

Department chair meeting notes for October 9, 2007

Present: Diane Meyer, Dorothy Tolliver, Bob Wehrman, Molly Fleming, Kate Acks, Eric Engh, Karen Muraoka, Cindy Foreman, Mickey Helm, Cyrilla Pascual, Nancy Johnson, Marti Wukelic, Donna Haytko-Paoa, Lynn Britton, and Pat Adams.

Discussions and reports

Marti, Donna, and Lynn reported that all is going well at the outreach education centers. Individual reports follow:

Marti: Andy Carson, Construction Academy faculty member, is teaching a construction class at Hana on Tuesdays after his high school classes. Andy also assists the center when needed. Today he is delivering and installing an air conditioner.

Marti is making preparations to teach a web-based Management 118 class in spring 2008.

Lynn: On Friday, October 26, the Lahaina Education Center will host an information session for students interested in taking the Neighbor Island Master of Business Administration (NIMBA) through the UH Center.

An ocean awareness training will also be held at the center this month.

If any student taking a HITS class through the Lahaina center fails to attend class, Lynn will email the instructor and ask for a class list so that Lynn will know if the student is still active in the class.

Donna: The Molokai Education Center will hold its four-year graduation on Friday, May 16, 2008.

Rental fees received from the county of Maui for use of the Molokai computer lab will be spent on necessities for the lab, as required by federal funding guidelines.

Approximately 30 Molokai high school students are being assisted by the Gear Up grant project. The grant covers testing, tutoring in English and math, retesting, and financial aid for college.

A possible future name change for the Molokai center will be discussed in the Academic Senate. The goal is to have the name of the center aligned with the possible name change for Maui CC.

Mickey reported that preparations are in progress for the college and career fair to be held from 9-11:30 a.m. and from 5-7 p.m. on Friday November 9 at Kamehameha Schools in Makawao.

Eric described the online survey that he has made available for English teachers to administer to their students. The survey consists of four questions concerning the students' confidence in completing the course; possible reasons for the student not being

able to do so; what the teacher or college might do to assist the student to remain in school; and what actions might give the student a better chance of remaining in school. **Eric will** report on outcomes of the survey, which is administered using Survey Monkey.

Eric also reported that English faculty members are discussing their ability to diagnose special needs of their students. Making sure that TLC is staffed properly should be considered to be a retention necessity.

Nancy will work with Lynn to find a teacher for the Nurse Aid training to be held in Lahaina in spring 2008. The class has been put in the schedule.

Bob reported good retention in humanities classes. Tech fee money is being spent productively according to the guidelines of the agreement with students. More money will be available in January 2008. **Department chairs will** give Bob a list of technology needed for student success that falls within the guidelines.

Diane reported that with an increased number of faculty using technology in their classes, it is becoming a problem to find rooms with the technology requested by the teachers.

No further changes can be made in the Spring 2008 printed schedule.

Diane is working on the enrollment growth management report based on 06-07 classes. She needs the list of externally funded classes from department chairs by Friday, October 11.

Karen reported that a statewide BS Travel Industry Management proposal is in process for online delivery of upper division courses from UH Manoa School of TIM. The proposal is based on a UH system-wide consortium agreement.

Starting in the summer of 2008, the UH Manoa College of Education will be offering an online MEd in Special Education.

The UH Manoa School of Nursing is developing a joint online MBA/MSN specialization and Public/Community specialization.

UH Hilo is in contact with the UH Center regarding an online BA in Communications and another iteration of a BA in Hawaiian Studies

UH Center Spring 2008 commencement venue may change due to a projected increase in graduates to over 60 students.

Karen explained that the space in the Kihei facility has been cut considerably in the past several years and now consists of one large room that serves primarily as a receiving area for distance classes. The rent is paid by the UH System in return for the UH Center's assistance in staffing.

Cyrilla reported that a career and college job fair will be held from 10 a.m.-2 p.m. on November 8. Ten tables will be available for Maui CC programs. Anyone interested should email Heather Fung at hfung@hawaii.edu. Tables will be reserved on a first come, first served basis.

Cindy demonstrated (using her own online class) how evaluations could be conducted for instructors teaching online classes. After the teacher signs the evaluator in as a student for a limited period of time, the observer could review and evaluate syllabi, SLOs, assessments, calendars, and assignments. After an agreed upon period of time, the faculty member could close the observer's account. The observer would then write an evaluation based upon observations and discuss it with the teacher.

This would make it possible for online teachers to have access to professional evaluations, just as classroom teachers do.

The Survey Monkey was discussed as a way to accomplish student evaluations of online teachers.

Kate asked about any current process and/or policy for student evaluations of lecturers who teach online. **Diane and Pat** will research the issue and report back.