

## **Notes from Department Chair/Program Coordinators meeting March 8, 2011**

Present: Nancy Johnson, Kate Acks, Eric Engh, Tom Lelli, Joyce Yamada, Lisa Sepa, Ryan Daniels, Carlton Atay, Kiope Raymond, Ben Guerrero, Francine Ching, Haley Callahan, Colleen Shishido, Rafi Boritzer, Thomas Hussey, Bruce Butler, David Grooms, Elaine Yamashita, Diane Meyer, John McKee, Cyrilla Pascual, Chuck Carletta, Alvin Tagomori, Jennifer Owen, Marti Wukelic, Donna Paoa, Pam Alconcel, Brenda Pua

### **Academic Probation Policy**

Francine and Haley presented an update on the policy. We had 867 students with cumulative gpa below 2.0 at the end of Fall 2010 semester. By removing those students who are not attending Spring 2011, the list reduced to 491 names. The students have been sorted by the major they declared and the list given to program coordinators. We have asked them to call the students on their list and provided a script to use in advising the students. Most programs can handle theirs but there are 294 names on the Liberal Arts major list that need to be contacted in a more creative way.

**Next steps:** Should we put a hold on the students with warning so they cannot register for fall classes until they meet with an advisor? Can exceptions be made? Letters and emails to students have all been sent with very little response from them.

There was agreement that holds should be placed. Then what? The students should be notified now that a hold has been placed on their record and informed of the steps they should take to get the hold removed. We have said (1) completion of at least 3 modules of Life Skills assessments they can complete online and (2) meet with a Program Coordinator, faculty member, counselor, Outreach Coordinator, or Retention Coordinator about their status before being able to register starting April 11.

Program coordinator/faculty member/ counselor, Outreach Coordinator/ Retention Coordinator should go over information on the call script with the student. After that, send the name to Haley. She will cross-reference to see if the student has completed his/her Life Skills before removing hold.

Francine and Haley will attend Academic Senate on Friday to further clarify the process and get feedback.

### **NOII building's future**

After the new science building opens, NOII will be renovated. The first floor will become a dental office/classrooms after the auditoriums are filled in. The second floor has some options: faculty offices, small classrooms or large classrooms. There was discussion that we are losing the first floor large rooms where we usually schedule 35+ classes each semester. If we could have 40-seat classrooms upstairs (two of them) that would be helpful for schedule classes for the campus. We had to close the meeting but John has invited others to continue to make comments about the renovation plans via email.

## **Department Chair Notes from March 15, 2011**

Present: Marti Wukelic, Elaine Yamashita, Bruce Butler, John McKee, Diane Meyer, Cyrilla Pascual, David Grooms, Colleen Shishido, Thomas Hussey, Nancy Johnson, Lisa Sepa, Donna Paoa, Pam Alconcel, Eric Engh

### **Estimated number of graduates**

Including Summer 10, Fall 10 and Spring 11 we estimate 485 graduation certificates, broken down as follows: Certificate of Achievement - 160, Associate in Science – 81, Applied Associate in Science – 94, Associate of Arts – 146, Bachelor of Applied Science – 4. Graduation ceremony will be held at the Castle Theater of the MACC on Sunday, May 15 at 1:00 p.m.

### **2010 Program Review Summary**

John presented slides showing the 2010 program review summary. He will be presenting this at executive committee meeting soon. The presentation raised discussion around how the college responds to budgetary requests spelled out in the reviews. Justification with data and narrative is needed to support these requests. John is in the process of forming a group called the Institutional Assessment and Effectiveness Committee that will take the next steps in responding to program reviews. We also discussed establishing pre-majors for the liberal arts students so they can be more effectively counseled and tracked.

UHMC will conduct a Survey of Entering Student Engagement (SENSE) in the first 3 weeks of Fall 2011 semester to give us a better picture of our entering students.

### **What's on our minds?**

Office space

Student housing

Faculty & staff development

Hiring APTs and civil service staff

Financial aid for UH Center students

Math and English faculty needed on Molokai

Distance education – Eric is on system-wide committee

What happened to transcript evaluator request?

Spring break