

Notes for department chair meeting on Tuesday, January 19, 2010

Present: Suzette Robinson, John McKee, Diane Meyer, Eric Engh, Cyrilla Pascual, Kathy Fletcher, Lisa Sepa, Bruce Butler, Nancy Johnson, Debbie Winkler

Reporting: WASC workshop

John McKee, Laura Lees and Jan Moore attended the WASC Senior workshop in Oakland, CA on January 15. The workshop was designed to give an overview of the institutional review process and the three stages: the Institutional Proposal (due May 15, 2011), the Capacity and Preparatory Review (due Spring 2013), and the Educational Effectiveness Review (due Fall 2014). The Proposal will define and organize our self-review of two or three major issues that will improve our institutional effectiveness. More information will be forthcoming shortly.

Discussion on Institutional SLO's

Dr. Bresciani noted that Maui CC does not have institutional SLO's and encouraged us to develop them. The ISLO's must be institution-wide and encompass all the departments of our college. Work will begin on this process shortly. We are urged to research ISLO's at other colleges. At some colleges they use what we call the CCOWIQ's and at others they don't. Most have 4 – 6 ISLO's.

Enrollment:

As of this morning our enrollment was 4,079. Our Fall 09 enrollment ended at 4,114. Tuition revenue is 21% ahead of revenue for the same time last year.

Discussion: Hiring lecturers in outreach

John McKee mentioned the outreach coordinators are working on a policy and procedures handbook for outreach. In the meantime we are asking that before hiring lecturers in outreach centers approval from the department chair be given. This means closer communication between the centers and department chairs. Suzette urged department chairs to visit outreach centers. A syllabus from outreach lecturers should be given to the department chair, and in turn coordinators should assure that the lecturers are following the course outlines. This will be discussed at the monthly outreach meeting with the coordinators and Assistant Dean McKee.

Discussion: Prerequisite checking

Bruce advised that the Policies and Procedures Committee of the Academic Senate would develop a short policy that will be submitted for implementation by the registrar's office. Jeannie did some analysis of the spring 09 to fall 09 students (108) who registered into a subsequent class without prerequisite. Fifty-five students withdrew from the next level class before classes began.

Of the remaining 53 students, 8 had overrides and 45 students had no overrides. There were two categories of these 45 students: (1) 10 students in progress and (2) 35 students were coded with an N which means they got into the class with no override. Of these, 7 of the 10 students in progress failed and 28 of the N coded students failed. Conclusion:

there are very low numbers of students in progress who end up continuing into subsequent classes without the prerequisite.

Discussion: Lecturers' orientation

A second lecturers' orientation (for all those not attending the January 6 orientation) will be held on Wednesday, January 27, at 5:30 p.m. in Ka Lama 104A. Suzette is urging that all lecturers who did not attend January 6 be present at this session. Department chairs will send out an invitation shortly.

Discussion: Stimulus package

Maui CC received three items from the system-wide developmental/remedial \$400,000 grant: Smarthinking \$15,000, John Squires visit \$10,000 and Classroom equipment \$99,000 for two classrooms to accommodate redesigned math courses. Another round will be available in February so give your ideas to Kate Acks or Laura Lees.

The Achieving the Dream portion of \$400,000 is for system-wide new student and general orientation, both online and live.

On March 12 and 13 there will be a system-wide conference on best practices for new curriculum strategies for transfer-level courses. We will be sending some people to Oahu.

Retirements: Suzette asked department chairs to query their department members about planned retirements to facilitate planning. This is not an attempt to encourage retirement but an attempt to plan properly and in a timely fashion to minimize disruption of the programs.

No meeting next Tuesday 1/26/10.

Diane Meyer
Reporter