

Notes for department chairs/program coordinators meeting on Tuesday May 5, 2009. Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Lisa Sepa, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Eric Engh, Carlton Atay, Joyce Yamada, Chris Speere, Rosie Vierra, David Grooms, Rick Miller, Denise Cohen, Margaret Christensen, Chuck Carletta, Mickey Helm, Lenore Knobel and Pat Adams.

SOC Codes

A revised copy of the SOC codes was distributed and discussed. If three or more codes are applicable in a program, the program coordinator should use a general one for final determination of the one to be used in the program review. If a program is the same at several UHCC colleges, coordinators should meet and decide which code to use.

Action: Diane will email the website where the codes may be found. **Program coordinators will** send their program codes to Diane by Thursday, May 14.

Flu update

Denise reported on the H1N1 flu: There are now 403 cases in the United States and several confirmed on Oahu. The Department of Health is not currently as strict on school closures as it was previously; however, this flu has a sudden onset, and people should remain cautious and not go to work if they have any symptoms of the illness, e.g. cough, sore throat, headache, chills, fatigue, and a temperature of 100.4 or above.

Laptop Initiative

Implementation of phase one of the laptop initiative is planned for Fall 2009. Curriculum re-design will begin in the summer, with stipends for faculty. Diane is coordinating plans with representatives of Seton Hall University who are acting as advisors for the project. Seton Hall University has issued laptops to students for over eleven years.

MyMathLab online

Colleges are reporting that retention and persistence rates are higher for students who use MyMathLab than for those who do not. The program is an innovated series of online/lab math courses that work hand in hand with Pearson Publishing Company books.

New Test

A UHCC system Polycom meeting will be held on Friday to hear information from a Pearson representative about a new computerized college entrance test for students who have English as their second language.

Summer enrollment

Summer enrollments are strong, with 577 students registered for Summer 2009, compared to 398 last year at this time.

Action:

Department chairs are to ask faculty to encourage students to register and pay early in order to ensure their places in summer and fall 2009 classes.

Classes needed for Fall 2009

A list of classes in high demand for Fall 2009 was distributed and discussed. The largest demand is in the math and natural sciences, with a number of classes and labs already filled or close to being filled.

Action: More new sections are to be added as quickly as possible. **Department chairs** are to report names of available lecturers and added classes to Suzette by Friday.

Credit by exam courses

Mickey distributed a form for department chairs to fill out, listing all of their credit by exam courses. Mickey will chart the information for the use of the counselors.

Action: **Department chairs will** fill out the forms and return them to Mickey before the end of the semester. Language needs to be included that would indicate whether a “CR” grade would be acceptable as a “C” grade.

Position justification

Mickey distributed information justifying the need for an Academic transcript evaluator. She reported that with the number of students transferring to Maui CC steadily rising and the implementation of new associate and bachelor’s programs, the need for timely evaluation of academic transcripts is critical.

New Student Orientation

Mickey distributed a signup sheet for volunteers for the new student orientations that will be held on most Wednesdays throughout the summer.

Action: **Department chairs will** encourage faculty to volunteer.

Carl Perkins proposal

Suzette reported that approximately \$400,000 in Maui CC Carl Perkins funding requests were approved at the CTE Deans meeting. These include retention, recruitment, instructional designer, and transitional coordinator positions and supplemental tutoring for English and math.

Program Improvement proposals

Suzette encouraged department chairs and program coordinators to apply for program improvement funds needed to upgrade equipment or supplies. The proposals will need to include data on measurable goals and impact on students. Suzette will re-send the proposal template to faculty with submission deadlines.

Notes for department chair meeting on Tuesday, May 19, 2009

Present: Suzette Robinson, Diane Meyer, Nancy Johnson, Bruce Butler, Mickey Helm, Eric Engh, Thomas Hussey, Rick Miller, Lisa Sepa, and Pat Adams.

Summer and Fall 2009 enrollment

Summer 2009: 726 students are enrolled, as compared to 507 this time last year. Many students who have registered have not yet paid. Students who have not paid by 4 p.m. on May 29 will be purged from classes.

Fall 2009: 2,060 students have enrolled, compared to 1,251 at this time last year.

Actions:

Department chairs will ask faculty to recruit students for classes with enrollment **under 10 for summer** and to let **all students** know that they need to pay to ensure their places in classes. (The payment plan is available for fall tuition, but not for summer.)

Low enrolled classes for Summer 2009 will be cut at the department chair meeting at 3 p.m. on June 3.

Low enrolled classes for Fall 2009: classes with under 20% enrollment will be cut at the department chair meeting on Tuesday, August 4. Classes with under 50% enrollment will be cut on Friday, August 14.

Classes added

Microbiology 140:	1 lab added
Zoology 141:	2 labs added
Math 111:	added capacity to 35
Biochemistry 241:	added capacity to 40
Accounting 202:	added capacity

Classes to be added

English 102, College Reading Skills
English 104, Introduction to Creative Writing

Classes needed for Fall 2009

Mickey reported that the following additional classes were needed for Fall 2009:
Psych 240 in the evening
IS 106 (2 credits) and IS 107 (1 credit)

Gatekeeper courses

A list of classes showing the registration and the success rates of Maui CC students in AY years 2005-06, 2006-07, and 2007-08 was discussed.

Action:

Department chairs will discuss reasons for the low success rate in certain “gatekeeper” classes with their faculty and brainstorm possible solutions.

COMPASS cutoff scores

A change in the COMPASS math cutoff scores for Math 1 and 22 students will be implemented for Fall 2009. Students and faculty will be notified so that students will be placed correctly. Students affected by the change will be placed in a higher level math class.

Third quarter budget

The third quarter budget for Instruction appears to be on target. Approximately 25% of funds should remain to complete the year.

Position updates

- Assistant Dean: position description now at OHR
- Sustainable Science: on continuous recruitment; no applicants; letters to be sent to 50 colleges and college career centers
- Sustainable Construction Technology: applicants being interviewed
- Electro-optics: closing early June
- ICS: closing early June
- English: Received 107 applications; 62 applicants meet qualifications

Action: Equipment list update

Department chairs will revise, update, and return to Suzette the equipment list by Friday, May 22.

Next meeting

The next department chair meeting will be held at 3 p.m. on June 3; low enrolled summer classes will be cut during the meeting.