

## **Notes from Department Chair Meeting, June 8, 2011**

**Present:** John McKee, David Grooms, Diane Meyer, Kiope Raymond, Kathy Fletcher, Mark Cook, Colleen Shishido, Cyrilla Pascual, Nancy Johnson, Mike Albert, Lisa Sepa, Marty-Jean Bender, Thomas Hussey, Eric Engh, Robert Burton, Kari Luna, Ohua Moranda

Kari Luna and Ohua Moranda presented the plan for high school and middle school recruitment this coming year. November 5 will be the day for high school students to be invited to campus for various activities and information. February 11, 2012 will be the day for middle school students to be invited to the campus. Anyone interested in being part of this project can attend their next meeting on June 22 at 8:30 a.m. in the Wong Room.

John announced that he sent out data tables on retention and persistence by program and invited feedback from departments.

### **Office space for new faculty**

A draft plan was distributed placing new faculty into offices and in some cases displacing current residents (mostly lecturers) into other areas. Robert Burton presented the plan to prepare the first floor of the library by opening up 7 offices to house lecturers. The plan will require some moving of furniture so please let O&M know of your needs early on, even if you don't have an exact moving date. Robert will work with Lisa and others on the library access, and with Mike and others on the Kaaie moves. A draft plan is included with the minutes.

### **New hires**

We have completed hiring papers for 11 new faculty. There are eight more to complete for fall if possible, and two more for spring 12. John has sent out an announcement about the new hires to the campus.

### **New Faculty Institute**

This is set for August 9, 10 and 11. Joyce Yamada will be the faculty/staff development/training resource for the campus and will be continuing the training and mentorships throughout the year. Several faculty and administrators are assisting with the Institute. The first day will be used to orient faculty to Maui's geology and culture, with a trip to the Lahaina Education Center to experience the use of the HITS system. The second day will be used to familiarize faculty with the campus services and facilities. The third day will be spent on pedagogy. More information will be coming at our next meeting.

### **Planning and Assessment Update**

John reported he is working on a process to tie together our various planning entities on campus, the strategic plan group, the assessment effort, the institutional effectiveness group and the campus executive committee.

### **NavPoint, Financial Literacy Program**

Presented by Ben Guerrero, this free online program is available to all AtD schools. This will be a site students can log into and have tutoring and assessment in the area of financial literacy. This tool will be used by financial aide office as well as the Kaiao Student Success Center. Other program may use it for various teaching or advising purposes for their students. Information on accessing the program will be forth coming.

### **Assigned Time Requests/Reports**

Starting Fall 2011 all faculty who are not teaching a full load (5/4 classes) are asked to complete the assigned time request and present to their department chair for approval. It will then be sent to John for approval. This task also requires a completion report within one month after the end of the semester. Forms are sent to all department chairs and secretaries, and will also be posted on the faculty & staff site on our UHMC website.

### **Other announcements/concerns:**

1. The data tables that were distributed appear to be off in some areas. Nancy said we should not collect and publish incorrect data.
2. Cyrilla reported she is teaching the coop classes this summer. Chuck Carletta has given his retirement notice as of Dec 31, 2011, and Nicole Iwasaki is leaving for a counseling position at UH Manoa.
3. Reorganization of the HOST and Culinary programs into one program, leaving BSH with Accounting, Business Careers, Business Technology, Coop, and ABIT.
4. Kathy F. is seeking a department chair for Social Science beginning January 2012.
5. Marty-Jean and Mark are continue to work with Laulima and other technologies for instructor's use. Mark thanks us for our cooperation.
6. Kiope is glad to learn they can proceed with the hire of the HWST position.
7. David G reported five Perkins grants totaling over \$300,000 were awarded to UHMC, the most of any CC.
8. Eric is leaving as English DC after 6 years, and Laura Nagle will take his place. Eric reported on an online evaluation form that he and Mark C. have designed and will be updating and making available to all departments.
9. An online Disability Access Information and Support course will be held next week with Jane Jarrow. Inform Alvin if you are interested as he will pay the entrance fee.
10. Lisa urged faculty to become familiar with library resources and have your new and current faculty talk with Ellen, or access information on the library website.
11. Colleen reported the position for personal counselor is being filled as a permanent position. She is asking for more classes for fall, ENG 100 at this point. Colleen will step down as counseling department chair and July1 Shane Payba will take over.
12. Diane mentioned that a new scheduling program will be in place soon so do not use the current room scheduler for fall. We will be able to view the classes in the new scheduler soon (System R25) and access to using the scheduler is being developed. R25 is interactive with banner.

13. Bruce announced the science department received a donation of expensive and useful scientific equipment from a company who left the island.
14. Thomas reported they continue to work on NATEF certification this summer and asked about progress made in streamlining business office procurement procedures.
15. John reported there are 19 active RDP projects going. RDP personnel will step up to help with administering of them.
16. Congratulations to all who received tenure and promotion. Well deserved!

Our next meeting will be on June 22, Wednesday, at 10:00 – 12:00 in KAA 210. July meeting will be set for July 13<sup>th</sup> and 27<sup>th</sup> at the same time and place.

Meeting adjourned at 12:20 p.m.