

Notes for department chair/program coordinator meeting on Tuesday October 6, 2009.

Present: Suzette Robinson, Diane Meyer, John McKee, Bob Wehrman, Lisa Sepa, Cyrilla Pascual, Bruce Butler, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Jan Moore, Eric Engh, Becky Speere, Chris Speere, Cheryl Maeda, Rosie Vierra, Rafi Boritzer, Debbie Winkler, Thomas Hussey, Carlton Atay, , Mickey Helm, Francine Ching, Chuck Carletta, Alvin Tagomori, Debbi Brown, Jennifer Egami, Robyn Klein, Katie McMillan, and Pat Adams.

Convocation Plans

Katie reported that in order to meet the need to focus on specific topics, plans for the convocation are being updated. Katie will send information to department chairs and program coordinators about where each program will fit in the updated plans.

Action: Program coordinators who have not already done so will send Katie contact information for their advisory committee members and names of appropriate employers who could be involved in focus groups by Friday, October 9.

RIF information

Debbi Brown reported that the Civil Service RIF (Reduction in Force) was beginning. She will be the first one notified of any positions affected at Maui CC and will notify others. In the case of a RIF, the first positions affected would be vacant positions; next would be employees still in probationary periods; next would be 89-day appointments; and last would be regular employees, according to seniority. Seniority is calculated by retention points that are earned on a monthly basis.

In order to be eligible for another position, anyone notified that he or she is in a position at risk will have only twelve hours to fill out necessary paperwork to obtain another position.

Lecturer hiring workshop

Personnel will hold a workshop for secretaries and department chairs on filling out lecturer packets at 9 a.m. on Friday, October 9 in the Ho`okipa conference room.

When doing newly hired lecturers' paperwork, secretaries have a checksheet to follow. However, in order to get the newly hired lecturers paid in a reasonable length of time, personnel will accept packets with small items missing, e.g., evidence of a completed TB shot.

Before signing paperwork for a newly hired lecturer, Suzette needs to see the following:

1. Application form.
2. Applicant's resume
3. Copies (at least) of transcripts.
4. For lecturers who do not meet the MQs, a letter requesting permission to hire the person and explaining the person's qualifications.

Newly hired lecturers are eligible for up to 25 credits towards becoming a B level lecturer by showing proof of the required teaching experience.

It is important that secretaries keep an updated record of each lecturer's work schedule so that it will be clear when the lecturer has earned enough credits to be moved up to B (or C) level.

Actions: Before forwarding a packet to Suzette, **department chairs will highlight the degree that a person earned on his or her transcript** so that it can be easily seen by everyone who reads the packet.

Personnel will send updated application forms to appropriate department chairs.

Pro rata information

If a faculty member started work on August 1, he or she will get a full year of pro rata pay (pay spread proportionally over 12 months). If an employee started work on a later date, e.g., September 1, however, that will not be true. That person will be missing a portion of his or her following summer paychecks.

Action: **Department chairs and program coordinators will** be sure to advise newly hired faculty about this pro rata information and about how long it will take to receive their first pay checks. **They will also** advise all lecturers that a lecturer handbook is available online.

Waiver forms

Every department should be using similar liability waiver forms for such things as field trips.

Actions: **Department chairs will** send Debbi a copy of the liability waiver form that they are using, and she will check for consistency. **Debbi will** also check on how long the forms need to be kept on file.

Screening committee

Anyone serving on a screening committee needs to understand the rating system and the specific questions that can and cannot be asked of an applicant. Robyn Klein holds trainings for screening committee members, and screening committee procedures are posted on the Maui CC website.

Applications of all those applying for a full time tenure track position should be returned to personnel.

Program orientations

Suzette reported that student evaluations of the Fall 2009 program orientations are positive and encourages all programs to implement program orientations for their students. The following departments held program orientations: Accounting, AJ, Agriculture, HOST, Culinary, Dental Assisting, Dental Hygiene, Nursing, and Sustainable Construction Technology.

High school-college transition project

Alvin reported that high school administrators and faculty are working with Maui CC to implement two-year personal transition plans for all high school seniors. Timelines and goals have been set for the following activities:

1. Compass testing ongoing extended to April. Goal: students will know the results of their placement scores.
2. College-student ambassador program. Goal: students will decide on a program major and complete an MCC application.
3. Making college affordable. Goal: students will complete a financial aid plan to attend MCC.
4. Developing a MCC educational plan and making the transition. Goal: students will develop a 2-year educational plan.
5. Navigating the MCC campus services. Goal: students will complete a schedule of classes and be registered.

Seniors are taking part in a pilot project this year at Maui High School. Maui CC counselors and student ambassadors are especially targeting high school students who would not ordinarily be college bound.

Attendance reports

Department chairs reported that the overall attendance rate in their classes was holding up well. Several reported some absences for illness. Bob Wehrman reported an average retention rate of 97% in humanities courses.

Action: Department chairs will ask their faculty about attendance in their classes and report to Suzette.

Important dates

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| October 9, 2009: | Tenure and promotion documents due to Chancellor's office. |
| October 30, 2009: | Program Review documents due to Suzette. |
| November 5, 2009: | Probationary contract renewals due to department chairs. |
| November 2, 2009: | Spring 2010 registration begins. |
| December 18, 2009: | First purge of students who have not yet paid their tuition. |
| March 17, 2010: | Non-probationary contract renewal documents due to department chairs. |

Action: Department chairs will ask faculty to remind students to register early in order to get the classes that they need and want and to pay their tuition so that they are not purged from their classes.

Course information

Mickey requested that she be sent a copy of the syllabus for any special topics, e.g., 190V, class so that counselors will have the information that they need in order to advise students about the class.

Action: Program coordinators or department chairs will, before registration for the semester begins, send Diane a copy of the syllabus of any special topics class to be offered. Diane will pass the syllabi on to the counselors.

Notes for department chair meeting on Tuesday, October 13, 2009

Present: Suzette Robinson, Diane Meyer, John McKee, Eric Engh, Bob Wehrman, Debbie Winkler, Marti Wukelic, Pam Alconcel, Lenore Knobel, Becky Speere, Cyrilla Pasqual, Kathy Fletcher, Lisa Sepa, Bruce Butler, Susan Nartetez, Mickey Helm, and Pat Adams.

Discussion: Budget

Since it is not yet clear what Maui CC's share of the additional budget restrictions will amount to, departments will need to stay within their allotted supply budgets. Enrollment growth projections will be submitted to the UHCC System this week.

Spring schedule

Diane reported that the Spring 2010 schedule is nearing completion. The schedule includes 20 special topics classes. As part of the process for offering a topics class, the faculty member needs to supply his or her department chair with a syllabus for the class before enrollment begins so that the syllabus can be furnished to the counselors for advising purposes. Also, any prerequisites for a topics classes should be decided upon in time for them to appear in the schedule.

Action: Department chairs and program coordinators will ask anyone teaching a special topics class to submit the syllabus to the department chair or the secretary, who will keep a copy and transmit one to the counselors so that they will have the necessary information to advise students. Any prerequisites should be entered at the time that a class is put in Banner.

Discussion: HOST guesthouse

If approved by the mayor and the county council, the Hale Haumana student housing will be converted into a learning lab for the HOST program, in partnership with students in other programs, e.g. accounting and sustainable construction technology. Lorelle, with assistance from her HOST advisory committee, is looking at ways to modify the HOST curriculum to take advantage of the learning opportunities that will become available.

Action: Faculty will be kept apprised of opportunities to support the request to convert the former housing into a learning lab.

Discussion: Workforce Violence workshop

Those who attended Monday's workforce violence presentation reported that it was informative and helpful. Workplace violence consists of a wide range of abuses, including verbal. It is the responsibility of anyone who is the victim of or who observes workforce violence to report it, and it is the responsibility of the person who receives the report to take appropriate actions.

Bruce reported that he had felt as though he were in a hostile environment because of the treatment he received when he attempted to talk to students who were smoking in the no smoking areas on campus. Others reported employees setting a bad example for students by smoking in no smoking areas.

Outreach coordinators reported the need for vigilance, especially after dark, with no security presence.

Action: Suzette will talk to David Tamanaha about enforcement of the no smoking areas on campus for employees as well as students.

Program reviews

Program reviews are due on October 30. Program coordinators are to use the system matrix to determine the health of their programs; assessment must also be covered.

Mona Kinkaid has sent a template for Academic Support program reviews.

Actions: Bob and Dorothy Pyle will work with Jennifer Owen on the Liberal Arts program review.

Discussion: ECafe evaluations

Suzette reported that eCafe evaluations should not be considered to be mandated. Faculty who wish to use them will have the opportunity to do so. Faculty who prefer to use another form may also do that.

In order to allow department chairs or others to see their student evaluations, those using Ecafe evaluations will need to check the option for sharing. It is important that lecturers and faculty members have the opportunity to discuss and learn from student comments, both positive and negative.

Information: John A. Burns School of Medicine information

Mickey reported that faculty members from the John A. Burns School of Medicine will hold an information session for students from 12 to 1 p.m. on Thursday, November 5, in the Hookipa Wong Room. At 2:30 p.m., they will hold an information session for faculty and staff.

Notes for department chair meeting on Tuesday, October 20, 2009

Present: Suzette Robinson, Diane Meyer, Nancy Johnson, Eric Engh, Kathy Fletcher, Lisa Sepa, Bruce Butler, Mickey Helm, Cyrilla Pascual, Debbie Winkler, Lenore Knobel, and Pat Adams.

Discussion: Late registration policy

The late registration policy was discussed and revised for clarification. In order to close a class to late registration (registration during the first week of classes), faculty will use the following procedure:

1. Prior to the first week of classes, the faculty member consults with the Vice Chancellor of Academic Affairs.
2. The faculty member arranges to have the class closed to registration before the first day of classes.

3. After a class is closed, the teacher may give students permission to attend the class by signing their add/drop card or providing a capacity override. In order to be officially added to the class, students must then register and pay for the course.
4. During the third week of the semester the secretary must re-open the class by reinserting the maximum enrollment number into Banner for each class that was previously closed.

The procedures will be posted on the Maui CC web site.

Mickey pointed out the need for the counselors to have a list of classes that are closed to late registration so that students can be advised appropriately.

HGEA Executive summary

A memorandum from UH President Greenwood regarding compensation adjustments was discussed. Special compensation awards for APTs are being put on hold for this year; however, it is important that supervisors provide feedback to APTs by using the online APT performance evaluation system during the annual evaluation period (the month of October).

Beginning November 1, 2009, a 5% across-the-board annualized temporary salary reduction for APTs and Civil Service employees will go into effect until June 30, 2011. Those subject to the salary reduction will be granted leave with pay on the following days:

- Friday after Thanksgiving
- 4 work days before Christmas
- 4 work days before New Year's Day
- 4 work days during spring break

The college will be closed during those dates.

Action:

Arrangements for mission critical activities will be discussed between appropriate vice chancellors and employees.

Department chairs will ask faculty to remind students to register and pay early for spring 2010 classes, since the college will be closed for the two-week period.

Six-month rule for retired state workers

According to a rule recently put into effect, any state worker who has retired must take a full six-month break before being re-hired in any state position.

Retention and persistence

Department chairs are checking retention and persistence numbers with their faculty. Several are using a survey that Eric developed for his faculty reports. Persistence numbers are still problematic, since they do not take into consideration students who do not continue for valid reasons, e.g., completion of goals.

Action: Lisa will assist with the retention survey and will send it to anyone who wants to use it.

Math conference

Suzette reported on her experiences at the Nashville conference. Dr. John Squires, who has successfully redesigned the math program at Cleveland State Community College, may be on Maui on December 4 and 5 to share his expertise and experiences.

DPC/DC schedule for tenure and promotion dossiers

DPCs are to collect tenure and promotion documents from the chancellor's office, make their recommendations, and ensure that the documents are in the hands of the department chairs in time for the chairs to make their recommendations and get them to the Vice Chancellor by the December 2, 2009 deadline.

Program brochures

Department chairs will check with program coordinators to see if anyone needs to replenish their supply of program brochures.

Information

The Wo Learning Champions are planning to hold the annual Wild Day on March 5, 2010. Nominations for the next Wo Learning Champion are being solicited.

The full time temporary position in English vacated by Elisabeth Armstrong will be filled for fall 2010.

The ICS position has been advertised and will close November 6, 2009.

Two electro-optics curriculum development position applicants will be interviewed by Clyde and Suzette.

Debbie Winkler will discuss with department chairs possible ways to clarify testing procedures in the Learning Center.