

Notes for department chair meeting on Tuesday, September 11, 2007

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Bob Wehrman, Eric Engh, Mickey Helm, Cyrilla Pascual, Debbie Winkler, Nancy Johnson, Bruce Butler, Lynn Britton, Donna Hayto-Paoa, Pam Alconcel, Marti Wukelic, Cindy Foreman, Pat Adams, and Randy Tanaka, Jennifer Tengan, Jennifer Sogi, Cassandra Kam (UH bookstore personnel).

UH Maui CC bookstore

Randy Tanaka, general manager of the UH bookstores, described plans for the new bookstore to be located on the first floor of the newly renovated Student Life building. The “non-traditional” store will feature an Internet café and will offer technology and supplies, especially Maui-branded products, including those produced by the Maui CC Culinary Arts program.

Construction should be completed on the store by May 2008. The store will be open extended hours on weekends and evenings, as needed. Effective immediately, Jennifer Tengan and Cassandra Kam will be managing the bookstore; Jennifer Sogi will visit periodically. Randy will visit before the end of the semester to check on the preparations for spring book orders

Problems that students and faculty have experienced with book orders were discussed, including orders being cut, late (or no) deliveries, prices not marked on books, unannounced changes in book editions, used books being ordered when new books were specified, and others.

The following actions were agreed upon:

- The book store will send a list of book orders still pending
- Department chairs will check with faculty on status of book orders
- Randy will put in writing the buying policy, committing to no cutting of book orders for the next two years
- Book store personnel will keep in close touch with the campus on book orders and needs

Spring schedules

The input of the spring schedule is underway. Special needs for rooms were discussed. A room conflict meeting will be held from 3-4 p.m. on September 20 in Ka Lama 102.

Student retention discussion

Some students are withdrawing from classes or switching to another class, including online students needing to switch to on-site classes or students lacking the technology skills needed for certain classes. Many are teachers using web CT now; not all students are familiar with it. Some problems arise when students register online without seeing a counselor or attending orientation. It is important that teachers keep in touch with students and offer assistance.

Peer evaluations

In order to improve their teaching skills, faculty need feedback on peer evaluations. For online teachers, this is often difficult to achieve. The online best practices list that was generated seven or eight years ago may need updating.

Student majors

Suzette reported that Alvin has a list of the majors for all Maui CC students. When they are sorted by program, Suzette will distribute them to department chairs.