

## **Notes for department chair/program coordinator meeting on Tuesday September 1, 2009**

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Lisa Sepa, Cyrilla Pascual, Bruce Butler, Nancy Johnson, Kathy Fletcher, Elaine Yamashita, Lorelle Peros, Jan Moore, Eric Engh, Joyce Yamada, Becky Speere, Chris Speere, Mike Albert, Cheryl Maeda, Rosie Vierra, David Grooms, Rafi Boritzer, Thomas Hussey, and Pat Adams.

### **H1N1 virus precautions**

Precautions will need to be taken in the case of a resurgence of the H1N1 virus. In order to contain the virus, students and faculty who are ill should stay home. Methods to deliver instruction to ill students should be explored, e.g., Lulima. The Maui CC health center has regular flu vaccine and will have H1N1 vaccine when it is available.

### **Action:**

Department chairs will work with their faculty on ways that ill faculty will be able to deliver instruction and ways that ill students will be able to receive instruction without spreading the virus.

### **Contract renewal workshops**

A contract renewal workshop for **probationary faculty** will be held at 3 p.m. on Monday, September 14 in Ka`a`ike 109.

A workshop for **non-probationary faculty** will be held at 1 p.m. on Friday, February 5, 2010 in Ka`a`ike 109.

Department chairs are to be sure that everyone applying for promotion has a DPC assigned. All DPCs should be following the same procedures (DPC procedures are on the college website).

### **Contract renewal deadlines**

Tenure and promotion or promotion documents are due to the Chancellor's office October 9, 2009.

Probationary contract renewal documents are due to department chairs on November 5, 2009.

Non-probationary contract renewal documents are due to department chairs on March 17, 2010.

### **Classroom furniture**

Smart boards have been removed from the walls of two classrooms.

**Action:** Department chairs will discuss the problem with their faculty and request that no equipment is dismantled or furniture removed from a room. (Any lighting problems should be reported to Robert Burton.)

### **eClass Planning meeting**

A meeting will be held at 3 p.m. on Wednesday, September 3, 2009 in Kaaika 107 to plan spring 2010 distance classes.

**Action:** Outreach coordinators will present their students' needs for distance classes, and department chairs will bring possibilities.

### **Classroom keys**

All faculty and lecturers should have (or have access to) keys to their classrooms and offices. Security is no longer able to open rooms or offices.

**Action:** Department chairs will check with their lecturers to see that they have necessary keys.

### **Topics class**

When scheduling a topics class, the following procedures should be followed:

1. All faculty who plan to teach a Topics Series course must complete and sign the Topics Series Request Form.
2. The proposed course must be discussed by the author's department at a meeting prior to the scheduling of the class.
3. If the department approves, the department chair signs the request form and returns one copy to the author, has one copy filed in the department files, and sends the original signed copy to the curriculum chair.
4. The course will then be scheduled in the schedule of classes.
5. The curriculum chair signs the original copy and files it in the Master Curriculum Binder for the Academic year in which it was proposed.
6. Before the course is taught, the author gives a copy of the course syllabus to the department chair for the department files.

The Topics Series Request Form is on the curriculum website.

**Action:** Department chairs will discuss with their faculty.

### **Cyber Café request**

Rafi Boritzer requested that ABIT and other baccalaureate program students be allowed to use the Cyber Café for group projects. No objections were raised. The next step will be to present the request at the Academic Senate meeting.

### **Notes for department chair meeting on Tuesday, September 8, 2009**

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

### **Enrollment update**

Current enrollment is 4,116. This is a 26% increase over fall 2008 with 3,269 students. This was made possible not only by the addition of classes, but also by the willingness of many faculty members to add students above the class cap.

**Action:** Department chairs will email Suzette the names of faculty members who added students over the class cap. It is understood that some faculty members were unable to add students because they are limited by facilities and equipment.

### **Contract renewal workshop**

A contract renewal workshop for **probationary faculty** will be held at 3 p.m. on Monday, September 14 in Ka`a`ike 109.

**Action:** Department chairs are to be sure that everyone has a DPC assigned and that DPCs are all following the same procedures (DPC procedures are on the college website). A voting DPC member must be at the same level or above that of the applicant.

### **Program review**

Both comprehensive and annual programs reviews are due to Suzette on October 30. The following programs are scheduled for comprehensive reports: Accounting, OCET, Nursing (Practical and Associate), Ka Lama Computer Lab, and ECET; all others will do annual reports.

### **Duty period policy**

The duty period policy is posted on the Maui CC website. If a lecturer needs to be absent from the classroom, he or she needs to communicate with the department chair and ensure that there is no loss of instruction for the students.

### **Student evaluations**

The eCafe evaluation system is being implemented in most departments; other departments are considering it. The system will lessen the heavy typing load for secretaries and will shorten the time between the evaluation and when a faculty member will be able to see and respond to student comments.

### **Screening committee process**

Robyn Klein will be invited to attend the department chair meeting (including outreach coordinators) next month to go over the screening committee guidelines.

**Action:** Suzette will invite Robyn to come to the department chair meeting at 3 p.m. on Tuesday, October 6, 2009.

### **Marty Jean Bender proposal**

Marty Jean will attend next week's meeting to discuss her proposal.

**Action:** Department chairs who volunteered to research various parts of the proposal will come prepared to discuss their findings.

### **Achieving the Dream and Remedial/Developmental proposals**

Maui CC is taking part in the design of a UH system proposal that will utilize the \$400,000 in federal grant money that is meant to support Achieving the Dream and \$400,000 to support remedial/developmental proposals, e.g., new student orientations, redesign of math and English developmental curriculum, and additional Smart Thinking hours. Proposals will be based upon UHCC strategic outcome goals: retention, persistence, graduation, and transfer.

### **\$5,000,000 ARRA fund proposals**

Green proposal: Peter Quigley is coordinating the green proposal for the UHCC system. Each campus is being asked to submit proposals. Stuart Zinner submitted a Maui CC photovoltaic proposal.

Health proposal: Nancy Johnson is the Maui CC representative for the Maui CC health proposal. Three proposals are to be submitted, one each from Maui and KCC, and one from the System.

### **Spring scheduling**

Department secretaries are inputting the spring 2010 schedule in Banner. With the number of students expected to enroll, we will need to offer at least 80% of the number of classes offered in fall 2009. In spring 2010, a schedule for a complete academic year will be created.

**Action:** Department chairs will send confirmation of HITS and cable classes to Diane by tomorrow so they can be put into the schedule by the deadline on Friday, September 11.

### **Information**

Mickey reported that a high school counselors workshop will be held from 11 a.m. to 1 p.m. on September 16 in the Pilina multi-purpose room. Maui CC department chairs are invited to attend.

Maui CC is taking part in a high school senior transition project that will allow high school juniors and seniors to decide on a program major, complete Maui CC application and financial aid plan, develop a 2-year educational plan, and complete a schedule and classes and register at Maui CC. Alvin, Debbie Nakama, Francine Ching, and retention coordinator Angela Nunes are leading the effort.

A polycom recruitment presentation for outreach sites is being planned. The presentation will feature Maui CC students. Culinary Arts is willing to take part in the pilot project.

With high enrollment, retention needs to be the focus of our efforts.

### **Notes for department chair meeting on Tuesday, September 15, 2009**

Present: Suzette Robinson, Diane Meyer, Eric Engh, Bob Wehrman, Debbie Winkler, Nancy Johnson, Becky Speere, Cyrilla Pasqual, Lisa Sepa, Bruce Butler, Mickey Helm, Marty-Jean Bender, Karen Muraoka, and Pat Adams.

### **UH Center, Maui**

Karen Muraoka presented information on current and prospective distance degree offerings delivered by the University Center, Maui.

Highlights: University of Hawaii—West Oahu offers a variety of Bachelor of Arts degrees with open enrollment. Recruitment is currently underway for the Master of Social Work from UH Manoa, with a cohort scheduled to begin in summer 2010.

Karen requested that department chairs advise their students of the many possibilities for distance degrees. The system is currently working on a way for Maui CC students who transfer to a UH four-year institution to complete their AA degrees by completing requirements at the four-year college.

### **Discussion: students' need for basic computer literacy**

Two options were discussed:

1. TLC tutoring
2. 1-2 credit course

### **Fund-raising project**

Information will be placed in campus mail boxes for a Macy's "Shop for a Cause" day to be held on Saturday, October 17, 2009. Anyone purchasing a \$5.00 coupon will be able to use it for

Macy's department store purchases made on that day. Funds collected will go in the Vice Chancellor of Academic Affairs' foundation account and will be used to benefit the college.

### **Residency requirement change**

Suzette reported that the Chief Academic Officers have endorsed a proposed policy that would change the present residency requirement that a student earn the **final** 12 credits in the program at the degree-granting college. The proposed policy states:

- a) *To graduate with a degree from a University of Hawai'i Community College, a/the student must have earned a minimum of 12 credits of program courses in the degree major from that college.*
- b) *Colleges may not impose additional academic residency requirements for graduation with a degree.*

### **Automatic Admission proposal**

UH Manoa Vice Chancellor of Academic Affairs Reed Dasenbrock has proposed that any student who has earned an AA from a UH community college be admitted to UH Manoa without going through the application process. He has offered to attend Maui CC graduations and pass out UH Manoa acceptance letters to the graduates.

### **Reverse Transfer proposal**

Dasenbrock has also proposed another policy that would allow a community college student who has transferred to Manoa before completing an associate degree to receive that degree from the CC when he or she acquires the necessary credits at the four-year institution.

### **Discussion: Foundations designation discrepancies**

The UHCC system foundation board is working on clarifying discrepancies in the designation of courses across the system. This clarification project needs to be completed by the end of the calendar year. Dorothy Pyle is the Maui CC member of the board.

### **Discussion: Diversification**

Maui CC will be working on designating courses as meeting UH Manoa diversification hallmarks. Once a course has been designated by a campus as meeting the hallmarks, it will be accepted by the other UH campuses. Courses are approved through a campus level process and reviewed at least every five years to ensure that the course continues to meet the hallmarks.

**Action:** Department chairs are to check over the distributed list of hallmarks and check to see that classes in their departments meet the hallmark descriptions.

### **Discussion: Program persistence**

Debie Amby has produced data that shows a more accurate picture of program persistence by identifying students who did not return because they graduated. Suzette will discuss the data with program coordinators.

### **Discussion: DCAPS agreement**

A draft of the memorandum of the dual credit articulated program of study (DCAPS) agreement was discussed. According to the memorandum, "The agreement is designed to provide a mechanism for students from the State of Hawaii Department of Education high schools who

enroll at one of the UH community colleges to receive college credit for mastery of standards gained in courses taken at the high school that meet college-level student learning outcomes.”

### **UH President to visit**

UH President M.R.C. Greenwood will visit Maui CC on September 29 and meet with various groups at the following times:

9:30-11:00 a.m. Program coordinators and department chairs in Ka`a`ike 105 CD

1:00-2:00 p.m. Campus meeting in Pilina multi-purpose room

### **Community Forum date:**

The community forum will be held from 3-5 p.m. on Thursday, October 29 in the Pilina multi-purpose room.

**Special meeting:** A special meeting of department chairs and program coordinators will be held at 3 p.m. on Tuesday, September 22, 2009 in Ka`a`ike 109. Department chairs will let program coordinators know about the meeting.

### **Notes for department chair/program coordinator meeting on Tuesday September 22, 2009**

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Lisa Sepa, Cyrilla Pascual, Kathy Fletcher, Lorelle Peros, Joyce Yamada, Becky Speere, Chris Speere, Rosie Vierra, Rafi Boritzer, Mickey Helm, Rosemary Perreira, Ryan Daniels, Julie Powers, Katie McMillan, Rick Miller, Aris Banaag, and Pat Adams.

### **Poster project**

Aris reported on the project to display posters of successful people who attended Maui CC and are willing to be quoted about the impact that the college and the individual discipline had on their lives. He requested that department chairs and program coordinators ask faculty to email him contact information for any students who would be willing to participate.

**Action:** Department chairs and program coordinators will send Aris names of students by October 8, 2009.

### **Community Forum**

Katie reported on the community forum, tentatively scheduled for October 29. She requested that program coordinators send her the names of their advisory committee members and also suggestions of major employers who could give input on the skills needed for living wage jobs, at present and in the future. Katie will mail invitations to the community members.

**Action:** Program coordinators will send Katie contact information for their advisory committee members and names of appropriate employers by Friday, September 25.

### **Dr. Greenwood visit**

UH President M.R.C. Greenwood will visit Maui CC on September 29 and meet with program coordinators and department chairs from 10:00-11:00 a.m. in Ka`a`ike 105 CD. An all-campus meeting with Dr. Greenwood will be held from 1:00-2:00 p.m. in the Pilina multi-purpose room.

### **Assessment**

Ryan and Julie reported on the progress of mapping program learning outcomes and general education outcomes in courses. A number of programs have completed their course maps and others are still working on them. Individual assistance will be available for anyone needing it. CTE programs are the main emphasis at the present time.

### **Program Reviews**

Suzette discussed the program reviews, due October 30, 2009. The program reviews will focus on the following:

1. Assessment
2. Analysis of program strengths and weaknesses based upon the matrix: demand, efficiency, and effectiveness. (Healthy, Cautionary, Unhealthy calls.)
3. Specific and concrete program goals

### **Students needing assistance**

It is important that students receive assistance that will allow them to stay in school and complete their goals. They may especially need assistance during the present economic times and with the high incidence of flu in the community.

**Action:** Department chairs will ask faculty to contact students who are no longer coming to class and also to ask counselors to follow up with students when appropriate.

### **Discussion: Laulima-Banner issue**

Rick reported that Laulima information is not synchronized with Banner information. For instance, a student can be dropped in Banner, but will still be enrolled in Laulima.

**Action:** Suzette will discuss the issue with David Lassner.

### **Deadlines**

Department chairs are to ask faculty to remind students about the October 27 deadline for making up incompletes and about the possible financial aid repercussions if a student decides to withdraw from a class. Any student on financial aid should consult with the financial aid office before making a decision to withdraw.