this degree at UH Manoa. There was interest from the faculty present that we interpret creative media broadly.

Action: Mike is willing to see what the next steps are.

Laulima

Marty-Jean reported that Laulima is exploring opening up grading options twice a semester so faculty can input mid-term grades. These grades would roll into banner. Banner has an option for posting of mid-term grades but we have never used it. Discussion followed. Marty-Jean stressed that it would be a choice each faculty makes to use this feature.

Action: Steve Kameda will bring this up at next registrar's meeting and David G. will bring it up at next CTE Dean's meeting to see how it might be handled at other campuses.

Student Failing Prerequisites

Elaine brought to this to the body as something that came from the Academic Senate Executive Committee. Students who do not meet the prerequisites for a course should be purged from the class, and Steve send out to faculty only the list of students who do not meet the prereq. because of an I grade. Could banner be set to automatically do this? Who notifies the student that they have been dropped? This action will affect their financial aid unless they act to add another class.

Action: Steve was asked to find out how other campuses are implementing this. David will bring it up at next CTE Deans meeting.

Wait Lists for Fall 2011

Steve reported on the system again opening up the waitlist option for Fall 2011. The group agreed that the campus should participate. Several upgrades have been implemented since we last explored this matter last spring. For one, the capacity override will be available. An FAQ will be posted soon on the portal for students and faculty. We also need to determine which classes will use the waitlists and how many slots to put on each waitlist.

Action: Suggested way to implement this: if you want a waitlist on a class your secretary fills in the number in the waitlist box. Last time we had waitlists we gave every class the same number: 50.

ECafe student evaluations

Eric demonstrated the use of eCafe and showed how easy it was and the time saved by the secretary. There are also tips on the site to give you ideas on how to get more students to do the evaluation. One faculty gave points to the entire class, the more people who participated in the waitlist. Eric is willing to help anyone who needs it. The website is www.hawaii.edu/eCafe

Curriculum Update Amnesty

BK reported on the course outline update by providing a form-fillable form on the curriculum page called Form for 5-Year Review Update Plan. You fill out only the blue items, the red items are locked in. This update should be completed online and submitted to BK by May 2, 2011. The department chairs have the list of out-dated courses. BK will have this form posted within a few days. Your curriculum representative can help you with this task. Curriculum deadline for Spring 2012 courses is April 4. Deletions can be done year round.

Action: Faculty in the discipline, or department chair/curriculum rep. in areas with no faculty, will complete the Form for 5-Year Review Update and submit to BK electronically by May 2. If this is not done there will be consequences.

Announcements:

Hawaii Strategies Institute: There are 30 people filling all the slots and many are presenters. VCAA office will handle travel arrangements. March 4 and 5

No WILD DAY this year (every other year). However, Friday March 5 can be a non-instructional day if department has organized staff development going on.

Three people will share culinary Arts program coordination: Chris Speere will do the external community part, Cheech will do the curriculum part, and Tom Lelli will do the rest.

Fall 2011 schedule room conflict meeting: Thursday February 10 at 3:00 in KLMA 102. Get your classes in and move them around if you have to to find rooms for them.

Discussion on extending the time an application to the college is good. It was suggested it should be active for 2 years and 5 years for life-long learners.

Department Chair Meeting Notes from February 7, 2011

Present: Elaine Yamashita, Lisa Sepa, Kiope Raymond, Bruce Butler, Diane Meyer, David Grooms, John McKee, Kate Acks, Donna Harbin, Colleen Shishido, Kathy Fletcher, Eric Engh, Cyrilla Pascual, Thomas Hussey, Alvin Tagomori, Marti Wukelic, Donna Paoa, Brenda Pua

APRD Website

David showed the location to find program review information for the system, including Maui College. The website is www.hawaii.edu/offices/cc Please share with your faculty.

Program Review Process Spreadsheet

John distributed a program review process spreadsheet showing the flow beginning with developing program learning outcomes, or program outcomes, through to budget, policy and program changes. He is thinking of forming a group that would work on linking program reviews to planning and budgeting for the campus. This would essentially “close the loop on assessment.”

Donna Paoa brought up the fact that all outreach student data goes into the main campus data and she would like to see it separated out for the outreach areas, at least the live classes they offer. This would make the budgetary analysis more accurate.

Hiring faculty

John reported there are 122 applications currently in personnel for the 11 positions. Screening committees are urged to complete their questions and get Robyn’s o.k. so the committees can pick up applications and start screening process beginning February 14.

Math Redesign

Donna Harbin reported there are 999 students in developmental math this spring semester. Her data shows the following:

Fall 2010 – MATH 18 – there were 444 students, 27.8% passed in one semester

Fall 2010 – MATH 82 – there were 301 students, 46.2% passed in one semester

Data shows the students are completing at about the same rate in a course that is one semester long, compared to courses that were two semesters long. (MATH 1 and 22 = MATH 18) and MATH 23 and 25 = MATH 82). Those receiving N’s can sign up for the class the next semester, start where they left off, finish the course, and may move into the next level.

Request was made for lecture sections of these classes. The math department has been advised by consultant to not offer options at this time as the redesign is just getting underway.

Eric reported on a redesign of ENG 19 where half of each class is on the computer with immediate feedback and a tutor present in the class. He said it is working very well and reinvigorating the ENG faculty. They are using the concept of active learning and intentional mentoring. John said an RDP grant for more funds for tutors is coming.

Department Chair Meeting Notes for February 22, 2011

Present: Cyrilla Pascual, Ben Guerrero, Mike Albert, Lee Stein, Elaine Yamashita, Diane Meyer, Kate Acks, Bruce Butler, Eric Engh, Donna Harbin, Marti Wukelic, Brenda Pua, Thomas Hussey, Colleen Shishido, Kiope Raymond, Nancy Johnson, Donna Paoa, John McKee

Strategic Plan

Lori Teragawachi is willing to come to departments to meet on the strategic plan for their feedback. If you have this desire, please notify Lori. She will be meeting with outreach on Molokai, Lanai, Hana and Lahaina. She will also be meeting with the non-instructional units of our campus for their input.

Graduation Projections

John has heard from only a couple of programs. Please get your estimate to John by 2/28.

Wait Lists

An FAQ sheet from Harriet at Banner was sent out to the department chairs. Several more questions arose and Diane will get the answers from Harriet and Steve and send out via email. Please share with your department members.

Prerequisite Notification

Elaine asked what the status was on our request to have students automatically purged from classes for not having the prerequisites and have them notified automatically. Kate said she took care of the Math students and English department took care of the English students.

System wide Distance Education Committee

Eric is serving on this committee. There are some common concerns such as compensation for developing online classes, policies on proctoring for final exams, more tutoring for online students.