

Notes for department chair meeting on Tuesday, October 7, 2008

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Bob Wehrman, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, Lorelle Peros, Jan Moore, Joyce Yamada, Thomas Hussey, Dorothy Pyle, Ann Emmsley, Elaine Yamashita, Rosie Vierra, Kulamanu Ishihara, Karen Muraoka, Rick Miller, Sunny Cabello, Lenore Knobel, Kathy Fletcher, and Pat Adams.

Articulation agreements

Karen Muraoka reported that she is compiling program articulation agreements between Maui CC and other UH System campuses.

Action:

Department chairs and program coordinators are asked to send any articulation agreements to either Karen or her secretary Liane Koga.

Program Reviews

Programs reviews are to be submitted to Suzette by October 24. **Comprehensive program reviews** are to be completed by Business Careers, Media, Culinary Arts, ECET, and Hana.

Action:

Program coordinators will submit both an electronic and hard copy of the program reviews to Suzette by October 24. **Diane will** post them on the web. Review teams will be set up for the comprehensive program reviews.

Money collections

Any money and/or scholarships collected individually by departments or programs must go through the Foundation before they can be used.

Post tenure reviews

Post tenure reviews are to be handled at the department level by the chair. Only if there is a concern do they go on to Suzette.

MCC Unmasked event

Kulamanu and Sunny reported that an open house will be held from 10:00 a.m. to 1:00 p.m. on Wednesday, October 29, 2008 in the Pilina multi-purpose room. Three co-chairs are Brian Daniels, Sunny Cabello, and Richard Hill. Department chairs and program coordinators are needed to take part in the event.

Measuring skills of CTE students

Suzette explained the need for CTE programs to submit a plan for aligning their course and program SLOs with industry standards. This is a federal government requirement connected to the release of Perkins funds.

Action:

Each CTE program coordinator is to submit a plan to Suzette for having industry partners validate course and program SLOs. Some programs already have industry standards in place, e.g., Allied Health and Automotive Technology. Plans are to be implemented before May, 2009.

Tracking graduates

Sunny reported that a committee is tracking Maui CC graduates to see if they are working in their field of study and if they need assistance in such things as learning to interview effectively for employment

A representative from each department who is willing to track graduates and let them know that the college is there to assist them is needed for the committee.

Budget

Suzette reported on needing to adjust the 2009-2010 budget by approximately \$91,000 (based on UHCC budget reduction.)

Action:

Before 3 p.m. tomorrow, department chairs and program coordinators will email Suzette any possibilities of where cuts might be made that would have a minimum impact on students.

Notes for department chair meeting on Tuesday, October 21, 2008

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Bob Wehrman, Eric Engh, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Lenore Knobel, Kathy Fletcher, Debbie Winkler, Mike Albert, Mickey Helm, and Pat Adams.

Program Health rubric

Suzette passed out a rubric for determining program health based on program review data.

Action:

The rubric will be used to determine program demand, efficiency, effectiveness, and overall health.

Discussion: Budget cuts for 2009-10

Required budget reductions of 10% and 20% were discussed. After Vice President John Morton contributed to the 10% deficit, \$91,329 was covered by Maui CC by making the following cuts:

| | |
|--|----------|
| From additional campus security funding | \$59,000 |
| From Hale Haumana housing security funds | 10,000 |
| From campus student assistant funds | 2,259 |

It was unanimously agreed that Instruction will contribute the following to the proposed \$258,912 (20%) reduction for 2009-10:

| | |
|------------------------------|---------------|
| Catalog cuts | \$21,500 |
| Sustainable Science position | 55,000 |
| Retirement salary savings | <u>25,000</u> |
| Total | \$101,500 |

These recommended cuts must still be reviewed by the Chancellor's Executive Committee.

Information

The ATP for Mark Hoffman's Applied Engineering degree will be discussed at the Chief Academic Officers meeting tomorrow. The CAO's give suggestions only; faculty use the suggestions to create the program proposal.

The Engineering degree has been cleared by the Academic Senate. Additional ATPs have been returned to departments for further faculty discussions.

Enrollment growth funds will be used to pay for additional classes for Fall 2008 and Spring 2009.

Notes for department chair meeting on Tuesday, October 28, 2008

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Bob Wehrman, Eric Engh, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Lenore Knobel, Kathy Fletcher, Debbie Winkler, and Pat Adams.

Discussion: Reorganization Charts

Suzette passed out a chart showing the “current” Maui CC organization and a chart showing the proposed reorganization that is reflective of current practices and of changes being requested.

After it has been reviewed by the college community, the proposed chart will be submitted to the union, to UHCC administration, and eventually to the Board of Regents for approval. Proposed changes were discussed and discrepancies noted.

Action:

Department chairs will discuss the chart with their faculty and report any discrepancies found to Suzette, who will pass the information on to David Tamanaha.

Discussion: Bulk purchasing

The advantages and disadvantages of bulk purchasing of such things as paper were discussed.

Advantages:

- Savings realized by buying in bulk
- Convenience of having supplies on campus as needed

Disadvantages:

- A place to safely store large amounts of paper and supplies would be difficult to find on campus
- Inventory control would need to be handled consistently
- Fair distribution would need to be ensured, with payments coming from each department’s supply budget

Action:

Department chairs will discuss the possibility with their secretaries and bring information back to the next department chair meeting.

The book store manager will be asked about the possibility of the book store handling distribution of paper and supplies purchased in bulk.

Hopaco will be asked about the possibility of a large bulk discount.

Program Reviews

Suzette reported that a number of program reviews have been received; others will need to be submitted by Friday, October 31. Priority budget consideration is given to departments whose program reviews are submitted on time.

Comprehensive Program Review teams have been formed.

Information:

Swap Meet

Suzette reported that the swap meet owner is allowing Maui CC to have space for a booth at the swap meet with no charge. Faculty, staff, or students would be responsible for setting up and staffing the booth and collecting money. The swap meet is expected to open on the Maui CC campus in late November or early December 2008.

Additional budget cut

Suzette reported that the additional budget reduction has been put on hold for the time being because multiple ideas are still being discussed.

Illegal parking

Department chairs are asked to let faculty and students know that any vehicle parked illegally after the second warning will be towed.

Smoking in buildings

Department chairs are asked to remind faculty and students of the smoking regulations; cigarette butts have been found in rest rooms.

Lights and air conditioning

Department chairs are asked to remind faculty to turn off lights and air conditioning when they are the last to teach in a room. Lights and air conditioning have been found left on when security personnel make their late night rounds

November meetings

Because of the Election Day and Veterans Day holidays, November department chair meetings will be held on November 18 and 25 in Ka`a`ike 210.