Notes for department chairs/program coordinators meeting on Tuesday February 3, 2009

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Ryan Daniels, Ellen Peterson, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Chuck Carletta, Jan Moore, Eric Engh, Carlton Atay, Joyce Yamada, Becky Speere, Margaret Christensen, Chris Speere, Mike Albert, Elisabeth Reader, Thomas Hussey, Debbie Winkler, and Pat Adams.

Discussion: Assessment
According to the Accrediting Commission for Junior and Community Colleges (ACCJC), the college will need to be at the “proficiency” level of assessment of both courses and programs by fall 2012.

Action
Assessment teams will create rubrics for meeting the “proficiency” level in the various programs. Assessment co-coordinators BK Griesemer and Jan Moore will lead an assessment workshop, beginning at 4:30 p.m. on Thursday, February 5 in Ka Lama 204.

Non-probationary contract renewal workshop
A contract renewal workshop for non-probationary faculty will be held at 9:00-10:30 a.m. on Friday, February 6 in Ka’a’ike 109. Both faculty and DPC members are encouraged to attend. Twenty-two non-probationary faculty members will have contract renewal documents due on March 17, 2009.

Discussion: Program Reviews
Suzette went over some of the things that need to be included in program review documents:

• Responses to recommendations from the previous year;
• Program assessment information;
• Description of what has been accomplished on goals from the previous year

For academic support program reviews, the new UHCC system template should be used.

ATPs and Program Proposals
Suzette reported on the status of the ATPs and Program Proposals:

<table>
<thead>
<tr>
<th>ATP</th>
<th>Responsible Person</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerontology</td>
<td>Nancy &amp; Lee</td>
<td>Lee &amp; Nancy working on it.</td>
</tr>
<tr>
<td>Applied Ocean Science (Studies)</td>
<td>Bruce</td>
<td>In curriculum committee.</td>
</tr>
<tr>
<td>Sustainable Sciences</td>
<td>Cynthia</td>
<td>STEM dept. working on it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Program Proposals</th>
<th>Person</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Engineering Technology</td>
<td>Bruce</td>
<td>Mark submitted to curriculum committee.</td>
</tr>
<tr>
<td>Cultural and Natural Resources</td>
<td>Bruce</td>
<td>Ann &amp; Kiope working on it.</td>
</tr>
</tbody>
</table>
Discussion: Personnel Updates
Assistant Dean of Instruction: Position description has been rewritten to include instruction, academic support, and outreach; will be Dean CC, a decision-making position.

Instructional Designer: Perkins-funded position until June 2009, with possible extension and expansion.
Retention Coordinator Still searching.
Sustainable Science Screening committee sending names of applicants.
Construction Academy Lecturer hired: will interview for full time position fall 2009; ongoing ad.
English Have received position number; will proceed.
ICS Bruce will report at next meeting.

Lecturer pool needed
How to obtain a lecturer pool for English and math and any other programs that may have an ongoing need for lecturers was discussed.

Action:
Diane will coordinate a process for putting information on the web about the need for lecturers.

Perkins funding proposals
Perkins funds are distributed in three major areas, Achieving Standards, Program Improvement, and Leadership.

Achieving Standards proposals should be tied in to other initiatives, e.g., Achieving the Dream and UHCC and Maui CC strategic plans.

Program Improvement proposals could be to upgrade equipment, but not to replace it. Direct student use of equipment is essential; a proposal cannot be for equipment for faculty use. The funding is primarily for CTE programs; however, liberal arts faculty could submit a proposal for something that could help students improve skills needed in CTE programs.

Leadership proposals could include non-traditional initiatives, e.g., females in automotive programs or males in nursing.

Update on Student Ambassadors
Francine Ching sent an update on Student Ambassadors who make presentations to high school students:

In spring 2008, three student ambassadors presented to 500 students; many of those students did attend the New Student Orientation in fall 2008.
In fall 2008, four student ambassadors presented to over 563 students; they will continue in spring 2009.

Two more student ambassadors have been hired to make presentations in high school CTE classes.

**Room conflict meeting**
Diane reported that the department secretaries are putting fall 2009 schedules in Banner. Because all of the courses are not yet completed, the room conflict meeting will be held on Thursday, February 12. She also distributed a list of classes for fall 2009 that will be taught by distance methods, e.g., cable TV, interactive TV, or Internet.

**Action:**
Department chairs will report to Diane any additional distance classes by next week.

**Non-returning students**
Debie Amby is distributing lists of students, by major, who attended classes in fall 2008 but did not return in spring 2009.

**Action:**
CTE program coordinators are to contact the students on their lists to find out why they did not return and make a notation by each name the outcome of the call. Lists with notations should be given to department chairs by next week.

**Discussion: math data**
According to Achieving the Dream data, students usually put off taking math classes until the end of their programs. It was suggested that students be required to take math classes in their first or second semesters of college.

**Action:**
Program coordinators are to check the math requirements and the suggested semesters when students in their programs should take math classes.

Faculty whose students need specialized applied math are to discuss possibilities with Culinary Arts, a program that has instituted a model applied math course designed especially for Culinary Arts students.

**Notes for department chair meeting on Tuesday, February 10, 2009**
Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Mickey Helm, Kathryn Fletcher, Eric Engh, Donna Haytko-Paoa, Marti Wukelic, Brenda Pua, Deandra Perry, Kiope Raymond, Cindy Foreman, Mike Albert, and Pat Adams.

**Molokai CIP requests**
Donna reported that Senator J. Kalani English and Representative Mele Carroll had included a CIP request of $500,000 for land acquisition for the Molokai Education Center
in Senate bill 708 and House bill 1833. A $100,000 request for Molokai long range planning is in the BOR budget request.

**Action:** Department chairs will encourage their faculty to send letters of support to state legislators. Cyrilla will email a protocol template and proper titles for the legislators to department chairs to disseminate.

**Department supply budgets**
Suzette reported that additional money may be available from enrollment growth funds and from tuition and special fees. Department chairs discussed their needs for supplies, equipment, furniture, and travel expenses to neighbor islands.

**Action:** Department chairs will make prioritized lists of their needs, including costs, and send them to Pat by Friday, February 13. (Suzette will be attending the Achieving the Dream conference on the mainland.)

**Personnel updates**
- Assistant Dean: position will be renamed to Dean. The advertisement will be re-written to align with the present organization charts.
- Sustainable Science: screening committee is finalizing a memo to be sent to Suzette and Clyde.
- Sustainable Construction Technology: position will soon be advertised; plans underway to interview in March for August 1 appointment.
- Electro-optics: MQ’s are being re-written.
- English: position moving head; interviews to begin by April.

**Program Reviews:**
Suzette reported that the program reviews have been posted on the web. Overall, the quality of the reviews is good; three that are written especially well may be used as models: Dental, Accounting, and Business Technology. A program review should analyze the program and outline a realistic plan of action. Goals are to be measurable or observable.

**Action:**
Department chairs are to read program reviews and assist program coordinators as needed.

**Contract renewals**
A video was made of the non-probationary contract renewal workshop presented by Diane and Pat on Friday, February 6. Nancy will send the web address where it can be viewed.

**Importance of proofreading**
All correspondence should be proofread carefully before it is sent. Special care should be taken with letter, memos, and emails sent off campus.
**Fall scheduling**
A room conflict meeting for the Fall 2009 schedule will be held at 3 p.m. on Thursday, February 12 in Ka Lama 102.

**Hale Haumana visit**
At 2:30 p.m. on Tuesday, February 24, department chairs will meet by the O&M building and walk to Hale Haumana to discuss the possibilities of transforming the empty student housing buildings into offices.

**Library and Pilina dedications**
A dual blessing and celebration will be held for the newly renovated library and Pilina buildings, beginning at 10:30 a.m. on Thursday, February 26. Food will be furnished by the student government.

**Notes for department chair meeting on Tuesday, February 17, 2009**

**Fall 2009 scheduling**
Department chairs worked together on the Fall 2009 schedule, making necessary changes to meet program and student needs.

Diane presented the timeline for completing the Fall 2009 schedule:

- February 17-19: Room and class schedules to be finalized
- February 20, 23, and 24: Secretaries to complete input of schedules by 4:30 p.m.
- February 25: Jeannie to convert schedule in Banner.

**Next meeting: Hale Haumana visit**
At 2:30 p.m. on Tuesday, February 24, department chairs will meet by the O&M building and walk to Hale Haumana to discuss the possibilities of transforming the empty student housing buildings into offices.

**Library and Pilina dedications**
Beginning at 10:30 a.m. on Thursday, February 26, a dual blessing and celebration will be held for the newly renovated library and Pilina buildings. Food will be furnished by the student government.