

**Notes for department chair meeting with program coordinators on Tuesday September 2, 2008**

Present: Diane Meyer, Eric Engh, Cindy Foreman, Nancy Johnson, Bruce Butler, Kathy Fletcher, Mickey Helm, Lisa Sepa, Cyrilla Pascual, Jan Moore, Joyce Yamada, Bob Wehrman, Dorothy Pyle, Elaine Yamashita, Ryan Daniels, Chuck Carletta, Lorelle, Peros, Rick Miller, Chris Speere, Thomas Hussey, Rafi Boritzer, and Pat Adams.

**Information:**

**Program review**

Diane went over the program review outline and timeline. The same form is to be used for the annual and comprehensive reports with the annual covering three years of data and the comprehensive covering five years. Program coordinators will use program health indicator data that Jeannie recently emailed to them.

A suggestion was made that the Liberal Arts program review should instead be a review of students who say they are working towards an AA degree. This would be difficult because at this time, data is not broken out by degree, only by major.

**Contract renewals**

Two contract renewal informational meetings will be held on September 5 in Kaaike 109. The meeting for probationary faculty will be at 11 a.m.; the meeting for faculty applying for tenure and/or promotion will be at 2 p. m.

Department chairs and program coordinators are to look over the list of contract renewal and tenure and promotion faculty and let Diane know of any changes to be made by Wednesday, September 3.

**Discussion: Required textbook data**

As a result of the Higher Education Act, institutions will be required, "to the extent practicable," to make available to the public via the Internet information about the course materials, such as International Standards Book Numbers (ISBNs), author(s), title, publisher, and copyright dates in a proactive manner.

**Action**

Department chairs will share this information with their faculty and work on ways that students might receive this information in a timely manner.

**Discussion: Air conditioning issues in Ka Lama, Laulima, and Kupa`a buildings**

Since the halls are not air conditioned in Ka Lama, Laulima, and Kupa`a buildings, open office doors allow warm air to enter the air conditioned offices, causing costly and health-threatening mold problems in these buildings.

### **Actions**

- For health reasons, faculty and staff in these buildings will be asked to keep their doors closed.
- For safety reasons, any coverings over the windows in office doors should be removed.

### **Discussion: Student completion and non-completion rates**

Reports, arranged in descending order, show that Maui CC student completion rates range from 28.1% to 100% in fall 2007 and from 25% to 100% in spring 2008. (These completion rates are based on a student receiving a C or better in the class.)

Possible reasons for the variance in completion rates and how the rates could be used to assist faculty and students were discussed.

### **Action**

Information from the discussion will be used to decide how to make completion and retention rates available to those who may use them to assist students and faculty.

### **Next meeting**

**The next department chair meeting will be held with outreach coordinators at 3 p.m. on Tuesday, September 9 in Ka`a`ike 107.**

## **Notes for department chair meeting on Tuesday, September 9, 2008**

Present: Suzette Robinson, Cindy Foreman, Eric Engh, Cyrilla Pascual, Marti Wukelic, Brenda Pua, Bob Wehrman, Bruce Butler, Nancy Johnson, Jan Moore, Kathy Fletcher, Katie McMillan, Crystal Alberto, and Pat Adams.

### **Katie's report**

Katie reported on what she learned at an Internet marketing conference she attended. The main theme of the conference was that marketing of a college is a whole campus-faculty effort.

### **Important points from the conference:**

- The number one way that people hear about a **college** is through other people.
- The two ways people most often find out about a **program** is through the Internet and by talking to someone.
- Prospective students want to know how earning a certain degree will help them get a better job or earn more money.
- Prospective students and parents want to be able to communicate with program faculty.
- Some colleges are moving towards presenting more information online rather than printing it.
- Since reports show that 56% of parents are heavily involved in selecting a college for their children, it is important to create a distinct parent page on the website with tuition costs; deadlines; and scholarship, financial aid, and calendar information.
- Faculty lectures and presentations can be videotaped and relevant portions posted on YouTube.

Katie's goal is to ensure that the Maui CC website contains an "awesome and accurate" representation of all programs by the end of the year. She is working with Deanna Reece to complete short videos for all programs and put them on the website.

Suggestions for video shots: school children's visits to the agriculture program's pumpkin patch; automotive students' and teacher's involvement at the local race track; the English department's hosting of high school students at its annual celebration of reading and Literary Journal publication events; art displays on and off campus; Bob's public radio show; and children from the Maui CC day care center visiting classes.

### **Actions:**

- Department chairs, program coordinators, and faculty are asked to let Deanna Reece know, with a cc to Katie, when something is scheduled inside or outside of their classes that would lend itself to being videotaped for the website.
- Department chairs and program coordinators are asked to check the Maui CC website and send Katie suggestions for improvements and specific copy to be used on program websites.

**Jan Moore's report:**

**Jan Moore** reported on her attendance at the Measuring Perkins' Technical Skills Attainment meeting in June.

She reported that new federal Perkins funds guidelines require technical skills attainment measures be based on industry-validated standards. In order to respond to this requirement, programs will need to document program and course outcomes, map the courses within the programs, and obtain industry approval (through advisory committees or industry partners) of the program and course outcomes and assessment. October 1 is the deadline to have a plan in place; by spring 2009 the federal report will be due.

Maui CC program coordinators are currently involved in aligning assignments to course and program SLOs and industry endorsements.

**Focused midterm**

**Suzette** reported that work will need to begin soon on the ACCJC focused midterm due in October, 2009.

**Post tenure review**

Suzette distributed the "Faculty Evaluation Procedures for 5 years, Draft 6" document.

**Action:**

Department chairs will read the section in the document about post tenure review and send their responses to Suzette by Tuesday October 14, 2008.

**Discussion: Spring 2009**

The Spring 2009 semester schedule, including the eplan, was discussed. A full Spring 2009 schedule will be developed, but faculty and lecturers will be made aware by their department chairs that unlike Fall 2008, low enrolled classes may be cut.

**Actions:**

Department chairs are to check over the distance classes needed and send their information to Jeannie this week so she can prepare the eplan schedule.

Department chairs are asked to consult the 50% or less Fall 2008 enrollment report as they create a realistic schedule of classes for Spring 2009 that will not have to be cut.

**Discussion: 11-month faculty**

The expectations and responsibilities of 11-month faculty members were discussed. The consensus was that during periods when they are not teaching classes and not taking official vacation time, 11-month faculty members will let their department chair know in writing about what they plan to accomplish, e.g., master Laulima, work on curriculum development, attend professional development sessions, before the period; after the period, they will report their progress to the department chair.

### **Notes for department chair meeting on Tuesday, September 16, 2008**

Present: Suzette Robinson, Diane Meyer, Mickey Helm, Cindy Foreman, Eric Engh, Cyrilla Pascual, Bob Wehrman, Bruce Butler, Nancy Johnson, Kathy Fletcher, and Pat Adams.

#### **Discussion: Spring 2009 schedule**

Department secretaries are currently inputting the Spring 2009 schedule in Banner. The availability of rooms was discussed.

#### **Action:**

- Department chairs will work together to schedule rooms for classes, taking into consideration class sizes and meeting times.
- A room conflict meeting will be held at 3 p.m. on Tuesday, September 23 in Ka`a`ike 109.

#### **Discussion: Spring 2009 calendar**

Mickey went over important dates on a draft of the Spring 2009 instructional calendar from Steve Kameda. **Note: Dates are tentative and will be confirmed.**

Registration will begin November 10; the payment deadline for students registering from November 10, 2008 to January 2, 2009 is 4 p.m. on January 2, 2009. Beginning January 3, students will be required to pay their tuition at the time of registration.

The first day of instruction is January 12, 2009; the last day for withdrawal with 100% refund is January 16; last date for withdrawal with 50% refund is February 2. After February 2, students who have registered but have not paid will need to pay in full for the classes, whether or not they are attending classes.

#### **Actions:**

- If a student does not attend class on the first day, the instructor may send an email to the registrar requesting that the student's name be removed from the roster. This will ensure that an accurate list of students' names are on the class roster.

#### **Discussion: definition of retention and persistence**

Suzette's email message clarifying the definitions of retention and persistence was discussed. The definition of retention as used in Achieving the Dream and other national educational projects is "a C or better." The definition of persistence used in program review is "rate of students returning from fall to spring."

Ways that class retention rates could be used in a positive and productive manner to better meet the needs of the students were discussed.

#### **Actions:**

- Suzette will edit the message according to the discussion.
- Eric will send a clarifying sentence that will be added to the message.

**Discussion: Student evaluation policy**

The edited Student Evaluation Policy and Procedures was discussed.

**Action**

- Diane will ask UHPA to look at the document and then will take it to the Academic Senate for review.

**Report: students changing majors**

Mickey reported that the form for students to use when they need to change majors is on the college website.

**Action**

- Department chairs will let their faculty know and remind them to let students know the importance of declaring and documenting their correct majors.

**Discussion: financial aid event**

Mickey reported that a financial aid/scholarship event would be held in January and invited instructional programs to take part.

**Action:**

- Department chairs will ask for volunteers to partner with financial aid personnel to plan and carry out the event.

**Discussion: faculty mailing list**

The fact that only full time faculty, and not lecturers, are on the faculty mailing list was discussed. After discussion, it was voted to keep the list as is.

**Action:**

- If a message sent to the faculty list concerns lecturers, department chairs will forward the message to their lecturers.

**Discussion: VCAA to meet with departments**

**Action:**

- Suzette will be meeting with departments to discuss topics of interest.