Notes for department chair meeting on Wednesday, June 3, 2009

Summer 2009 low enrolled classes
Summer school class enrollment lists were studied and discussed. Any low enrolled summer classes will be cut after the purge is completed.

Retention and student success data
IRO reports on student retention and success were studied and discussed.

Action:
More discussions will be held and follow-up steps taken. In addition, department chairs will share the information with their faculty.

eCafe evaluation system
The UH system-wide eCafe student evaluation system, begun in Spring 2009, will be more widely implemented in Fall 2009, with faculty in several Maui CC departments using it. Use of the system by Maui CC faculty is encouraged but not mandated at this time. Individual teachers have the opportunity to choose what questions their students will answer in this online evaluation.

Actions:
Department chairs will share information from those who used the eCafe system in Spring 2009 and will report on what classes will be using the system in Fall 2009.

ET Program Proposal
The Bachelor of Applied Science in Engineering Technology degree proposal was approved by the Board of Regents and will be implemented in Fall 2010.

Personnel updates
- Assistant Dean of Instruction position has been re-written and is being advertised; closes June 26.
- Sustainable Science position description is being modified.
- Sustainable Construction Technology position applicants have been interviewed.
- Electro-optics position is being advertised; closes June 26.
- ICS position closes June 5.
- English position applicants are being interviewed.

Summer meeting dates
Department chair meetings are scheduled for 3:30 p.m. on June 30, July 14, July 28, August 4, and August 14 in Kaake 210. Low enrolled classes will be cut at August 4 and 14 meetings.
Notes for department chair meeting on Tuesday, June 30, 2009

Discussion: RDP proposals
RDP is in the planning and development process for sustainable projects to be funded in the FY 2009 grant cycle. One-page abstracts for grant proposals need to be submitted for consideration no later than July 6, 2009.

An abstract should include what the project will accomplish; the project name and who will take responsibility for the project; why the project is necessary; and how the project will work (key operational features).

Action: Department chairs or program coordinators are to email abstracts to Suzette, who will then send them on to Dan Regan by the July 6 deadline.

Discussion: Classes added
Diane reported on the classes that have been added for Fall 2009 semester, the numbers of seats that have been increased in classes, and classes currently being requested. Class enrollments are being closely monitored and classes added as needs arise. Registration numbers may be affected by the purge of those who have not paid their tuition by 4 p.m. on July 17.

Lecturer advertisements
Calls and emails received as a result of the advertisements for lecturers are being forwarded to department chairs.

Action: When considering an applicant for a teaching position, department chairs will use the following process:
1. Ensure that applicants are qualified by carefully checking applications, resumes, transcripts, and references.
2. Interview the applicant personally. Call references.
3. For qualified applicants, write a memo to Suzette asking for approval to add the person to the lecturer pool.
4. Attach all application materials to the memo and send copies to Suzette, Diane, and Pat.
**Class needs for Fall 2009**

Plans are being implemented to meet the needs of the approximately 60% more students expected in Fall 2009, e.g., additional tutors, SmarThinking hours, COMPASS test units, and library and computer lab hours. **With the hiring freeze, only student help or instructional positions can be filled.**

**Action:** Department chairs will email their needs to Suzette. Pat will work with Academic Support units on their needs.

**Orientations for lecturers**

The first lecturer orientation will be held at 5 p.m. on July 20 in Ka Lama 104A. Information to be covered includes course outlines, SLOs, assessment, employment benefits, and other important information. Lecturers who have been hired will attend; a second orientation will be held for lecturers hired at a later date.

**Action:** Lisa will assist with the July 20 orientation.

**Discussion: program orientations**

Individual programs will schedule student orientations for Fall 2009. Nancy described what is covered in her orientations held in the evening at the end of spring semester and at the beginning of fall semester. Families are included, since their support is crucial to the success of the students. Former students give testimonials about the difficulty of the program and the strong commitment that is required.

**Actions:**

- **Department chairs** will work with program coordinators to schedule orientations.
- **Nancy** will send department chairs the agenda for her orientations.
- **Suzette** will email information about what should be included in the orientations.

**Discussion: first week schedule**

Diane went over a draft of the first week schedule. The opening day convocation will be held in the morning on Monday, August 17. The schedule will be revised as needed and sent out when it is complete.

**Accreditation news**

Diane reported that all required documents had been sent to the senior WASC commission. A telephone conversation on July 14 will be followed by a senior commission visit on July 26 and 27. If all goes according to schedule, the college will move from the junior to the senior commission on the first day of classes in Fall 2009.

**Laptop initiative**

Culinary Arts, Nursing, and Dental students will be receiving laptops for use in Fall 2009 classes. John Squires, head of the math department at Cleveland State University, will be asked to assist faculty this summer with English and math course re-designs. The math delivery system at Cleveland State has been re-designed to allow students to take classes
in the computer labs, with faculty acting as facilitators. A phone call is scheduled with the Dell computers education specialist at 8:00 a.m. on Thursday, July 2, 2009.

**Summer 2009**
Registration is holding steady and no classes will need to be cancelled in the second session of Summer 2009.

**Personnel updates**
- Assistant Dean of Instruction: advertisement for position closed June 26; applicants to be interviewed.
- Sustainable Science: continuous advertisement.
- Sustainable Construction Technology: applicants have been interviewed; paperwork is routing.
- ICS: interviews scheduled for this week.
- English: interviews completed; final applicants being sent to Suzette.
- OCET: two positions being advertised.
- Nursing: continuous advertisement; to interview end of July for Malia Johnson position.

**Tenure and promotion deadlines**
UHCC System deadlines for tenure and promotion documents have been received for Academic Year 2009-2010. Friday, October 9, 2009 is the deadline for applications to be submitted.

**Next meeting**
The next department chair meeting will be held at 9:30 a.m. on July 14 in Ka`aike 210.