

Notes for department chair meeting on Tuesday, November 13, 2007

Present: Diane Meyer, Bob Wehrman, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, Debbie Winkler, Donna Haytko-Paoa, Marti Wukelic, Mickey Helm, and Pat Adams.

Book orders

Diane distributed the bookstore's list of classes with no book orders.

Department chairs will check on book orders with faculty and with the bookstore to ensure that all needed books are ordered.

Lecturer evaluations

Diane went over the lecturer evaluation procedures on the Maui CC Lecturer Recruitment, Selection, and Appointment procedures handout. Lecturers should be evaluated by peers at least once each year. **Pat will** email a peer observation form to department chairs.

The Student Evaluations Policy and procedures handout was also discussed. Student evaluations should be accomplished each semester, using forms prepared by department secretaries. **Department chairs to** see that their lecturers and new faculty have a copy of the procedures and understand the student evaluation process.

Procedures for offering special topics classes

Procedures for offering special topics classes are being discussed with the curriculum committee and others. For the present, the following procedures will be followed:

1. When the scheduling process begins, a topics form (simple, one page, presently in the development stage) is distributed to faculty and lecturers.
2. Faculty or lecturers who want to teach a topics course must complete and sign the form.
3. The topics course is discussed at the next department meeting.
4. If the course is approved, the department chair signs and keeps a copy. The faculty or lecturer gets a signed copy back, and one is sent to the curriculum committee chair (hard copy for now because of the signature page). This process must be completed in time for the topics class to be included in the printed schedule of classes.
5. The curriculum copy is put in the curriculum binder for that academic year in a section labeled "Topics Courses."
6. When the course is taught, the syllabus is attached to the form the department chair has and is kept in the department files (with the secretary or chair or other designated person).

If these procedures are agreed upon, topics classes should be forwarded to curriculum starting Spring 2008. The final process will be posted on the web.

Spring 2008 classes to be added

Several department chairs reported that they will be adding courses to the Spring 2008 schedule. Cindy also brought a list of possible courses that could be offered on site at Maui County high schools.

Budget report

The General Fund, Tuition and Fee Budget Status Report as of 9/30/07 was distributed and discussed. No problems were found.

Student retention survey

Eric described the online student retention surveys recently filled out by students in six English classes. Students rated and commented upon issues that could keep them from completing the semester. **Eric will** email the results of the surveys to department chairs.

Student retention estimates

Department chairs are to ask faculty for estimates of what percentage of students will complete each of their classes and what percentage of students plan to enroll in spring 2008 classes. The information is to be sent to Pat or Diane by Monday, November 19.

Gratitude dinner

The Associated Students of Maui Community College are inviting everyone to a free Gratitude dinner and movie on Tuesday, November 20, beginning at 4:00 p.m. The affair will be held outdoors picnic style on great lawn. Families are welcome.

Notes for department chair meeting on Tuesday, November 20, 2007

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, Dorothy Tolliver, Debbie Winkler, Lisa Deneen, and Pat Adams.

Program reviews

Suzette will read the program reviews and send letters to program coordinators with feedback on their programs.

Suzette and Jeannie will be checking healthy, unhealthy, and cautionary program review indicators.

Reassigned time

Department chairs will go over the draft of the reassigned time 2007-2008 listing and check it for accuracy. Any errors will be reported to Diane

First week schedule

Diane presented the first week schedule for Spring 2008. Dates and times will be finalized before the schedule is sent out to the college.

Summer school 2008 schedule

Diane presented the summer school 2008 session dates:

Session A: June 9-July 11 (5 weeks)
Session B: July 14-Aug. 15 (5 weeks)
Session C: June 9-Aug. 15 (10 weeks)
Session D: June 9-July 23 (6.5 weeks MW) or June 10-July 24 TTH
Session E: June 30-Aug. 11 (6.5 weeks MW) or July 1-Aug. 12 TTH

Department chairs will send Diane their summer school requests by December 15.

Holidays (no classes)

Wednesday, June 11 Kamehameha Day
Friday, July 4 Independence Day
Friday, August 15 Statehood Day

Perkins funds

Suzette reported that all of the Maui CC Perkins requests were funded. Once all the previous year's reports are accepted, award letters will be written.

Duty period reminder

The edited copy of the duty period reminder was discussed. The memo will be edited again according to suggestions and sent out as an email attachment.

Student calls

Liberal arts students will be contacted and asked if they are returning in spring 2008 and if not, what can be done to assist them to do so. Nancy volunteered to call pre-majors.

Cindy will email directions for faculty to access the portal that allows them to email their students as a group.

Notes for department chair meeting on Tuesday, December 4, 2007

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, David Grooms, Jan Moore, Joyce Yamada, Lorelle Peros, Thomas Hussey, Marge Kelm, Heather Fung, Elaine Yamashita, Chris Speere, Ryan Daniels, Karen Muraoka, Mike Albert, Dorothy Tolliver, Ann Emmsley, Molli Fleming, and Pat Adams.

Student center building to open

Completion of the renovated student center building is scheduled for December 17. Suzette is working with David to schedule assistance for the move of offices and programs into the building during the Christmas break. A “soft opening” with a blessing will be held early in 2008. A grand opening will be planned for later in the year.

Library building closure

Dorothy reported that after Spring 2008 finals, the library building will be closed for renovation. The books will be stored in the wellness area of the student center building. Office space with Internet access will also be located in the building so that librarians will be able to offer limited services during the period that the library is closed.

While the library is closed, department chairs and individual faculty will be allowed to move their reserves to their own spaces for easy student access.

Science building closure

The science building will be closed from approximately May to August 2008 while the air conditioning system is repaired. The newly completed biotech lab will be available for classes in the summer when the science building is closed. A soft opening with a blessing will be scheduled for the lab.

Suzette will ask David to have the electrical plugs in the biotech lab checked. Ann reported that one series of plugs was not working.

First week schedule

Diane reported that she has edited the schedule for the first week of Spring 2008 according to information received and will send the schedule to the college.

Department chairs will encourage faculty to do their class preparations, e.g. copying, in the days between New Year’s and the convocation to avoid a last minute rush.

Plans for the future

Clyde reported on activities planned and challenges to be faced in the future, including creating criteria for future two-year and four-year programs; planning the biennium budget; preparing for possible economic downturns in the future; deciding priorities for college infrastructure development; and filling the new student housing with students. Clyde also expressed appreciation for the hard work department chairs, program coordinators, faculty, and staff have done to assist and retain students.

Supplemental budget

Suzette discussed the priorities in the supplemental budget. Campus security and equipment allocation (both system-wide requests) and business office support are the top Maui CC requests; however, the legislature will now review and possibly modify the requests. Any positions funded will need to be filled by August 2008. **Suzette will ask David** about the possibility of getting position numbers for those waiting for them.

Business Advisory meeting

Suzette reported on suggestions from the Business Advisory Committee for areas that would need employees in high demand, high wage, high skills positions. Their suggestions included the following

- Sustainable science
- Allied health
- Business management
- Engineering
- Agriculture – diversifying
- Automotive technology
- Hospitality combined with culinary

Assistance for students

Suzette previously sent to department chairs a list of locations where students could get help for various problems. Department chairs are sharing the list with their faculty and encouraging them to assist students who may be having various types of problems. Cindy Foreman recently sent out instructions on how to email information to students.

Faculty are encouraged to become involved in advising their students and referring them to counselors when additional assistance is needed.

Program reviews

Suzette reported that she had read all of the program reviews. In her responses, she will focus on one or two things that are going well in a program and one or two things that need to be worked on. Using the data in the program review, Suzette, Diane, and Jeannie will also rate each program's demand, efficiency, and outcomes as "healthy," "cautionary," or "unhealthy." Program coordinators will focus their 2008 program reviews on what is mentioned this year. The program review information must be submitted to the UHCC system by mid-December.

Program coordinators should use MAPS, Perkins, and Jeannie's data in their documents. All requests should be justified by the use of data.

Deadlines

Contract renewals are due to Suzette from the department chairs by **December 7, 2007**. Tenure and promotion documents are due to Suzette from the department chairs by **December 21, 2007**.

Summer school

Diane reported that she has sent summer school information to department chairs. She needs all information about 2008 summer session classes submitted to her before December 15. (The 2008 summer school cost will be \$181.00. per credit.)

New positions

Diane reported that interviews will be held next week for the instructional designer (faculty) and the Banner/curriculum (APT) positions.

Discussion

The question of whether or not tenured faculty are required to share student evaluations with their department chairs was discussed. **Suzette will** re-visit the student evaluation policy and bring it back to the group for discussion.

Notes for department chair meeting on Tuesday, January 7, 2008

Present: Suzette Robinson, Diane Meyer, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, David Grooms, Brenda Peo, Donna Brown, Marti Wukelic, Mollie Fleming, Mike Albert, Dorothy Tolliver, Jon Lightfoot, Kathy Fletcher, Kate Acks, Susan Nartatez, and Pat Adams.

Post tenure review documents

Suzette went over the submission and handling of post tenure review documents that are to be completed every five years.

Biennium budget

Suzette discussed the budget process; it includes Strategic Plan priorities, requests justified with data and evidence in program reviews, the eight-year plan, stocktaking reports, and the biennium budget.

The BOR included in its legislative request three of Maui CC's priorities: campus security, equipment, and business office positions. Three positions not included in the BOR legislative request are TLC director; instructional designer, and instructional unit clerk. After discussion, it was decided that these should remain as college priorities.

Academic support units are to discuss the need for and justify these positions in their program reviews.

The Stocktaking report is due in March, 2008. Maui CC will need to have information ready by February.

Program reviews

Suzette reported that she has read all of the annual and comprehensive program reviews and has sent a memo to program coordinators with a copy to department chairs. The reviews are posted on the college website. **Department chairs are to read the program reviews by Wednesday, January 16, 2008.**

Strategic Plans

Strategic plans are the initial drivers for budget requests. Multiple measurements of outcomes are being developed at the system level.

New faculty handbook

Department chairs will email Pat and Diane any suggestions for additions in the new faculty handbook. Portions of the handbook video will be previewed at the new faculty meeting on Wednesday.

2008 summer school schedule

With the substantial raise in tuition costs (to \$181 per credit) for summer school classes, department chairs have been asked to carefully review their requests. Diane is currently putting summer classes in Banner.

Fall 2008 distance classes

Requests for distance classes needed for fall 2008 will be discussed on Tuesday, January 22 at 3 p.m. in Kaa'ike 107.

Hana college fair

Faculty, staff, and students are encouraged to attend a college fair to be held from 4:00-8:00 p.m. on February 13 in Hana. Gear Up will pay for transportation

Information:

Grant requests will be submitted to the County of Maui for Allied Health, Long Term Care, and Sustainability/Renewable Energy.

Completion of **Piaki**, the renovated student center building, is now scheduled for late January.

Suzette will discuss with David the re-formation of the space utilization committee.

Department chairs are asked to plan their fall 2008 and spring 2009 schedules.

Spring 2008 department chair meeting schedule:

Department chair meetings will be held at 3 p.m. on Tuesdays on the following schedule:

1 st Tuesday:	Department chairs and program coordinators	Ka`a`ike 109
2 nd Tuesday:	Department chairs and outreach coordinators	Ka`a`ike 107
3 rd Tuesday:	Department chairs	Ka`a`ike 210
4 th & 5 th Tuesdays	Individual meetings to be scheduled as needed with Suzette, Diane, and Pat in Suzette's office.	

The next meeting is scheduled for 3 p.m. on Tuesday, January 15 in Ka`a`ike 107.

The HITS and cable TV schedules will be developed on Tuesday, January 22 in Ka`a`ike 107.

Notes for department chair meeting on Tuesday, January 15, 2008

Present: Suzette Robinson, Diane Meyer, Steve Kameda, Debbie Winkler, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Donna Haytko-Paoa, Marti Wukelic, Molli Fleming, Kathy Fletcher, Mickey Helm, Dorothy Tolliver, and Pat Adams.

Summer 2008

The proposed Summer 2008 schedule and enrollments in Summer 2007 classes were discussed. Classes this summer will need to have 12 or more students enrolled. Higher tuition (\$181 per credit) may be a factor in enrollment. **Eric will** talk with Alice Luther about the possible need to offer English 19 in the summer for international students.

Department chairs will bring to the next department chair meeting proposals on packaging certificates that would attract Maui and non-Maui students. **Nancy** suggested the possibility of offering a Nurse Aide certificate. **Cyrilla** will check on the possibility of offering certificates of completion by combining business classes. Non-Maui students could stay in the new dorms. **Suzette will** contact Alvin for monthly rates and Katie for marketing.

Department chairs to send final summer schedules to Diane by Tuesday, January 22.

Prerequisite report

Steve presented the new report of students who failed prerequisites. After discussion, the department chairs agreed that teachers would like to meet with students on a case-by-case basis. It was agreed that **Steve will** send department chairs the list of students who had not met prerequisites. **Department chairs will** get copies to all faculty and lecturers within a week after the previous semester closes. This list will give teachers a tool they can use to advise students.

Department chairs will ask faculty to keep data on the progress of students who do not pass prerequisite courses.

Incomplete grades

The meaning of the incomplete grade and the length of time that incompletes remain on students' transcripts were discussed. Steve reported that an incomplete grade given in spring would most likely remain on the transcript until at least October, when it would be converted to the grade the teacher had indicated.

Students not yet enrolled

A list of students who have not registered for Spring 2008 was distributed to **department chairs**, who will see that the students are called.

Fall 2008 distance classes

An eClass scheduling meeting for Fall 2008 will be held at 3 p.m. on Tuesday, January 22 in Kaaike 107. **Before that meeting, department chairs will** give Diane information about HITS, cable, and online classes.

Molokai College Awareness Day

Kelly Tachibana invited representatives from each department to attend the Molokai College Awareness day planned for Saturday, March 29 from 4:30-9:00 p.m. Gear Up will fund travel. An overnight stay will be necessary.

Biennium budget

Department chairs will look for evidence and data in program reviews that justify requests for the biennium budget. **Suzette will** send department chairs the eight-year plan developed in 2001.

Notes for department chair meeting on Tuesday, January 22, 2008

Present: Suzette Robinson, Diane Meyer, Cindy Foreman, Eric Engh, Cyrilla Pascual, Bruce Butler, Marti Wukelic, Molli Fleming, Kate Acks, Kathy Fletcher, Mickey Helm, Susan Nartetez, Mahina Kamakana, Deanna Reece, Pam Alconcel, and Pat Adams.

Fall 2008 schedules

Department chairs and outreach center coordinators collaborated on a draft of a Fall 2008 eClass schedule. Department chairs will go over the schedule with their faculty and send information for the final schedule to Diane by Wednesday, January 30, 2008.

Department chairs will also work on a schedule for Fall 2008 and Spring 2009, using the same budget as last year.

Building codes

Diane reported that the new code names for buildings and rooms are now in Banner. Secretaries will need to use the new codes when making Banner entries. A complete list of codes for all of the rooms in each building are available from department chairs.

Students called

Department chairs reported on the results of their calling students who did not register for Spring 2008. Reasons given by students include both financial and family difficulties and transfers to other schools in and out of the UH System. A number of messages were left on answering machines.

Student advising

The first training for student advising will be held on Friday, January 25. Department chairs will encourage faculty to attend. A continental breakfast will be available at 8:30 a.m.

Mandatory student orientations

Mickey reported that the first mandatory student orientations for members of the class of 2008 from Maui County high schools will be held in April. Advising and registration services will be available to students as part of the orientations. Kapiolani CC will share information about its online mandatory orientations.

Biennium budget

Suzette reported that legislative priorities for the biennium budget include repair and maintenance of UH System facilities. **Department chairs will** read program reviews carefully, looking for evidence and data that justify requests for the biennium budget. Special attention should be paid to repair and maintenance needs. Suzette will send department chairs the eight-year budget plan developed in 2001.