

Notes for department chair meeting on Tuesday, December 9, 2008

Present: Suzette Robinson, Diane Meyer, Eric Engh, Nancy Johnson, Bruce Butler, Mickey Helm, Dorothy Tolliver, Cyrilla Pascual, Debbie Winkler, Cindy Foreman, Becky Speere, Kathy Fletcher, Molli Fleming

Suzette gave spring 09 enrollments as of this morning: 12/9/08 enrollment: 2182 students, 12/11/07 enrollments: 1907, up 275 students. Please encourage your students to register and pay (promote the payment plan) to avoid problems with purging, low enrolled classes being cut, and unfriendly letters requesting payments.

Discussion: Summer Session. Information on summer session dates, class times, past three years enrollments was distributed. Summer session package briefly discussed and will have to involve Katie in this. Suggested classes to appeal to teachers, mainland students. Donna offered a database of Native Hawaiian students studying on the mainland who might come home for summer.

Action: After discussion about different marketing strategies, please submit summer session classes by session, instructor, time and room to Diane by January 6, 2009. Chairs to share information with faculty so informed schedule can be built. If there are any distance classes (HITS or Cable) Diane needs to submit that info to the system by December 19. Online classes can be given to her by January 6. Donna to check with Liko `Ae (Malia Davidson) on access to the database of NH students on mainland. Suzette stressed having student evaluations done for each summer class.

Discussion: Lecturer Absence from Classroom. Review of the draft resulted in one paragraph being edited.

Action: Diane will edit and have this policy posted to our website. Department chairs to assure that this information is given to each of their lecturers.

Discussion: Student evaluations. Online class evaluations can be done using Survey Monkey. This instrument can also be used for live classes.

Action: Department chairs will contact their secretaries to arrange for training for this tool.

Discussion: Third year probationary faculty follow-up. It was pointed out that probationary faculty do contract renewals in their 2nd and 4th year of service, with nothing required their 3rd year. This is the time the DPC's should take an active role with their faculty by reviewing the 2nd year recommendations and advising them on addressing any recommendations before their 4th year document is due.

Action: This spring 09 the department chairs will be advising the DPC's of the probationary faculty in their third year to meet with them to assist in any way to ensure the probationary faculty will present an acceptable document in their 4th year.

Wrapping up the year: Department chairs gave input on their department activities over the last semester.

LIBRARY: books moving back and hope to have library operational for Spring 09 semester.

SSCI: going o.k.; thanks to those who stepped in during DC absence.

HUM: Target date for completion of FLANG building clean up will be Fall 09; unfinished workload issues in Art.

ENG: expect more movement in developmental ed in the spring.

BSH: coop and job placement office will be moving to Ka Lama 207 and will be closed for service from 12/22 – 12/26.

TLC: exam time bring hundreds of students in for exams; Smart Thinking hours used at this point are half of our allotment; OWL very busy; holiday hours for academic support areas sent out to campus.

STEM: waiting for science building; Sustainable Sciences APT being further developed; Ocean Science APT ready for curriculum; Applied Engineering APT in final phase of program proposal.

AH: statewide curriculum has passed; seven nurses going to conference on Clinical Redesign.

CTE V/T: Mark Slattery retiring 12/31/08 after 37 years at MCC; we wish him the best in retirement.

COUNSELING: NSO will be held again this spring; additional classes requested were added but also need another BIOL 100 class.

VCAA: The strategic plan action items will be sent out to campus via survey monkey for prioritization. Goals or outcomes from Achieving the Dream, the American Diploma Project, and the Developmental Ed Project will be embedded in our strategic plan.

Next meeting: December 16 at 3:00 in Kaaikē 210. First class cut meeting on Tuesday December 30 at 1:00 in Kaaikē 210. It is important that DC or a knowledgeable representative be there. Faculty with low enrolled classes (less than 20% filled) should communicate with their DC before this meeting.

Notes for department chair meeting on Tuesday, December 16, 2008

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Eric Engh, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Mike Albert, Mickey Helm, Lorelle Solanzo-Peros, Lenore Knobel, and Pat Adams.

Discussion:

Suzette reported that Spring 2009 registration is currently at 2,428, up 315 students over this time last year. CTE registration is at 808, down 12 from last year. Liberal Arts enrollment is 878, up 366 over last year. Debie Amby has sent program coordinators the list of majors with students not yet enrolled.

In Spring 2009 there is only one purge scheduled; this will occur at 4 p.m. on January 2. Any students registering after 4 p.m. on that date will not be purged for non-payment; they will, however, be required to pay for any course they have registered in, regardless of whether or not they attend classes. After receiving three warning letters, students with balances owed are turned over to a collection agency by the system office.

It will be important for faculty to check class rosters during the first weeks of the semester to be sure that all students attending class are registered and to call any students whose names are on the roster but who are not attending to let them know the policy.

It is also important that faculty list the last date attended for all students who did not complete a class. Without that date, the college is responsible for returning to the government any financial aid money collected by the student.

Action:

Suzette will look into the State Income Tax Setoff Program, where money for unpaid bills is deducted from a person's tax return. The UH System libraries collect their overdue fees through this program.

Discussion: Contract renewal documents

It is important that tenure and promotion, promotion, and contract renewal documents are forwarded according to the published schedule.

Action:

Department chairs will check with committee members to ensure the documents are forwarded in a timely manner.

Discussion: Program Reviews

Suzette is completing her assessments for program reviews, using the UHCC System rubric for determining program health. Programs are rated on demand, efficiency, and effectiveness. When writing program reviews, coordinators have the opportunity to analyze their program review data and discuss what it may or may not mean, given local workforce conditions. Some exemplary program reviews are available to be used as examples for others, as needed.

Action:

Department chairs were asked to send to their program coordinators copies of the rubric handed out by Diane.

Summer school 2009

Diane reported that she needs summer school class information by January 6 and summer HITS or cable class information by December 19. Possible classes or combinations of classes were suggested and discussed, e.g. foreign language classes or professional development for DOE teachers.

Actions:

Department chairs will discuss summer class possibilities with their faculty and send information to Diane.

Katie will be contacted to publicize low enrolled Spring 2009 classes.

Discussion: Class requests

Mickey presented requests for additional classes that are needed, according to Spring 2009 registration. These include Art 101, Botany 105, English 100, Humanities 100, History 152, and Math 1, 22, and 115 (115 live on Kahului campus).

Actions:

Department chairs will discuss with faculty and add classes whenever possible.

Bruce will look into problems some students are reporting when they attempt to register for the accelerated Math 1 and 22 classes.

Class cuts

Low enrolled class cut meetings for Spring 2009 are scheduled for 1 p.m. in Ka`a`ike 210 on December 30 and January 6.

Actions:

Department chairs will attend the class cut meetings or will ensure that someone from their department attends.

Mickey will attend meetings to give input on class needs.

Strategic Plan Implementation Council meeting notes for December 15, 2008

Present: Clyde Sakamoto, Suzette Robinson, Alvin Tagomori, Diane Meyer, Michele Katsutani, Lori Teragawachi, Dan Kruse, and Pat Adams.

Discussion: Strategic Plan outcomes

Herman displayed the chart that he has created to show 2003-04 through 2006-07 accomplishments of Strategic Plan action strategies. Actions have been taken on all 102 action strategies in the Maui CC Strategic Plan 2003-2010. Additional action strategies that should be added in response to current and future community needs were discussed.

Actions:

- **Herman** will add to the chart accomplishments for 2007-08 as well as the 28 new action strategies that have resulted from the consolidation of UHCC Strategic Outcomes and Performance Measures, Maui CC strategic goals developed in college meetings during the past year, and Achieving the Dream measures.
- **Herman** will add four new community needs action strategies. These will be part of Goal 3, objective I of the Maui CC Strategic Plan:

1. Offer additional foreign languages as needed, e.g., Chinese, Korean, Filipino.
 2. Address challenges of growing Micronesian population in Maui County.
 3. Address unique educational needs of growing Hispanic population.
 4. Utilize additional ways to publicize all aspects of the college throughout the community.
- **Herman** will send the updated chart to Implementation Council committee members.
 - **The college** will be given an opportunity to vote via Survey Monkey on which of the new strategies should be top priorities for the coming year. The results of the survey will be discussed at the Spring 2009 convocation.
 - **Suzette** will discuss with Jeannie how to design a survey that will show participants' ratings of the strategies and give them an opportunity for comments.

Discussion

Reports of the accomplishments of the 2007-08 Strategic Plan action strategy teams were discussed. Some teams have completed their missions; others are ongoing in various forms.

Meeting date

The next Strategic Plan Implementation Council meeting will be held on January 12, 2009 in Ka`a`ike 210.