

Department Chair Meeting Notes – January 11, 2011

Present: John McKee, David Grooms, Diane Meyer, Robyn Klein, Cyrilla Pascual, Elaine Yamashita, Kiope Raymond, Kathy Fletcher, Kate Acks, BK Griesemer, Lee Stein, Ben Guerrero, Carlton Atay, Colleen Shishido, Eric Engh, Thomas Hussey, Lisa Sepa, Nancy Johnson

Screening Committee Members – The ad for 11 faculty positions will be posted in the Maui News and Star Advertiser on Sunday, January 16, and in the Chronicle of Higher Education also next week. Closing date for all positions is February 4, 2011. The department chairs revealed screening committee members. Robyn Klein reviewed the presented names. Next Tuesday, January 18, in KAA 109 we would like all screening committee members and the DC's to be present for a half-hour training by Robyn, our EEO/AA coordinator. Please invite your committee members to be present so we can cover as many people as possible at this screening. Robyn will be sending out screening committee procedures.

Thank you to those who worked to get the ads completed and posted in a very timely manner.

Curriculum – BK was present and gave us the good news that UHMC curricula includes 680 courses. 400 of those course outlines needed a review by 2010. Each department chair received their pack of courses to be worked on. The curriculum representative for each department will also be working with the department to select at least 20 – 25% of the courses to be updated this spring 2011. The others will be done in Fall 2011 and on. Since 2010 all course outlines, both new and revised, have student learning outcomes included. A question arose about courses taught by lecturers with no faculty member in the discipline. BK suggested if the lecturer is longtime hire they might be able to update the outline with BK's or Kahele's help.

CCOWIQ's – in our general catalog on pages 10 and 11 the curriculum committee is proposing that we not include the detailed points for each GE outcome, but only the paragraph describing the outcome. Department Chairs agreed with that suggestion. The detailed items are still available to use, but just won't be printed in the catalog.

Program Learning Outcomes – it was suggested that the PLO's for each program be included in the catalog on the program map page. All programs, except one, have PLO's. The department chairs agree with this suggestion.

Program Reviews – John commended the program coordinators for the excellent job they did on their program reviews this year. He was impressed with their progress in assessment. David pointed out the seven programs that will prepare comprehensive program reviews for Fall 2011. A grid was distributed and also email to all department

chairs and program coordinators. Attention will be paid to the requests made in the reviews.

Perkins – The most recent Perkins data has come in and David will send it out. UHMC was proficient in 4 areas and deficient in only 2 areas. The next Perkins requests are due by March 15, 2011. Suzette will be coming back soon to conduct another training on writing Perkins requests.

AtD Proposals and Hawaii Strategy Institute – Ben presented two items.

1. One is the RFP for Round 2. Requests are due January 15. The requests should be to improve student success in gatekeeper courses other than remedial or developmental courses. The forms were emailed to department chairs.
2. Second, the Hawaii Strategy Institute to be held at Windward CC on March 4 and 5 is open to all. We can send 30 people and Ben urged people to attend. Several of our faculty and staff will be presenting workshops. Outstanding speakers are scheduled. Past attendees have given good reports. Contact Ben Guerrero on these two items.

Golden Key International Honor Society – Colleen presented the possibility of UHMC establishing a chapter for baccalaureate students. The only other campus in Hawaii that has this is UH Manoa. David G. will take it to the ABIT meeting for input.

Fall 2011 Scheduling – Diane distributed the Fall 2011 scheduling timeline and room assignments. We will have the eClass Plan meeting on Thursday, January 20, at 3:00 in KAA 107. Departments and outreach should prepare their schedules prior to meeting if possible.

Announcements: Blessing for the new student success center, Kaioa, will be coming up this month and is ready for occupancy. Several Title 3 staff will be the first to move in.

Aris Banaag will be away for leadership training from January 19 – March 19. In his place we will have a 1/2 time personal counselor.

Elaine attended the system budget workshop and will send out summaries of what she learned.

Kiope and Carlton announced they are working on the formation of a UHMC canoe club. They are seeking interested advisors.

Lisa advised us that the library has a one-search service that will search several databases and resources at one time. She will distribute the information to campus.

Meeting adjourned at 4:20 p.m.