

## **Notes for department chair meeting on Tuesday, April 15, 2008**

Present: Suzette Robinson, Nancy Johnson, Bruce Butler, Cindy Foreman, Dorothy Tolliver, Eric Engh, Mickey Helm, Molli Fleming, Kathy Fletcher, Cyrilla Pascual, Debbie Winkler, and Pat Adams.

### **Enrollment growth fund**

Suzette reported on the planned expenditures of the approximately \$200,000 that Maui CC will receive from the UH System enrollment growth initiative funded by the legislature. She will send out a final version of the expenditures; money must be spent by May 15, 2008.

### **Equipment list**

Department chairs are to update and prioritize the equipment list and **send it to Pat by noon on Friday, April 18. (Note: Date changed to Wednesday afternoon, April .)**

Pat will ask Diane to send department chairs a list of computers that need to be upgraded.

### **Summer registration**

Registration for summer 2008 begins on Monday, April 21. Fewer applications for summer school have been received this year compared to previous years at this time. Department chairs will ask faculty to encourage students to enroll in summer school early in order to get the classes that they need.

The cut of the first session (beginning June 9, 2008) low-enrolled classes will be held the end of May.

Summer school tuition funds support one clerk and one science lab position.

### **Biennium budget**

Suzette reported that the biennium budget will focus on student persistence and retention, workforce development, and remedial developmental education.

### **Position justifications**

Department chairs will fill our Form A justification forms for the following positions:

Debbie Winkler	TLC director (1.0)
Eric Engh	Developmental English (1.0)
Nancy Johnson	Nursing (1.0)
	Oral hygiene (1.0)
Bruce Butler	Math (1.0)
	Ocean science (1.0)
	Science lab tech (1.0)

Justification must include a description of the request (on the first page) and **data to show need for the position and expected outcomes based on the request** (on the fourth

page.) David Tamanaha will fill out Form B on pages two and three. **Forms are due to Pat by afternoon on Wednesday, April 16.**

**Baccalaureate programs**

In order to meet the June 2008 WASC deadline to discuss the possibility of offering additional baccalaureate programs, **responsible faculty will need to send their authorizations to Pat by April 22.**

Sustainable Science	Bruce and Cindy
Information Technology	Margaret Christensen
Applied Engineering	Mark Hoffman

Prospective degrees may be ready to go through the campus processes in fall 2008.

Department chairs requested that Clyde speak to the Academic Senate on April 25 or May 2 to discuss the timeline of the three potential baccalaureate programs. .

**Service learning conference**

Suzette and Molli will be attending a service learning conference in Portland, Oregon. Suzette will leave on Wednesday, April 16 and return on Tuesday, April 22.

### **Notes for department chair meeting on Tuesday, May 6, 2008**

Present: Cyrilla Pascual, Bruce Butler, Cindy Foreman, Joyce Yamada, Lorelle Peros, Eric Engh, Dorothy Tolliver, Mark Hoffman, Mickey Helm, Mollie Fleming, Kathryn Fletcher, Becky Speere, Jan Moore, and Pat Adams.

### **UHCC administrator visit**

Pat reported on points made by Vice President John Morton on his recent visit to the campus:

- More students need to be encouraged to apply for financial aid so that they can afford to attend college, persist in their studies, and complete their goals.
- The college needs to find ways to get students through developmental math. Students who learn math in the context of what they will use it for are more successful.
- Enrollment growth funds will be available for a second year.

### **New website**

Katie McMillan launched the new Maui CC website on Friday. Everyone is encouraged to check it out carefully and report to Katie anything that needs to be changed or added.

### **Mark Ramsey visit**

Mark Ramsey, who arranged for Maui CC to obtain the super computer, will speak tomorrow (Wednesday, May 7) from 3-5 p.m. in Ka`aiki 109 on possible uses for the computer. Everyone is encouraged to attend.

### **New Student Orientations**

Mickey distributed New Student Orientation tee shirts for department chairs and coordinators to wear when they attend the orientations. Eleven high school graduates attended the first orientation, and fifteen attended the second. The numbers are expected to grow each week.

Faculty are encouraged to attend the orientations to get acquainted with the students, make them feel welcome, and assist with questions about different programs.

Orientations are scheduled for the following Wednesdays: May 7, 14, and 21; June 4, 18, and 25; July 2, 16, and 30; and August 6 and 13. Special orientations are also being scheduled for specific schools or groups.

### **Professional development funds**

Department chairs are to submit requests for professional development activities to Suzette this week. Several have been received.

### **Authorization to Plan**

Mark Hoffman reported on the Authorization to Plan (ATP) that he is working on for an Applied Engineering BAS degree that will add upper division courses to the existing AS degree. Mark is working with the Institute of Astronomy, the Center for Adaptive

Optics, and UH Manoa College of Engineering. The degree would align with the needs of local industry.

### **Parent Community Networking Center**

Becky Speere, Maui CC Perkins DOE/UHCC liaison, reported that the Parent Community Networking Center (PCNC) that she is coordinating with the high schools is expanding to the entire MCC campus.

If anyone in a CTE program has special events, labs, early admit classes or career shadowing experiences for DOE students, they are to let Becky know and she will get the information to the high school PCNC's, who will disseminate it to parents, counselors, and principals. Communication is by weekly e-blasts (for select high schools) and monthly/quarterly newsletters. Call Becky @ ext 684.

### **Reports**

**Molli:** the foreign language building has been closed until roof repairs can be made; Molli and Hiroko will need classrooms for their scheduled fall 2008 classes.

**Dorothy:** The library will be moving the first week of June. Faculty are invited to check out any reference books, videos, or DVDs they may need until the library reopens at a yet undetermined date.

**Joyce:** The Maui CC dental program has grown to the point where it has more applicants than the program can accommodate.

**Cindy:** The automotive technology building will receive an asbestos-free roof during the summer. Thomas and Kyle will move into the carpentry area until the re-roofing is completed.

Cindy and Bruce are partnering on an ATP for a four-year sustainable science degree.

## **Notes for department chair meeting on Tuesday, May 13, 2008**

Present: Suzette Robinson, Diane Meyer, Bruce Butler, Cindy Foreman, Dorothy Tolliver, Eric Engh, Molli Fleming, Kathy Fletcher, Cyrilla Pascual, Donna Haytko-Paoa, Marti Wukelic, Mike Albert, and Pat Adams.

### **Class for correctional center**

Suzette reported that MEO has requested that Maui CC teach an Interdisciplinary Studies 105 class in the fall at the correctional center. Two sections may be possible. Department chairs are to check for possible teachers.

### **Professional development funds**

Suzette reported on the expenditure of the approximately \$20,000 in professional development money that was part of the funds that came this year from the enrollment growth fund. If the college receives enrollment growth funds next year, a certain amount will be awarded through the established staff development process.

### **Summer school**

Registration for summer school is 446; 200 of these have not yet paid. Department chairs are to encourage faculty to email or call students reminding them to pay for summer and fall classes so that they will not be purged for non-payment. On June 4 at 10 a.m. low enrolled summer classes will be cut.

### **Ka'ie'ie Partnership**

Suzette reported that the Degree pathway Partnership Program Ka'ie'ie, an agreement between UH Manoa and Kapiolani CC that allows students to be dual enrolled in the two institutions, is now open to all UH community colleges and will be marketed.

### **Summer responsibilities**

Department chairs who are receiving one credit reassigned time will be accessible during the summer for meetings, screening committees, budget planning, new student orientations, weekend college meetings, and other necessary duties. Department chairs reported the dates when they might be off island.

### **Survey forms**

Diane will be sending to department chairs survey forms that need to be filled out for any student who works for the college, whether the person is paid or unpaid, e.g. students in service learning, internships, and cooperative education. The forms are due back to Diane by May 23. The information is needed for workman's compensation purposes.

### **Molokai news**

Donna reported that Molokai Ranch employees who lost their jobs will receive a one-time 50% discount on tuition for Maui CC classes. The limit for each person is \$500. The discount notice will be given to the ex-employees with their final pay on May 23. Vaughan Baker, UHCC Workforce Development Director, is working with Donna to make this possible.

Donna reported that the Molokai education center website is under renovation. A combination ad will be appearing in various media that features the University Center and the distance education centers.

**Weekend college**

Pat reported that assistance will be needed with implementation of the weekend college, planned for fall 2008.

**Graduations**

Suzette, Diane, Pat, Dorothy Pyle, Cindy Foreman, Elaine Yamashita, Marti Wukelic, and Michele Katusutani will attend the Molokai graduation on Friday, May 16.

Suzette, Diane, Pat, Cindy, and Steve Johnson will attend the Lanai recognition ceremony on Monday, May 19.



## **Notes for department chair meeting on Tuesday, May 20, 2008**

Present: Suzette Robinson, Diane Meyer, Pat Adams, Mickey Helm, Bruce Butler, Eric Engh, Kathy Fletcher, Cyrilla Pascual, Dorothy Tolliver

### **Molokai and Lanai graduations**

Suzette reported on the excellent graduation ceremonies held on Molokai and Lanai over the weekend. The efforts to provide educational experiences for the outreach centers is paying off in a visible way and to see so many students reach their goals is rewarding. Those attending the Molokai graduation were Suzette, Pat, Cindy F., Diane, Michele, Elaine, Marti W. Those attending the Lanai graduation were Suzette, Pat, Diane and Susan Nartatez from Molokai.

The Molokai graduates covered 4 years and numbered 169. 55 attended the ceremony. Lanai graduates or completers totaled 13. One student finished her AA totally on Lanai. (There is a story there.)

### **Survey forms**

Diane reported she had received student assistant/volunteer/practicum information from most of the areas of campus and will collate the information for the Office of Risk Management by May 23.

### **Summer School**

Letters have been sent out to all summer session students who have not paid advising them of a payment deadline of May 23. A&R will start a purge process on May 27. Our class cut date is Wednesday, June 4, at 10:00 in Kaaike 210. The cut off number of students per class is 12. Cut date for Session B classes will be Wednesday, July 9 at 10:00 in Kaaike 210. Students who do not pay by June 9, regardless of when their class starts, will be charged a late fee of \$10. Summer session is considered one big session for payment deadline.

### **Authorization to Plan**

Suzette and Pat are working on completing three ATP's for Information Technology, Sustainable Science and Applied Engineering. They will be sent to Linda Johnsrud, David McClain, John Morton and John Toda for review for accuracy and feedback. Then they will be presented to the campus in the fall for feedback. Also along the way WASC will be informed of the progress made on future 4-year degrees. The name change will come when we have a second degree.

### **New Student Orientation**

Mickey reported that we have received 206 applications for fall from high school seniors. 112 of them have attended our new student orientation and 69 of them have registered at this time. She asked for department chairs to assist with presenting a prepared power point of information for the students. The next orientation will be Wednesday, June 4, and Cyrilla and Kathy have volunteered to present the power point at the TLC at 4:00 p.m. Schedule of NSO's and the power point presentation will be emailed to DC's shortly.

### **Biennium Budget requests**

Suzette and Pat are continuing to work on the biennium budget requests for instruction for the learning center director, one developmental English faculty, and one developmental math faculty. Also one nursing faculty, one dental hygiene faculty, one ocean science faculty, and one science lab tech APT.

### **Weekend College**

We will meet next week to plan the weekend college which we expect to begin this fall semester. Several faculty have expressed interest in weekend teaching. We will be offering our new AA degree.

### **Class at MCCC in Fall**

Still looking for a teacher for an IS 105 class at MCCC this fall. Email your dept chair or Diane with offers.

Next meeting will be Wednesday, June 4, 2008 at 10:00 a.m. in Kaaikē 210.

Notes for department chair meeting on Wednesday June 3, 2008

Present: Diane Meyer, Bruce Butler, Cindy Foreman, Dorothy Tolliver, Eric Engh, Mickey Helm, Kathy Fletcher, Cyrilla Pascual, Donna Haytko-Paoa, Jeannie Pezzoli, Dorothy Pyle, Kate Acks, Nancy Johnson, Pam Alconcel, Debie Amby, Kim Gray, Debbi Brown, Susan Tokunaga, and Pat Adams.

MAPS data

Jeannie presented information that can be found in MAPS, the official information that comes from the UH System Institutional Research Office (IRO). The data is collected the fifth Friday of each semester; all campus data must be in Banner by that date in order to be counted. Fall enrollment data is considered the most important.

The official data on such things as overall Maui CC headcount, FTEs, number of majors, and selected characteristics of overall students may be found on the online MAPS reports at <hawaii.edu/iro/>.

**UH System definitions:**

Persistence=student persists from one semester to another

Retention=student remains until the end of the class and receives a D or better

Success=Student receives a C or better; can proceed to subsequent class

Summer low-enrolled class cuts

Four low-enrolled Summer 2008 classes were cut; enrollment of two others will be checked on Friday. (Students have called faculty saying that they will be enrolling.)

Lecturer policy

Diane led a discussion of the need to add a paragraph regarding a lecturer's absence during the semester to the lecturer letters sent out each semester. After discussing possible wording for the paragraph, it was decided that the paragraph should state the dates of the semester and finals period and the expectation that lecturers would attend the new faculty and lecturers orientation before classes begin. It should also refer lecturers to their department chairs for information about policies and expectations.

Debbi and Susan reported that if a lecturer's pay needs to be docked, department chairs should let personnel know the number of days the lecturer was scheduled to teach during a semester and the number of days the lecturer was absent. That information will be used to calculate the amount the lecturer's pay should be docked.

New Student Orientations

Department chairs have been taking part in the new student orientations held on Wednesdays by delivering the power point presentation and interacting with students. Kathy and Cyrilla will assist at today's orientation. One or two volunteers are needed for each remaining session:

June 18—Laura Lees

June 25—Cindy

July 2  
July 16  
July 23  
July 30--Cyrilla  
August 6  
August 13

Library move

Dorothy Tolliver reported that the movers are packing the library books and moving them to the Wellness Center in Pilina. While the library is closed, staff members are being housed in the former Ka Lama Cyber Café, the Pilina Wellness Center, and in Laulima and Ka`a`ike. A library service desk in TLC will be staffed Monday through Friday. Since phone service is not available to all, emails will be the best way to communicate with the individual library staff members at the present time.

Students have access to data bases, e-books, InterSystem Loan and reference services on the Library Home page and may call or email librarians for assistance. Answers to frequently asked questions are posted on the library home page. The librarians are available to teach database use to faculty, staff, or students on an individual basis. Contact Ellen or Lillian for classroom instruction.