

Notes for department chair/program coordinator meeting on Tuesday November 3, 2009.

Present: Suzette Robinson, Diane Meyer, John McKee, Bob Wehrman, Lisa Sepa, Cyrilla Pascual, Bruce Butler, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Jan Moore, Eric Engh, Chris Speere, Joyce Yamada, Rosie Vierra, Debbie Winkler, Thomas Hussey, Carlton Atay, Mickey Helm, Francine Ching, Alvin Tagomori, David Grooms, Michael Takemoto, Sean Calder, Debbie Nakama, Chuck Carletta, and Pat Adams.

John Morton presentation

The PowerPoint notes from John Morton's presentation to the campus on Friday, October 30 were discussed and clarified for those who had been unable to attend the presentation. The presentation has been taped for viewing.

John Squires visit

John Squires, chair of the math department at Chattanooga State Community College, will be on the campus on Friday, December 4 to make a presentation on course redesign. Data shows that in his math course redesign project at Chattanooga State, students in the redesigned courses passed math quizzes at a higher rate and did better in higher level math courses than those who had taken regular math courses.

Action: All department chairs and program coordinators are requested to attend the Squires presentation.

Maui CC-DOE high school transition project

Alvin, Debbie Nakama, and Francine presented information on the implementation of the high school graduates personal transition plan (PTP) project activities, the Maui County high school graduates' matriculation patterns to Maui CC, and the necessary expansion of the Maui CC new student orientations.

So far, the college has received a total of 751 applications for spring, compared to 350 in mid-November of 2008. With this continuing increase in enrollment, high school seniors must attend the required orientations **well before** they have graduated from high school in order to have a choice of Maui CC classes. Twenty-nine percent of high school graduates now attend Maui CC, compared with 17% four years ago. Additional funding will be needed in order to expand the NSOs to the number needed.

Debbie stressed the need to get acquainted with and to educate high school faculty, especially the newly hired, and high school students, especially juniors, about the need for COMPASS testing, remediation, Early Admit possibilities, and the possibilities of aligning the students' programs of study in the high school with those at the college. A new informational website, "Maui Educational Consortium" can be located by googling that name.

Action: Department chairs and program coordinators are asked to attend or send representatives to the HI Pass meetings with high school faculty and administrators to be held once a month on six Saturdays, from November 14, 2009 through May 8, 2010.

Program orientations

Programs that held orientations before the fall 2009 semester began, Accounting, AJ, Agriculture, HOST, Culinary, Dental Assisting, Dental Hygiene, Nursing, and Sustainable Construction Technology, are reporting 90 to 100% retention of students who attended orientations.

Action: All program coordinators are asked to implement program orientations, either individually or in partnership with other programs, by spring 2010.

Student persistence

An excel sheet of projected persistence of students from fall 2009 to spring of 2020 was filled in by department chairs. Persistence ranged from 80-100% for CTE programs.

Noble Chef

Chris reported that 240 people have purchased tickets for the Noble Chef Culinary Arts fundraiser. This is one of the best responses ever for this event.

Notes for department chair meeting on Tuesday, November 10, 2009

Present: Suzette Robinson, John McKee, Eric Engh, Bob Wehrman, Debbie Winkler, Marti Wukelic, Cyrilla Pasqual, Kathy Fletcher, Lisa Sepa, Bruce Butler, Nancy Johnson, and Pat Adams.

Discussion: Lailima problems

Problems experienced with the Lailima system were discussed. They include testing errors, difficulties sending emails, and slowdowns. The question is whether these problems are temporary or long term.

Action: The issues will be discussed with Marty Jean Bender and the UH information technology personnel.

Discussion: overload for full time faculty

The issue of full time faculty teaching overload classes was discussed. Since there was a difference of opinion on several aspects of the practice, the issue will be researched and discussed further.

Summer 2010

Planning is beginning for the Summer 2010 schedule. The summer of 2009 saw a record enrollment, and even with tuition increases, it is possible that the summer of 2010 enrollment could be even higher.

Action:

Department chairs will ask faculty about teaching summer classes and will bring a list of possible classes to next Tuesday's department chair meeting.

Projected persistence fall to spring

With the majority of the programs projecting that 90 to 100% of their students will return in the spring, and with applications at an all time high for this time of year, it is urgent that students understand the necessity to register and pay for their classes early. It is also imperative that students get their health clearances early.

If students are purged for non-payment, it will be difficult for them to re-enroll in a class, and if students register after the purge, they must pay for the classes, even if they do not attend them.

Action: Department chairs will ask faculty to discuss these issues with their students so that they clearly understand the need to register and pay for classes early.

Community focus group

The first community focus group meeting was held on October 29 on the topic of Sustainability. A number of community members with expertise in that area took part, along with Maui CC faculty.

Action:

Plans are being discussed for community focus groups go be held in additional areas.

Program orientations

According to reports from department chairs and program coordinators, students who attended Fall 2009 program orientations have a high rate of persistence.

Action:

Department chairs will encourage all program coordinators to hold program orientations.

Campus closure

Suzette reported on the discussion at the vice chancellors' meeting about mandated paid leave for staff on the 4 days before Christmas and the 4 days before New Year's. The following wording was agreed upon: "The campus will be closed to the general public. HGEA took a pay cut, and the union agreed to 13 days of paid leave, which equates to about a 5% pay cut."

Some areas may need to be open during the closed campus period for mission critical activities, e.g. rolling the grades into Banner. Also, those employees whose salaries are funded by the county or the federal government will be on duty, as will administrators and 11-month faculty.

Hours may be extended the week of January 4 in order to be prepared for the opening of classes.

Action: Nancy will check data on the number of students who would be affected by a closure of the health center during the closure of the college before Christmas and New Year's.

Department chairs will discuss duties during the closure time with eleven-month faculty.

Notes for department chair meeting on Tuesday, November 17, 2009

Present: John McKee, Diane Meyer, Nancy Johnson, Eric Engh, Kathy Fletcher, Lisa Sepa, Bruce Butler, Cyrilla Pascual, Debbie Winkler, Bob Wehrman, Crystal Alberto, Jennifer Sim, Susan Tokunaga, Liane Awana, Tera Clarke, Ellen Hara, Deandra Perry, and Pat Adams.

Information:

Jennifer presented and clarified information on several important issues:

1. Everyone who has HMSA insurance and wishes to keep it needs to fill out and send in the re-enrollment form that was mailed to them by November 30. Those who do not will be automatically switched to HMA. Only those enrolled in HMSA need to re-enroll in their health plan.
2. Everyone who is claiming dependents needs to fill out and turn in the form that EUTF mailed to them, "Your Action Required for Dependent Coverage," by December 31, 2009. Without the required documentation, dependents will be removed from coverage.
3. Anyone who wishes to buy back years to be converted to the hybrid retirement plan needs to take action before the deadline of April 3, 2010. A hybrid plan upgrade statement was mailed to all hybrid participants.

Discussion: Banner capabilities

The pros and cons of the Banner system allowing students to register for a class while currently taking a prerequisite for that class were discussed.

Action: Steve Kameda will be invited to a department chair meeting to discuss the issues.

Discussion: Campus closures

Enrollment-critical areas of the campus will stay open during the closure period (four days before Christmas and four days before New Year's) to assist students: The Learning Center services will be available on a reduced schedule; federally or county funded programs will be operating; and 11-month faculty will be on duty.

Discussion

Crystal presented information from the counselors on which classes are already closed and which classes have only a few seats left in them. With the larger than usual number of student enrollments and applications, the list of needed classes is expected to grow.

Actions:

John will discuss with Suzette how many additional Spring 2010 classes can be funded.

Department chairs will look into adding classes.