

Notes for department chair meeting on Wednesday July 22, 2008

Present: Suzette Robinson, Diane Meyer, Bruce Butler, Cindy Foreman, Eric Engh, Kathy Fletcher, Donna Haytko-Paoa, Brenda Pua, Deandra Perry, Mickey Helm, Karen Muraoka, Dorothy Tolliver, Nancy Johnson, and Pat Adams.

Program maps

Karen reported on her program mapping project. This project is directly aligned with one of Suzette's goals and outcomes for 2008-09: *Create clear program maps to move from the two-year programs to the four-year programs, including ABIT and UH Center baccalaureate and master's programs.*

Actions:

- **Karen requests that department chairs** send her information about any program mapping in their departments.

Discussion:

Suzette's Goals and Outcomes for 2008-09 document was discussed.

Actions:

- **Suzette will** edit her goals and outcomes document as discussed, making clear the reason for using C or better as the test of "successful retention" and email the edited document to department chairs.

Discussion:

The issue of completion/non-completion rates in various classes and programs was discussed.

Action:

- A report on completion/non-completion rates will be shared with department chairs.

Discussion:

The need for office space and possible solutions were discussed, using the recent study of unused or possibly under-used space on the campus.

Actions:

- **Suzette, Diane, and department chairs will** implement several solutions that were agreed upon so that faculty will have required office space.

Discussion:

Mickey reported on the need for more classes to be opened to accommodate the students who have not yet registered, including numbers of newly graduated high school students who are required to attend new student orientations before they are allowed to register.

Action:

- **Department chairs will** work with counselors to add requested classes, depending upon the availability of a teacher and a room at certain times of the day.

Discussion:

The deadline for tuition payment is 4 p.m. August 8, 2008.

Actions:

- **Department chairs will** tell program coordinators and faculty about the purge date and ask them to notify students.

Discussion:

Weekend College update:

Number of prospective students	39
Number of these with credits	23

Number of credits students have earned:

1-3 credits	8
4-9 credits	7
10-17 credits	4
18-21 credits	2
Over 21 credits	2

Final informational session	July 24
English practice test	July 31
Orientation	August 7

Actions:

- **Diane, Pat, and Linda Fujitani** are working on class scheduling that will meet the needs of the students and allow them to graduate with a two-year degree.

Information:

Diane sent lists of students who attended classes in spring 2008 but are not registered for fall to department chairs, who are arranging for phone calls to be made to students.

Notes for department chair meeting on Tuesday, August 5, 2008

Present: Suzette Robinson, Diane Meyer, Cindy Foreman, Eric Engh, Cyrilla Pascual, Deandra Perry, Kathy Fletcher, Donna Haytko-Paoa, Marti Wukelic, Kim Gray, Mickey Helm, Nancy Johnson, and Pat Adams.

Discussion: new student orientations

Two New Student Orientations (of 40 or more students) have been added in order to accommodate all of the remaining 2008 high school graduates who are required to attend an orientation before registering for fall classes. Two faculty volunteers are needed to present the Power Point and 5-10 more faculty members are needed to assist students access their MYUH portals and register for classes.

Action:

Email and phone requests for faculty volunteers to assist students are being sent out to the campus. NSOs are scheduled for August 6, 11, 12, and 13. Volunteers to call Francine Ching at 984-3306.

Discussion: weekend college orientation

An orientation for weekend college students will be held at 5:30 p.m. on Thursday, August 7 in Pilina. Volunteers are needed to assist students access MYUH portals and register for sociology and English classes.

Action:

Requests have been sent out for volunteers; registration assistance will be given to weekend college students in Laulima computer classrooms while The Learning Center is closed for carpeting.

Discussion: office space

Department chairs are working on ways to alleviate the shortage of office space on campus. In order to meet accreditation standards, Allied Health must locate a private office for the new full time dental hygiene faculty member.

Action:

Suzette, Diane, and Pat will investigate suggestions and possibilities.

Discussion: copier cost analysis

Diane went over an analysis of the costs of making copies on copy machines in the departments and The Learning Center. With the present lease about to expire, new copy machines will be leased with a contract that better reflects the number of copies made.

According to the leasing company's contract, departments are charged an additional amount on a monthly basis for the number of copies made that exceeds the number allowed in the contract. For departments with high use, this is costly.

It was again suggested that scanning and sending documents to students as email attachments could not only cut down on the cost of making copies but also save time. Some faculty are already doing this.

Actions:

- Department chairs will share copy costs with faculty and discuss ways to reduce the number of copies made each month.
- Donna will partner with Diane on her copy machine order.

Discussion: student evaluations

Wording in the Student Evaluations Policy and Procedures was discussed regarding different circumstances when student evaluations might be “required” or “highly recommended as a professional responsibility” from teachers.

Action:

Eric will email Diane the specific language regarding student evaluation requirements in the Board of Regents policy.

Discussion: variable credit classes

Before signing up for variable credit classes, students need to work with their teachers to ensure that they register in Banner for the agreed upon number of credits and that they pay for only the number of credits that they take.

Action:

Department chairs will discuss with faculty who offer variable credit classes.

Discussion: student retention

A report of student retention rates, broken down by departments, was discussed. Rates range from 95% to 67.2%.

Action:

Pat will email the report to department chairs; they will share with faculty to discuss ways to improve student success rates.

Discussion: class enrollments

Possible cutting of low enrolled classes (under 20% enrollment) was discussed. At the same time, the counselors reported a strong need to add certain classes for new students who have not yet registered, including the high school students required to attend new student orientations before they can register. The second and last purging will occur on August 8, so any class cuts will be done very judiciously.

Actions:

- Department chairs will ask faculty to increase their recruiting efforts for low enrolled classes so that they will not be cut.
- Discussions will be held on August 14 about possible cutting of classes with under 50% enrollment.

- Diane will work with department chairs to try to add needed classes, providing that a room and a teacher can be found.
- Department chairs will work on strategies to make spaces available in classes for the many students who still need to register.

Discussion: bookstore listing

Eric reported that the Maui CC bookstore has Fall 2008 textbooks listed online.

Action:

Eric will send the online address of the textbook listing to department chairs to share with faculty.

Discussion: evening campus coverage

Designated faculty are needed to be available on campus in the evening for the first two weeks of the semester in order to assist students and answer questions.

Action:

Diane passed around a signup sheet, and department chairs and others volunteered to stay on campus until at least 7 p.m. on certain days during the first two weeks of the Fall 2008 semester.

Information:

- Department chairs are calling students who attended Spring 2008 classes but who have not registered for Fall 2008.
- Diane passed out the Fall 2008 department chair meeting schedule. Meetings will be held on the first three Tuesdays of the month at 3:00 p.m. Department chairs and program coordinators will meet on the first Tuesday in Ka`a`ike 109; department chairs and outreach coordinators will meet on the second Tuesday in Ka`a`ike 107; department chairs will meet on the third Tuesday in Ka`a`ike 210. Individual conferences with Suzette, Diane, and Pat will be scheduled on the fourth and fifth Tuesdays.
- Fall 2008 semester enrollment is 128 students higher than last year at this time. The last purge of students who have not yet paid for fall semester classes will be held on August 8.
- Maui CC biennium budget requests are still alive at the UHCC level. Persistence/Retention and Remedial/Developmental have been placed in Tier 1 requests, while Workforce Development is in Tier 2.
- Cindy Foreman reported that an Academic Senate budget committee meeting will be held after the department chair meeting on August 14.
- Donna reported that a nurse aide class has been scheduled and filled for Molokai.
- A half-time instructional designer will start on Monday, August 11, working from 1:30 to 5:30 p.m. each day. She will be invited to department chair meetings to discuss assistance she will be able to give faculty, e.g. Laulima (WebCT replacement) training.
- Suzette reported that the post tenure review policy and procedure is being reviewed by the UHCC Deans of Instruction.
- The August 18 convocation will be held from 3 to 5:30 p.m. in order to allow more lecturers to attend. The department chair lunch meeting will be held on Monday, August 18 in the Pilina multi-purpose room.

Notes for department chair meeting on Thursday, August 14, 2008

Present: Suzette Robinson, Diane Meyer, Brenda Pua, Pam Alconcel, Cindy Foreman, Eric Engh, Cyrilla Pascual, Deandra Perry, Donna Haytko-Paoa, Marti Wukelic, Kim Gray, Mickey Helm, Mike Albert, David Grooms, Dorothy Tolliver, Bob Wehrman, Bruce Butler, Crystal Alberto, and Pat Adams.

Discussion: convocation

The Fall 2008 Convocation will be held at 3 p.m. on Monday, August 18, 2008 in Paina.

Actions:

- Department chairs will introduce new faculty members and will bring leis to present to their new faculty and lecturers at the Convocation.
- Marti will look into purchasing leis to be presented to lecturers. She will email department chairs and let them know if she is able to purchase the leis. If so, she will bring them to the department chair lunch meeting at noon on Monday, August 18 in the Pilina multi-purpose room.

Discussion: Class cutting

All Fall 2008 classes with less than 50% enrollment, with the exception of those that had been recently added, were discussed for possible cutting. Faculty and counselor input on the possible impact upon students was considered for each class. Added classes are filling rapidly. Any remaining high school students who have not yet attended a New Student Orientation will attend the general student orientations on August 20 and 23. After that, they will be allowed to register.

Action:

- After discussions, eight low enrolled classes were cut.
- Mickey will discuss with Debbie Winkler the possibility of TLC tutors attending the grant-funded Introduction to Tutoring I and II classes.
- Department chairs will ask faculty to continue recruiting students for classes that are not yet full.

The next department chair meeting will include program coordinators and will be held at 3 p.m. on Tuesday, September 2 in Ka`a`ike 109.