

Notes for department chair/program coordinator meeting on Tuesday December 1, 2009. Present: Suzette Robinson, Diane Meyer, John McKee, Bob Wehrman, Lisa Sepa, Bruce Butler, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Jan Moore, Eric Engh, Chris Speere, Joyce Yamada, Rosie Vierra, Debbie Winkler, Carlton Atay, Ryan Daniels, Lisa Sepa, Rafi Boritzer, Mike Albert, and Pat Adams.

Discussion: “N” grade for remedial/developmental classes

The awarding of the N grade in ENG 15, 19, 21, 22; LSK 30; and Math 1, 22, 23, 24, 25, and 90V was discussed. A policy that allows teachers to award “N” grades to students in these developmental courses who are “showing progress but are not yet prepared to succeed at the next level” has already been passed by the Academic Senate. (The complete policy is published on page 72 in the 2009-10 Maui CC College Catalog.)

In order to make this grading option possible, the N grade was added to the Banner letter grading option on December 1, 2009; it will be removed on January 3, 2010. **This option is to be used only by teachers of remedial/developmental classes. Any N grade awarded to a student not in a remedial/developmental class will be changed to an F.**

Actions: Diane will take the policy back to the Academic Senate on Friday, December 4 with additions indicating that the registrar’s office will be given the authority to change any N grade awarded to a student not enrolled in a remedial/developmental class to an F and that the grading issue will have been handled in Banner by the fall 2010 semester.

Department chairs and program coordinators will discuss this information with faculty.

Suzette will send out an informational memo to faculty addressing the issue.

Discussion: prerequisite completion

A system report is formulated each semester that indicates which students fail to pass prerequisite courses. All of the UH CC’s, with the exception of Maui CC, use that list to administratively drop students who have registered for courses but have failed to pass the prerequisites for those courses. Some colleges send emails notifying students; some do not. Data shows that students who do not pass prerequisites have a high likelihood of failing the next course.

Action: Elaine will ask Michele Katsutani to invite Steve Kameda to attend an Academic Senate meeting to discuss the issue and develop a policy and procedure to ensure that prerequisites are met.

Program majors enrolled in Spring 2010

Program coordinators will receive a list each week of students in their respective programs who have not yet registered for classes.

Action: Students will be contacted by program faculty or staff and reminded to register ASAP to get their needed courses. Students will also be told to pay or make payment arrangements when they register so that they are not purged on Dec. 18, 2009.

Students will also be told that if they register after December 18, 2009, they will be responsible for the tuition whether or not they attend classes.

Students who owe library fees will be unable to register or receive transcripts. They will be told to clear all obligations before registering.

Course scheduling

Department chairs and program coordinators are asked to formulate the Summer 2010 schedule around programmatic needs. Summer packages have been popular, e.g. the sustainability certificate offered in summer of 2009. The following are the session dates for summer 2009:

Session A: June 7 – July 9

Session A: July 12 – August 13

Session C: June 7 – August 13

Beginning with fall 2009-spring 2011, courses will be scheduled on a year-long basis, according to program requirements.

Action: Diane will work with department chairs and program coordinators on the summer school schedule. December 18 is the deadline for summer distance classes.

Paid Leave Days

According to the HGEA agreement, all APTs and clerical staff will be on paid leave days the four days before Christmas and the four days before New Year's. Air conditioning will be turned off in most of the buildings, and the college will be closed to the public. Each campus is to identify buildings where the air-conditioning will be left on for those who will need to be working.

Action: A campus-wide meeting will be held from 10-11:30 a.m. on Thursday, December 3 in Ka`a`ike 105 to discuss the closing. The meeting will be taped for those who cannot attend.

Information

The Maui County Urban Design Review Board approved the Lau`ulu Center Project at their Tuesday meeting. The project will go to the Planning Commission in January 2010.

Notes for department chair meeting on Tuesday, December 15, 2009

Present: Suzette Robinson, John McKee, Diane Meyer, Eric Engh, Cyrilla Pasqual, Kathy Fletcher, Lisa Sepa, Bruce Butler, Lenore Knobel, Kim Gray, Kiope Raymond, Eric Engh, Kerry Holokai, Deandra Perry, Laurie Kimura, and Pat Adams.

Discussion: Cutting of classes

Department chairs discussed classes with four or fewer students enrolled. Mickey Helm sent a list of classes that had either been recently added or were expected to enroll in the next two weeks with a request that they not be cut.

The following classes with one to three students enrolled were cut: ACC 137; AG 260; ANTH 210L; HAW 102; and HAW 221. Other classes will be held until the second cuts are made.

Action: At 3 p.m. on Tuesday, January 5, 2010 classes with under 9 students will be discussed.

Information: December 18 purge

Students who have not yet paid for classes will be purged at 4 p.m. on Friday, December 18. They will be able to immediately re-enroll in classes via the Internet; however, they will be unable to pay for their classes until school reopens in January.

NOTE: Any students who enroll in classes but do not withdraw will be held responsible for their tuition, regardless of whether or not they attend classes.

Faculty and counselors have been informing students of the purge date and the need to pay the tuition or make arrangements through the payment plan. 80% of the continuing students have already enrolled.

Information: Grade inputting

The deadline for faculty to input their final grades in **the Banner (not Laulima) system is December 21, 2009.**

Discussion: UHPA agreement

According to the UHPA agreement, faculty who will be off-island during Christmas break are to follow the instructions in the collective bargaining contract.

Action: Department chairs will let their faculty know about this directive in the union agreement.

Campus closure

The campus and the outreach centers will be closed to the general public from December 21, 2009 through January 1, 2010.

Anyone needing to access tenure and promotion or promotion documents during that time may read them in the office of the Vice Chancellor of Academic Affairs. Suzette, John, and Diane will be working in that office during the four days before Christmas and the four days before New Year's Day. If faculty on TPRC's want to read tenure and/or promotion documents, they are to call the VCAA office to make arrangements.