

### **Notes for department chair meeting on Wednesday June 25, 2008**

Present: Suzette Robinson, Diane Meyer, Bruce Butler, Cindy Foreman, Dorothy Tolliver, Eric Engh, Mickey Helm, Kathy Fletcher, Donna Haytko-Paoa, Dorothy Pyle, Kim Gray, Kerry Holokai, Judy Miller, Karen Muraoka, Marty-Jean Bender, Debbie Winkler, and Pat Adams.

### **University Center marketing**

Karen presented the University Center marketing and public relations materials that she has just completed, including informational sheets, presentation folders, and a web site that coordinates with the Maui CC and UHCC System websites. The materials are designed so that they may be individualized by the centers. **Department chairs will** share information about the materials with their faculty.

### **Enrollment and revenue**

Suzette reported that both the number of students applying and the number of students enrolling for summer and fall 2008 are ahead of those for 2007. Revenues are in the process of reconciliation. With the downturn in the state economy and reductions announced by both the legislature and the governor, it is possible that money will be tight in the coming year.

### **Science building**

Suzette reported that as a result of a meeting between Maui CC science faculty, architects, and facility personnel, the new science building will be reduced from two stories to one story. This change will allow the building to be built for the \$25 million appropriated by the legislature. Under the new plan, only one classroom will need to be deleted from the original design.

### **Enrollment of majors**

**Department chairs** are to check the enrollments of majors and work with their **program coordinators** to ensure that students are enrolled in a timely manner and are paying for classes.

### **Overload authorizations**

Suzette went over the overload authorization policy for nine-month and eleven-month faculty. **Department chairs** are to ensure that faculty who are teaching overloads stay within the policy guidelines.

Two forms must now be turned in to personnel for any faculty member teaching beyond a regular credit load, including summer. One is the casual overload form; the second is a form with data showing that the overload is within the allowable limits.

**Department chairs are** to discuss the policy and reporting requirements with faculty. **Suzette will** email a message to faculty with details about calculation of payment for overload, per A.P. No. A9.230.

### **TBA's in Banner**

Diane reports that a number of TBA's still remain in Banner. **Department chairs are to be sure that the names of faculty assigned to classes are entered in Banner.**

### **Hiring process**

Suzette reported on newly hired tenure track faculty:

ABIT Humanities:	Dr. Richard Hill
Art:	Jennifer Owen
Math	Karolyn Morris
Po`okela Director	Adam Wong

Other positions are in various stages of the hiring process.

### **Weekend College**

Pat reported that the first Weekend College informational session will be held on Thursday, June 26. The EOC has received a number of calls from those who saw the ad or the newspaper story. Additional Weekend College informational sessions will be held on July 3, 10, 17, and 24.

### **New Student Orientations**

Department chairs have been taking part in the new student orientations held on Wednesdays by delivering the power point presentation and interacting with students. So far, Kathy Fletcher, Cyrilla Pascual, and Laura Lees have volunteered, and others are on the schedule:

June 25	Cindy
July 2	Laura Lees
July 16	open—volunteers needed
July 23	Elaine Yamashita
July 30	Cyrilla
August 6	open—volunteers needed
August 13	Eric

### **Fall 2008 classes needed**

Mickey requested that additional classes be added to the fall 2008 schedule to handle student needs for classes that are closed or nearly so. These include Math 1, English 21, Comm 145, Psych 240, and Hawaiian Studies.

### **Language lab**

Suzette reported that the renovation of the foreign language lab will take longer than expected; in the meantime, suitable classrooms will need to be located for fall 2008.

### **Authorizations to Plan**

Suzette reported that Authorizations to Plan (ATP's) for Applied Engineering, IT, Sustainable Sciences, and Gerontology will be ready to be vetted through the campus in the fall. An AAS in Cultural and Natural Resources will be reviewed by the CAO's in July 2008.

### **Enrollments and class cuts**

With two weeks before the session begins, enrollment for the second session of summer classes appears to be strong. The hope is that even more students will enroll.

For Fall 2008 semester, classes with below 20% enrollment will be cut at 1:30 p.m. on August 5. Classes with below 50% enrollment will be cut at 1:30 p.m. on August 14.

**Department chairs** are to check enrollment and ask faculty to contact students and remind them to enroll so that classes will not need to be cut.

### **Active learning**

Diane led a demonstration of an active learning exercise that she learned at a recent educational conference. **Department chairs** will share with their faculty.

### **Department chair meeting schedule**

**Department chair meetings will be held at 10:30 a.m.-12:30 p.m. on July 9 and at 1:30-3:30 pm. on July 22. Location TBA.**

For the July 9 meeting, **department chairs** will bring lecturer budget projections for fall 2008 and spring 2009 and be ready to identify classes with enrollments of under 20%.

### **Notes for department chair meeting on Wednesday July 9, 2008**

Present: Suzette Robinson, Diane Meyer, Clyde Sakamoto, Bruce Butler, Cindy Foreman, Eric Engh, Kathy Fletcher, Donna Haytko-Paoa, Dorothy Pyle, Kim Gray, Lenore Knoble, Lisa Deneen, and Pat Adams.

### **Discussion: Spring 2009 distance classes**

Diane went over the Spring 2008 Skybridge, Cable, and Internet enrollment.

### **Actions:**

- **Department chairs and outreach education coordinators** will bring possibilities and needs for Spring 2009 distance classes to a planning meeting on **Tuesday, August 26.**
- **Donna** will check with outreach coordinators on programmatic needs.

### **Discussion: office space**

Because of the existing shortage of faculty office (and storage) space, a study of unused or possibly under-used space was recently completed, with the building, location, and description of spaces documented on an excel sheet. Department chairs went over the information and added their knowledge of how the space is being used or will be used in fall 2008.

### **Actions:**

- **Department chairs** will bring ideas for faculty office space to the July 22 meeting.
- **Dorothy Pyle** will check on the possibility of obtaining Matson containers.
- **Suzette** will talk with Lee Stein about office possibilities.

### **Discussion: budget**

Suzette reported that as a result of the budget reductions recently announced by the legislature and governor, plans need to be put in place to cut spending.

### **Actions:**

- **Department chairs** will look into ways that budgets could be cut, taking into consideration college-wide needs.
- **Department chairs** will submit lecturer budget projections for Fall 2008 and Spring 2009 to Diane by **Wednesday July 16, 2008.**

### **Suzette's goals and strategies**

Suzette has emailed department chairs her instructional goals for the coming year and her strategies to meet those goals.

### **Action:**

- **Department chairs** will present their feedback on Suzette's goals and strategies at the next department chair meeting on **July 22, 2008.**

### **Discussion: faculty email list**

Pat is in the process of creating an email list for full time faculty. Suzette will use the list to send information that concerns only faculty.

**Action:**

- **Department chairs** will forward the information sent on the faculty email list to lecturers as appropriate.
- **Suzette** will email faculty about letting their department chairs know of any additional classes they are teaching outside of their Maui CC schedule.  
**Department chairs** to ensure that faculty stay within authorized teaching limits.
- **Department chairs** are to check enrollment and ask faculty to contact students and remind them to enroll so that classes will not need to be cut.

**Weekend College report**

Pat reported that the Weekend College informational sessions are going well, with 11 applications filled out in the first two sessions. Additional Weekend College informational sessions will be held on July 10, 17, and 24.

**Report and updates from Clyde**

- Budget challenges will need to be addressed. For instance, pursuing alternative energy sources to alleviate the rapidly increasing electrical costs
- The swap meet has received approval to relocate to the Maui CC campus.
- Fifty-nine more students are enrolled for fall semester this year than were enrolled last year at this time.
- Over 1,000 students enrolled in spring 2008 have not yet enrolled for fall 2008. They need to be contacted and encouraged to enroll.
- New student orientations, required for Maui County high school seniors, are going well.
- As a direct result of the college's Bellwether Award, Clyde was invited to the Postsecondary International Network (PIN) conference in Edinburgh, Scotland, where he was elected to the board. The 2010 PIN conference will be held at Maui CC.
- Faculty who wish to visit PIN institutions throughout the world are eligible to receive \$1,000 in support funds from PIN.
- Colleges need to be able to predict what will be needed in the future and train people for those needs.
- A Canadian college implemented renewal energy curriculum three years ago.
- Smith College has a building dedicated to creative industry, e.g., media arts, fashion design.

**Actions:**

- **Lisa Deneen** will check on the possibility of Student Services sending informational messages to all students by email and/or text messages.

**Department chair meeting schedule**

**The next department chair meeting will be held at 1:30-3:30 p.m. on July 22 in Ka`a`ike 107.**