

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

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Ryan Daniels, Ellen Peterson, Bruce Butler, Cindy Foreman, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Chuck Carletta, Jan Moore, Eric Engh, Carlton Atay, Joyce Yamada, Margaret Christensen, Chris Speere, Debbie Winkler, Rosie Vierra, Mickey Helm, Aaron Ventura, Jeannie Pezzoli, and Pat Adams.

Low enrolled class list discussion

Jeannie reported on the low enrolled class list for Fall 2008. This list is distributed by the UH Institutional Research Office (IRO) on the census date, the fifth Friday of every semester. Individual campuses can no longer make adjustments to the data; everyone must use the data that is sent out by the IRO.

Jeannie explained how department chairs and program coordinators can check the data and how the data can impact program review reports.

Action:

Department chairs to ask department secretaries to periodically check data on class enrollments and report their findings to department chairs and program coordinators.

Bookstore concerns and information

Bookstore manager AJ Ventura reported on bookstore issues:

1. Summer 2009 textbook orders were due yesterday, and not all have been received. Late orders impact AJ's ability to find used books, leaving him no alternative but to order all new books.
2. Many books are now being sent as part of a cellophane-covered packet of extra materials. Even though not all classes or students use the extra materials, this makes buying back and selling used books difficult. If a teacher does not require the extra materials, he or she should write on the book order: "Used textbooks OK without added materials" so that AJ will know he can order used texts without the materials that may have come with the book when it was new.
3. Fall 2009 textbook orders will be due April 1. If a teacher does not want the book order cut, he or she should write "Do not cut the number of books" on the order; otherwise, AJ uses sales history to judge the number of books that he should order.
4. Book sellers automatically substitute a new edition of a book, if one has come out. If a teacher wants an older edition, AJ will search for it if the book order is turned in early enough. AJ will also notify instructors if new editions are automatically substituted by the publisher.
5. Some books are now coming in less expensive binder versions. The book store will buy back these books if the same book will be used again in the next semester at Maui CC.
6. Some book sellers are making contracts with departments, promising rewards, such as software. The Maui CC bookstore does not make contracts. It makes an effort to do whatever is in the students' best interests.
7. If the class that uses a certain book is not being offered the following semester, the bookstore must dispose of any remaining books by selling them to another institution or to a wholesaler. The books cannot be held until the class is offered again.
8. When classes are added, the department chair or the instructor needs to notify AJ immediately so that books can be ordered.

Community Colleges Leadership

Cindy Foreman reported on the need to nominate a faculty or an APT for the 2009 Community Colleges Leadership Champion. Each year the nomination alternates between a faculty or APT and a staff member, and last year a staff member was nominated. The deadline to apply is Friday, March 13, 2009.

Nominations should be submitted to Angela Gannon via email yarnall@hawaii.edu and include a brief listing or narrative describing how the applicant has demonstrated leadership qualities or possesses a strong interest in developing leadership skills. Self-nominations are welcome.

Hale Haumana visit

Diane, Pat, and department chairs visited Hale Haumana to discuss occupancy possibilities. Two Departments of Health task forces and the HOST program have expressed interest in occupying space in parts of the three structures. The former student lounge building will be used for meetings by occupants of all the buildings. The buildings will need to be renovated before they can be occupied.

Excellence in Education Day

Excellence in Education Day will be held on Friday, March 6. Everyone is encouraged to attend. Signup slips for sessions and pre-ordered lunches that were sent out by Angela should be returned by today.

Graduation Awards

Diane reported that graduation plans are underway, and she will need program coordinators to let her know if their programs will be presenting outstanding graduate awards and who will do the presentations. March 15 is the deadline for nominating a student for the Kunimoto outstanding Voc Tech student award.

Action:

The graduation committee will email information about the various awards, including Outstanding Graduate, Regents Award, and Valedictorian.

Discussion

Mickey reported that counselors need advice on how to respond when they are asked by students about receiving college credit as described in the "Credit by Examination" section on pages 74-75 in the catalog. Counselors need to know if there is a standard policy to follow on this. The wording of the catalog section and the fact that credit by exam may be more appropriate for some classes than for others were discussed.

Action:

The issue will be discussed with faculty. A list of classes where students may receive credit by taking examinations will be compiled.

Information

Bob Wehrman reported that his book, *The Unnatural Act*, is now available for sale in bookstores and online.

Notes for department chair meeting on Tuesday, March 10, 2009

Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Eric Engh, Debbie Winkler, Bob Wehrman, Cathy Fletcher, Cindy Foreman, Marti Wukelic, Donna Haytko-Paoa, Mike Albert, and Pat Adams.

Budget Discussion

Suzette reported that the budget is still under consideration. After Friday's Executive Committee meeting, we should know more about how much money may be available for supplies and other needed materials. Bruce pointed out the urgent need for AV technology and Elmos in a number of classrooms. Other urgent needs were discussed.

Actions:

Department chairs are to use the additional funds for priority items; supplies should be purchased ahead for next year in anticipation of possible additional cuts in revenue.

Specific budget expenditures will be discussed at next week's department chair meeting.

Position updates:

English:	Ad has been approved; hiring process to be initiated.
Assistant Dean's position:	Position description may need to be re-written to fit present campus organization.
Sustainable Sciences:	Suzette and Clyde to interview applicant referred by screening committee.
Building Maintenance;	Ad to close March 24.
ICS position:	Bruce to contact Mark for update.
Perkins APT:	Ad to close March 20.
Construction Academy:	Continuous ad; no new applicants.
Instructional Designer:	Working on extension; position funded until June 30 (Perkins).
Retention Coordinator:	Switching position from student-to-student to retention (Perkins).
Recruitment Coordinator:	To be filled with casual hire (Perkins).

Senior WASC Accrediting Commission Perspective

A timeline of events was developed, based on a conference call with Teri Cannon, John Morton, Clyde, Suzette, and Michele.

Action:

Suzette and Michele will share the timeline with the college.

Information:

Cindy reported that a budget meeting will be held tomorrow at noon.

Donna reported that over 1,000 people attended the Ho`olaule`a held at Molokai Education Center on Friday. She expressed appreciation for those from the Kahului campus who took part in the GEAR UP-sponsored event.

Notes for department chair meeting on Tuesday, March 17, 2009

Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Mickey Helm, Eric Engh, Cindy Foreman, Francine Ching, Bob Wehrman, Kathy Fletcher, Mike Albert, Debbie Winkler, and Pat Adams.

Fall 2009 NSO

Francine Ching reported on plans for the Mandatory New Student Orientation 2009 for graduating high school students. The first orientations are scheduled for April 15 and 22, each with about 50 students. Orientations will continue through August 12, 2009.

The orientations will be composed of two sections: in the first section, students will get acquainted with faculty and staff and the campus. In the second section, they will receive academic advising and register for classes. Students in last year's orientations voiced their appreciation for having the opportunity to meet faculty and staff before starting classes.

Debbie reported on the importance of students taking the COMPASS tests before attending an orientation. Practices for taking the COMPASS tests are available on web sites. (Early admit or running start students are not required to take the COMPASS tests; all others are.) Department chairs signed up to take part in the orientations.

Action:

Department chairs will encourage their faculty to take part in New Student Orientations.

Francine will visit department meetings to give faculty members opportunities to sign up to assist at the orientations. Volunteers will receive T-shirts.

Personnel updates

- Assistant Dean: advertisement will be re-written to align with the pre-organization charts.
- Sustainable Science: applicant to be interviewed on Thursday.
- Sustainable Construction Technology: ad to close March 24.
- Electro-optics: to be filled this semester.
- ICS: paperwork for position underway
- Upward bound: position being advertised.
- Po`okela program director: ongoing recruitment
- English: position moving ahead; paperwork signed and back to personnel.

AET Program Proposal

The Applied Engineering Technology 4-year degree proposal was approved by the Academic Senate and will go on to the system for approval.

Budget

Approximately \$93,000 was approved for distribution to the departments for needed supplies and materials.

Action:

The funds will be distributed according to department priorities, as agreed upon. Department chairs are to purchase supplies to carry their departments into the next year in the event of further budget cuts. Purchases should be made right away to avoid missing deadlines.

Discussion: new program needs

The need to include in new program proposals the costs for academic support services, special equipment, and infrastructure needed for the new programs was discussed.

The increasing need for a transcript evaluator was also discussed. This position is especially important when the college is recruiting students from mainland and international institutions.

Action:

Mickey will bring a description of a transcript evaluator position to the next meeting.

Information

Maui and Kapiolani community colleges showed the most significant decreases in the system for the number of low-enrolled classes offered.

President McClain will visit Maui CC on May 1. This will be his final visit before retirement.

As a result of new chillers, conservation, and lower prices of oil, the college electric bill has been reduced substantially. If the savings hold, they could be used for projects that will further save electricity costs.