

Notes for department chair meeting on Tuesday, March 4, 2008

Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, Joyce Yamada, Lorelle Solanzo-Peros, Thomas Hussey, Chris Speere, Mike Albert, Lisa Sepa, Mark Hoffman, Mickey Helm, Debbie Winkler, Vinnie Linares, Molli Fleming, Dorothy Pyle, Kathryn Fletcher, and Pat Adams.

Molokai La`Ike event

Department chairs will let Kelley Tachibana (on Molokai) know by Friday, March 7 who will be representing their departments at the Molokai La`Ike community event on March 29. This is a Gear Up event, so funding and travel arrangements are being made by Dezaray at extension 277; she should also be notified. Representatives so far are Rafi Boritzer, ABIT; Lorelle Solanzo-Peros, HOST; Cyrilla Pascual, Business Technology, Business Careers, and Accounting.

Sabbatical Report from Vinnie

Technology survey:

Vinnie reported the results of a November 2007 technology survey that he conducted under the aegis of the Tech Committee. The results of that survey compared to those of a survey administered five years ago show that the number of students using technology and the types of technology they are using have increased dramatically. The following are the results of the 2007 survey:

600 Computer Tech surveys were distributed to 35 instructors, the Hana and Molokai Educational Centers, and to the Learning Center. 346 unduplicated surveys or 57% were returned and tabulated.

“The College is doing a survey to find out what types of technology students are using at home. This information helps us better plan how to develop academic support resources. Please take this survey only once. Mahalo.”

Do you have a computer at home	91% Yes	09% No
What type of computer:	32% desktop	
	38% laptop	
	30% both	
Do you own an IPOD?	57% Yes	43% No
Would you take an Internet class?	88% Yes	12% No
Would you bring your laptop to school	73% Yes	27% No
Have you used the Internet for your classes	91% Yes	09% No
Internet Service	25% cable	28% DSL
	08% dial-up	33% wireless
	06% broadband	

Online writing lab:

Vinnie reported on his research on system-wide interest in joining a national online writing lab, “Smart Thinking.” The lab is available to students for professional writing

assistance for all subjects 24 hours a day, 7 days a week. Kapiolani and Leeward are successfully using the lab.

Suzette will email information to department chairs about Smart Thinking. Title III funding was considered, but is not possible because of the cost involved.

Tutoring Center:

Vinnie reported on his volunteer work at 826 Valencia, a nationally known volunteer community-based tutoring center located in San Francisco's Mission District. The 826 Valencia tutoring services model now has a number of centers on the mainland. Each of them has a store at the center; for example, San Francisco has a Pirate Store.

Vinnie suggests that if we have a tutorial center on Maui, it should be located in a shopping center. He has discussed a Maui tutorial center with the people who began 826 Valencia and is currently working on the required foundation work, including finding a board of directors. This model has become so popular that there is a 12-18 month waiting list for assistance.

Probationary policy:

Vinnie reported on events to date concerning the probationary policy being done by the Academic Senate Policy and Procedures Committee.

Mickey reported on the need for counseling support if a probationary policy is put into effect.

Curriculum themes:

Vinnie reported on his research on colleges where curriculum is being grouped by themes. Faculty across disciplines agree upon a theme, e.g. arts, technology, the Pacific region, green, and each teacher works the theme into his or her classes. The faculty members meet several times a semester to discuss what they are doing. Students can choose among the different themes when they register for classes. Students gain by receiving a more in-depth education on a subject from different perspectives in the different disciplines.

Evaluation policy

Suzette reported that the provisions in the draft of Maui CC's student evaluation policy are the same as that of the other UH community colleges.

Notes for department chair meeting on Tuesday, March 11, 2008

Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Mickey Helm, Molli Fleming, Dorothy Tolliver, Kathryn Fletcher, Eric Engh, Pam Alconcel, Donna Haytko-Paoa, and Pat Adams.

Graduations

Both Molokai and Lanai will be celebrating graduations this year. Anyone planning to attend the Molokai graduation on May 16 or the Lanai graduation on May 19 is to contact Pat, who is coordinating travel arrangements.

Letters to legislators

Department chairs will encourage faculty and students to write letters to state legislators asking them to support funding for the new science building. Individual letters with concrete reasons of how the building would benefit the students and the community have proven to be effective. The letters should be sent as quickly as possible. Diane will coordinate the letter-writing campaign.

Computer needs

Diane reported that the Technology Support committee is now meeting regularly. The committee has \$300,000 in requests and has approximately \$67,000 to spend from tech fees.

Department chairs are to send information about their department's computer needs to Diane by the end of the week.

Reading test

The possibility of requiring students to take a COMPASS reading test was discussed. Two other colleges in the system require students to do so. Both offer many sections of English 21 each semester.

Student grievance policy

Suzette reported that the 1988 student grievance policy will be discussed at the next Dean of Instruction meeting. Department chairs are to read the policy and comment if they wish to.

The first person to handle a student's complaint is the teacher; the second is the department chair; and the third is the Vice Chancellor of Academic Affairs.

Faculty are always welcome to see Suzette for answers to questions or for advice; if Suzette is not available, faculty should see Pat; if she is not available, see Diane.

Grading policy

Suzette reported that she will attend the Academic Senate meeting in April to discuss the N grade versus the F grade and ask for clarification of distinctions between the two.

Future retirements

Plans need to be made for faculty retirements in 2010. Vacated positions will be filled by need as supported by data and by evidence in program reviews.

Supplemental Budget

Suzette reported on the progress of budget items in the legislature. In the supplemental budget, the security and equipment items are still alive and the science building went to the Senate with a \$5 million request in order to keep it alive. Letters to legislators will be crucial.

Achieving the Dream

Ben Guerrero will share the draft of the Achieving the Dream strategies for assisting students to remain in college and succeed in their classes with various campus committees, including, but not limited to, department chairs, campus Executive Committee, and Academic Senate.

Notes for department chair meeting on Tuesday, April 1, 2008

Present: Suzette Robinson, Diane Meyer, Nancy Johnson, Bruce Butler, Cindy Foreman, Joyce Yamada, Lorelle Solanzo-Peros, Chris Speere, Dorothy Tolliver, Ann Emmsley, Jan Moore, David Grooms, Eric Engh, Rick Miller, Mickey Helm, Molli Fleming, Robyn Klein, Ben Guerrero, Kate Acks, and Pat Adams.

Achieving the Dream

Ben Guerrero reported on Maui CC's role in Achieving the Dream, a five-year national initiative that is designed to help more community college students succeed, particularly those who traditionally face the most significant barriers to success, low-income students and students of color.

In his role as statewide core team member, Ben has been meeting with different Maui CC groups to discuss ways that Maui CC can build the "culture of evidence" that will lead the college to make decisions about resource allocation and service delivery based on what students need in order to be successful in college. One of these needs is to increase the number of students who apply for financial aid.

Maui CC's plans of action will be included in a UHCC system report that will be evaluated by national Achieving the Dream "coaches," who will give feedback and make recommendations.

So far, eleven people on campus are being trained to use COGNOS, a software system that pulls together different data bases.

Ben will send out a list of contact people for each area of the college.

Screening procedures

Robyn distributed the newly edited version of "Screening Committee Procedures" and a committee training agenda. Several of the agenda items were discussed at length, including what should be done with unsolicited resumes or applications. These should not be kept by the department chair or coordinator, since this could lead to a lawsuit by an applicant.

If the department is maintaining an ongoing solicitation for lecturers, however, the following steps are to be followed:

1. The department chair interviews the applicant to determine if the person is qualified to teach in the discipline;
2. If so, the packet of information is sent to the Vice Chancellor of Academic Affairs for approval;
3. If approved, the person's paperwork is sent to personnel to be included in the lecturer pool.

Because of the complex nature of the screening process, Robyn will be invited back to continue the discussion. Personnel staff will also be invited to participate in the next session.

Student Awards

Diane passed out information about student awards. Information about the award recipient and the presenter must be returned to Lisa Deneen by April 10 to meet deadlines for inclusion in the graduation program.

New Student Orientations

Pat and Mickey reported on the required new student orientations for Maui County 2008 high school graduates who will be attending Maui CC in the fall. The first orientation for this group will be held on April 23; orientations will continue through August 6. All except the first orientation will include registration.

Before a student is eligible to attend an orientation, he or she must do the following:

1. Submit the UH common application for attendance at Maui CC in fall 2008
2. Complete a TB and MMR health clearance
3. Establish a MYUH account
4. Complete COMPASS tests and receive English and/or math score

The goal of the orientations is better prepare in-coming high school graduates so that they will have a high rate of retention and success in their college careers.

Department chairs, coordinators, and faculty members will be asked to take part in the orientations.

New positions

Department chairs and Diane reported on developments in the hiring process for positions to be filled; these include an instructional designer and instructors in Sustainable Construction Technology, math, HOST, dental hygiene, ABIT, ECET, and Sustainable Science.

Budget update

Suzette reported that campus security is “alive” and being considered by the legislature.

Maui CC administrators are considering submitting a biennium budget request built upon retention, workforce development, and preventative maintenance. Program review requests with strong justifications will be considered.

Notes for department chair meeting on Tuesday, April 8, 2008

Present: Suzette Robinson, Diane Meyer, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Mickey Helm, Molli Fleming, Dorothy Tolliver, Kathryn Fletcher, Eric Engh, Cindy Foreman, Karen Muraoka, Donna Haytko-Paoa, Pam Alconcel, and Pat Adams.

Summer overload

Department chairs will be paid one credit overload for supervising department secretaries and for attending new student orientations and other meetings during the summer. Diane will process the paperwork and charge the summer school account.

UH Center classes

Karen reported on the requirements students will need to satisfy for the distance Travel Industry Management (TIM) program planned for spring 2009. Karen will email the requirements to the college.

She also reported on the progress made finding public venues where Suzette could speak to groups about Maui CC; so far, venues have been located by Donna and Marti.

Molokai Ranch closing

Donna reported that approximately 50% of those laid off as a result of the Molokai Ranch closing may eventually need education in order to be eligible for living wage jobs. Of the approximately 20 jobs currently available on Molokai, most pay minimum wage. Education potential could be in agriculture, health care, and small business development. Vacation rentals have been affected by the new county regulations.

Third quarter expenditures report

The third quarter expenditures report was discussed. Department chairs should have approximately 25% remaining in their accounts; overall, the college has 29.30% remaining.

Enrollment growth fund

Maui CC will realize approximately \$200,000 from the UH System enrollment growth initiative funded by the legislature. Expenditures of the funds must sustain enrollment growth; outcomes of enrollment-growth funded activities will need to be reported. Money must be spent by May 15, 2008.

Perkins proposal

Maui CC's Carl Perkins IV proposal is near completion. Approximately \$415,000 will be requested for positions and activities that will support student recruitment, retention, and success. Last year Maui CC received approximately \$350,00 in Perkins funds.

Letters to legislators

Department chairs are to let Diane know if they have written letters or sent emails or faxes to legislators thanking them for past support and requesting that they support the science building. Messages should be sent as quickly as possible. The science building

went to the Senate with a \$5 million request in order to keep it alive; letters to legislators will be crucial.

New website

Department chairs will encourage program coordinators to respond to Katie McMillan's request for information about individual programs to be put on the new website. Katie is working hard to make the website interesting and informational for prospective students.

Office assignments

Department chairs are to let Suzette, Diane, and Pat know who needs offices and the rationale for the need. A policy for assigning offices will be developed.

Laulima training

Kenwick Chan will conduct Laulima training on Friday, May 2 in Ka`aiki 219. Anyone wishing to attend either of the group sessions to be held at 9 a.m. and at 10:45 a.m. should let Diane know by email. One-on-one help will be available in the afternoon between 1:00 and 3:30 p.m.