

**Notes for department chair meeting with outreach education center coordinators on Tuesday, February 12, 2008**

Present: Diane Meyer, Debbie Winkler, Eric Engh, Cindy Foreman, Nancy Johnson, Bruce Butler, Donna Haytko-Paoa, Marti Wukelic, Molli Fleming, Kathy Fletcher, Mickey Helm, David Grooms, Karen Muraoka, Lisa Sepa, Julie Daliva, and Pat Adams.

**Fall schedule**

Diane presented a revised timeline for inputting the fall 2008 schedule. All inputting must now be completed by 3:00 p.m. on Thursday, February 21; no more Banner changes to be made after that date.

**Outreach Budget requests**

Budget requests were presented from Molokai, Lanai, Hana, and Lahaina education centers. Items were added to the list compiled at last week's department chair and program coordinator meeting. Budget requests will be given to Suzette to prioritize for biennium budget requests.

Existing lists of needed instructional equipment will be edited and combined with new lists of needs.

**University Center**

Karen Muraoka presented an update on programs offered at the University of Hawai'i Center, Maui. These include distance learning programs at the outreach centers. Scholarships will be offered for distance students in the Master of Business to be offered beginning in Fall 2008.

The Manoa School of Travel Industry Management will begin a program in Fall 2009; students will need to complete required prerequisites by the end of the AY 2008-09.

Beginning Fall 2008, West Oahu will be offering a new Political Science concentration in the BA Social Sciences degree.

Discussions are being held with UH Hilo for an online BA in Communication.

Public speaking events are being scheduled; Karen needs suggestions of where the events might be held.

With both baccalaureate and graduate testing being handled in The Learning Center, there is a need to train the proctors who oversee the tests. Debbie, Melissa, and Karen have drafted a proctoring policy for upper division/graduate programs. It was also suggested that with the growing number of tests administered in TLC, a need exists for a testing coordinator.

**Mental health issues**

Nancy reported on the emergency personal counselor referral process for students who are disruptive and are possibly a danger to themselves or others. The process was

presented to the Academic Senate and is now pending final arrangements by the Director of the Mental Health Association on Maui and her supervisor on Oahu.

Pat reported that the Maui CC Handling Difficult Situations Procedures Hot List is currently being edited to more clearly delineate the teachers' rights to ask campus security personnel to remove any student who is disrupting a class or exhibiting threatening behavior. Any student who is removed from a class will need to undergo evaluation and any necessary treatment before he or she would be allowed to return to the campus.

### **Non-returning students**

Pat reported on the results of the phone calls to students who had attended classes in fall 2007 but who had not registered for spring 2008 classes. (Well over one-third of the calls were left on voice machines or the number had been disconnected.)

Reasons given by students who were contacted:

- Economic reasons, including work responsibilities
- Family responsibilities
- Completed their goals or their programs
- Transferred to another college
- Taking online classes
- Attend only in fall semester

### **Financial aid**

Compared to mainland colleges, the number of students in Hawai'i who are receiving financial aid is low. Ways to inform students about financial aid possibilities were discussed.

## **Notes for department chair meeting on Tuesday, February 19, 2008**

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

### **Handling difficult situations**

**Department chairs will** share with their faculty the recently edited Maui CC procedures for handling difficult situations. The edited document clarifies a teacher's right and responsibility to ask campus security to remove any individual who is disrupting a class or exhibiting threatening behavior.

A written documentation of the specific details of what occurred is to be sent by the faculty member to both the Vice Chancellor of Student Affairs and the Vice Chancellor of Academic Affairs for follow-up. A step-by-step process to be followed after such an incident will be made available to faculty and posted on the web.

### **5-4 teaching agreements**

**Department chairs** are to keep copies of faculty members' 5-4 teaching agreements in their files. **Department chairs are** also responsible for seeing that all full time faculty fill out and sign the annual ethics questionnaire, which is then sent to Suzette to sign and be forwarded to the Human Resources office.

### **Student evaluations**

A draft of the Maui CC Student Evaluations Policy and Procedures was discussed. **Department chairs** are to read the document and make recommendations for additions or changes. **Suzette will** research evaluation policies at other UH CC's.

### **Biennium budget requests**

Requests for positions to be included in biennium budget requests were discussed. Each justification for a position will describe how the position will have a direct influence on student success and will include the following information:

- Three-year trends of data
- Program review data
- Environmental scans.

**Justifications must be delivered to Suzette by noon on Friday, February 22.**

The need for a mental health counselor and a transcript evaluator were also discussed. Since these positions would be part of Student Services, they were not placed on the instructional list.

Suzette reported that facilities, maintenance, and repair are UH system and legislative priorities. **Pat will** ask David for a copy of his repair and maintenance list.