

Notes for department chair meeting on Tuesday, July 14, 2009

Present: Suzette Robinson, Diane Meyer, Nancy Johnson, Bruce Butler, Eric Engh, Cindy Foreman, Lisa Deneen, Cyrilla Pascual, Lisa Sepa, Mike Albert, Marty-Jean Bender, and Pat Adams.

Program review schedule

The second five-year program review cycle is beginning with nursing and OCET conducting comprehensive program reviews. Both comprehensive and annual program reviews will be due the end of October 2009.

Action: Diane will email the program review schedule to department chairs and program coordinators.

SARS pilot project

Diane reported on the progress of the SARS pilot project to begin in fall 2009. SARS is a communication system that ties in with Banner and enables students to interact with counselors and other service providers on campus. An early alert system designed for faculty use that identifies students who may need assistance is a part of the program.

Faculty have been given the opportunity to give feedback on the options to be included in the list of early alert intervention efforts. Lynn Yankowski, Sean Calder, and Kyle Takushi will be taking part in the fall 2009 pilot project. The SARS project will eventually go statewide, allowing faculty and counselors to chart the progress of students.

Accrediting commission

A telephone call is scheduled with WASC senior commission members at 12:45 p.m. today to discuss the ET degree and the college moving from the junior to the senior commission. A senior commission team will visit the college on July 27.

A focused midterm report to the junior commission will need to be submitted. Diane is gathering assessment information for the report.

Actions: Diane will email a list of the meetings scheduled with the team. Department chairs will inform their staff and be available if needed.

Laulima training:

Marty-Jean Bender reported that 111 faculty and staff members have participated in multiple or individual Laulima training sessions; 76 workshops have been held, with 8 more scheduled on Molokai. Additional workshops will be held during Fall 2009 semester for new faculty. Marty-Jean presented six suggestions and issues for discussion.

Action: The following department chairs will look into the possibilities of the six suggestions:

1. A campus-wide Laulima website: Lisa
2. What constitutes a "hybrid" class: Cyrilla
3. Campus interest in the acquisition of anti-plagerism software: Eric
4. Assessing student computer skills screening and remediation support: Cyrilla
5. A one-credit computing basics skills class: Cyrilla
6. Sizes of online classes: Diane and Jeannie

Reduction in Force (RIF)

The state has put into action a plan for Reduction in Force (RIF). Even though UH has not initiated any layoffs, civil service employees from other state departments within the state system can be placed in any vacant active UH civil service position or bump a less senior UH civil service employee.

Class needs for Fall 2009

Diane reported on the requests for additional funds (over \$100,000) for Fall 2009 to meet the needs of the additional students expected.

Classes added

Diane reported that over 30 Fall 2009 classes have been added since mid-May; seats have been increased in three classes; and several other classes are in the process of being added, according to student demand after the purge of unpaid students on Friday.

Orientations for lecturers

Two orientations for new lecturers will be held. The first is scheduled for 5 p.m. on July 20 in Paina Class Act. Course outlines, SLOs, assessment, employment benefits, and other important information will be covered. Lecturers who have been hired will attend; a second orientation will be held for lecturers hired at a later date.

Action: Lisa will coordinate the orientations. Representatives from various departments will let Lisa and Suzette know if they are coming by Thursday, July 16.

Notes for department chair meeting on Tuesday, July 28, 2009

Present: Suzette Robinson, Lenore Knobel, Eric Engh, Cyrilla Pascual, Kathy Fletcher, Lisa Sepa, Shane Payba, and Pat Adams.

Classes needed

Shane reported on classes that need to be added in order to meet the needs of students who are still registering.

Action: Shane will email the list of needed classes to Suzette, who will pass it on to department chairs with the request that they add as many of the classes as possible. Depending upon availability of space and faculty, it may be necessary to schedule classes on Saturdays.

Eric reported that since many developmental English students will need to change classes once they have completed a diagnostic writing sample in class, counselors could direct students needing an English class to ask for a "capacity override" from English faculty.

Discussion: Persistence rates

The fall 2008 to fall 2009 persistence rates for program majors and what the numbers may mean were discussed. For instance, students not returning may have graduated, achieved their goal, joined the workforce, or transferred to another institution either in or out of the UH System.

Action: Suzette will email the list to department chairs, who will discuss with their program coordinators possible ways to track students and collect data so that they will understand what the persistence rate numbers mean.

Discussion: new system funding

Suzette reported on the funding that John Morton has allocated to support Achieve the Dream initiatives and to support improvements in remedial/developmental education (\$400,000 for each). Use of the funds is to be planned by the Achieve the Dream core team and by the white paper group chaired by Kristine Korey-Smith. The funds are subject to specific conditions; final plans for expenditures of the funds are to be submitted to Morton for approval. Possibilities for proposals were discussed, e.g., expanding upon initiatives that are working well for students.

SARS pilot project

Shane reported that preparations for the SARS pilot project are going well. Teachers are being recruited to take part in the project, beginning in fall 2009.

Discussion: Laulima training:

Since January of 2009, over 85 Laulima workshops have been held for over 111 faculty and staff on the Kahului campus and on Molokai. Additional workshops will be held during Fall 2009 semester for new faculty. Possibilities of offering student training on Laulima were discussed. This is especially important in classes where the instructors use Laulima.

Action: Pat will check with education center coordinators on the possibility of offering Laulima workshops in Hana and Lahaina on Lanai.

WASC team visit

A team from the WASC senior commission visited the college on July 26 and met with individuals and groups to discuss the proposed 4-year Engineering Technology degree and Maui CC's transfer from the junior to the senior commission. Their report will be reviewed by the senior commission on August 24, 2009.

Class needs for Fall 2009

Suzette reviewed the requests for additional funds for Fall 2009 to meet the needs of the additional students expected. A decision will be made on what can be funded when the budget is finalized.

Faculty meeting

The fall 2009 faculty meeting will be held at 9:00-11:00 a.m. on Wednesday, August 19, in Ka`aiki 105 a-d.

Action: Suzette will email ideas for topics to be covered to department chairs for input.

Class purge

The next purge of unpaid students will be held on August 7. Faculty will be asked to remind students to pay for their classes or arrange for payments so they will not lose their places. The increase in enrollment will make it difficult for purged students to find places in other classes.

Meeting schedule

The next department chair meeting will be held at 3 p.m. on Tuesday, August 11 in Ka`aiki 210.