Notes for department chair meeting on Tuesday, August 11, 2009

**Inventory methods to change**
The UH System will no longer inventory theft-sensitive personal property with a useful life of more than one year and an acquisition cost of at least $1,000 but less than $5,000 per unit; therefore, individual colleges will now have the responsibility for keeping track of theft-sensitive items in that category:
- Fax machines
- Microscopes and balances
- Television sets, audiovisual recorders/players, cameras
- Computer, printers, monitors, scanner
- Works of art
- Other items determined by a program to be theft-sensitive or have a high loss history

**Action:** Department chairs will share the Administrative Procedures Memorandum No. 09-06 with program coordinators and department secretaries and will determine what items should be inventoried by the college. Items that have been transferred to a different department will need to be put on the correct inventory list.

**Discussion: Low enrolled classes**
The low enrolled class list was distributed and discussed. A class cancellation meeting to discuss classes with under 50% enrollment will be held at 3:30 p.m. on Friday, August 14. Ninety-six classes have been added for fall 2009 since mid-May, and seats have been increased in a number of classes.

**Action:** Department chairs will check the list over and ask faculty to assist in getting students enrolled and to encourage them to buy textbooks early and to arrive on campus in time to find a place to park, since the record enrollment is expected to impact parking.

**Course outlines**
The list of course outlines that need to be reviewed and updated was given to department chairs. The outlines must address SLO’s and assessment. Course outlines can be found on the curriculum committee homepage; hard copies are located in the office of the Vice Chancellor of Academic Affairs.

**Action:** Department chairs will work with program coordinators and faculty to ensure that course outlines are reviewed and updated. Major changes in course outlines will need to be reviewed by the curriculum committee.

**Curriculum Central**
A “soft” opening of Curriculum Central will begin in fall 2009, with a full implementation in spring 2010. This is a UH System program and has been customized where possible.
**Discussion: RDP projects**
A list of Hawaii Rural Development Projects that RDP funds will be supporting over the next year was discussed. It is possible that funds will be available to support other programs that meet RDP funding criteria. The project proposal must be connected to workforce development, create new jobs, train workers for jobs, or save jobs.

**Action:** Department chairs will ask faculty to submit proposals that would meet RDP funding criteria, should funds become available.

**Budget**
Suzette reported that the budget reductions are still under discussion; as a result, a final budget has not yet been distributed. All administrators are taking pay cuts ranging from 6 to 10%. Unions are still negotiating. After the fifth Friday of the semester, when a census is taken, enrollment growth fund information should be available.

**Culinary Arts management**
Sodexho, a nationally known management firm, has taken over the business management of the Paina facility. This will allow Culinary Arts faculty to focus on food preparation and instruction.

**Office furniture offer**
Bruce reported that Maui Land and Pine is offering used office equipment to the college at a drastically reduced price. Diane will check with David Tamanaha on the possibility of using pcards to purchase needed equipment.

**Counselor workshop**
Mickey reported that the high school counselors’ workshop will be held on the campus on Wednesday, September 16. Over 40 people will attend and hear about Maui CC opportunities for high school students.

**Action:** Department chairs are to send Mickey, by email or hard copy, any information to be shared with high school counselors.

**Information:**
Diane reported that only 1,000 copies of the 2009-2010 catalog have been printed. Students are being encouraged to use the disc copy of the catalog that contains all of the course SLOs.

Progress on Marty Jean Bender’s list of suggestions will be discussed at the September 15, 2009 department chair meeting.

Newly hired full time faculty will be introduced at the convocation on Monday, August 17. Lecturers will be introduced at department meetings.
Notes for department chair low enrolled class cutting meeting on Tuesday, August 14, 2009

Discussion: Low enrolled classes
After discussion and hearing feedback from faculty, program coordinators, and department chairs, one class was cancelled and eight others will be watched until August 19, when a final decision will be made.

Used office furniture
Bruce reported that Maui CC will be given the first chance to purchase Maui Land and Pine used office furniture and equipment before it is put on sale to the public. Special showings for Maui CC will be available.

Action: Department chairs will meet at the Maui Land and Pine parking lot gate at 3:30 p.m. on Monday, August 17 to view the office furniture and equipment.

Program orientations
Program orientations are underway and will continue through next week.