

Notes for department chair meeting on Tuesday, October 2, 2007

Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Jeannie Pezzoli, Dorothy Tolliver, Bob Wehrman, Eric Engh, Mickey Helm, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, David Grooms, Jan Moore, Heather Fung, Lorelle Peros, Dorothy Pyle, Mark Hoffman, Thomas Hussey, Ryan Daniels, Ann Emmsley, Cheryl Maeda, Mike Albert, Jennifer Sogi, Cassandra Kam, and Pat Adams.

Community workforce grant

Clyde reported on the community-based job training grant proposal that the college is developing. The goal is to meet local business needs for trained employees through an earn and learn partnership for students and employers. By supporting degree completion for their employees, businesses gain educated, capable workers who will play a key role in the success of the businesses. Clyde will keep us informed of the progress of the proposal.

Thomas reported on the agreement he is currently negotiating with Tri-Isle whereby the company will pay for a student's college expenses in exchange for that student completing his or education, staying with the company for at least two years, and earning at least two of eight national certifications within five years.

Program review data

Jeannie reported on the two sets of data that program coordinators will use in their program reviews, the UH System-generated data and the Maui CC-generated data. For various reasons, discrepancies may sometimes exist between system and campus-generated data. If a discrepancy is small, coordinators will use the campus data; if it is large, coordinators are to call Jeannie. Some of the underlying problems causing the discrepancies should be corrected in the coming year.

Jeannie has sent out all but two or three elements of the data for the program reviews. She will be sending those out in the near future.

Program coordinators will use the new UH system program review template for both annual and comprehensive program reviews. The annual reports will contain data covering the previous **three years**; the comprehensive reports will contain data covering the previous **five years**. Jeannie will supply 99% of the data. Coordinators will analyze the data, discuss in their program reviews the strengths and weaknesses of their programs in terms of demand, efficiency, and effectiveness, and discuss steps to be taken as a result of their findings.

Hard copies of the program reviews are due to Suzette by the fourth Friday in October (this year October 26, 2007). Coordinators are also to email copies to Diane, who will see that they are posted on the web.

Bookstore follow-up

Suzette went over the memo from Randy Tanaka, director of the UH bookstore operations, outlining steps that the Maui CC bookstore will take to correct problems with

book orders. Bookstore employees Jennifer Sogi and Cassandra Kam answered questions and assured cooperation in ordering the quantity of textbooks needed for each class.

For outreach classes, faculty will turn in one book order with quantities listed for the various sites. The bookstore will have books for Kahului, Lahaina, Kihei, and Hana at the Kahului campus bookstore; books will also be available at the Manoa bookstore for students at any of those sites who need to order their books by mail. Molokai and Lanai students will order their books from the Manoa store.

October 12 is the deadline for spring 2008 book orders to be turned in to the bookstore. If anyone needs more book order forms, the bookstore will supply them.

Program coordinator duties

Diane presented the edited version of the program coordinator duties. It was understood that some duties and responsibilities are appropriate for certain programs only.

Department chairs and program coordinators will send any additions or changes to Diane by Friday, October 5, 2007. Thereafter, the list will be posted on the web.

The issue of reassigned time for coordination duties was discussed. Suzette reported that anyone receiving reassigned time for any activity, including program coordination, is to fill out a reassigned time activity form at the beginning of the semester and turn in a report of activities at the end of the semester.

System initiatives

Suzette went over the handouts she created describing the UHCC System initiatives and how they all work together for student success, retention, and persistence and the names of those who will be leading each initiative for Maui CC:

The American Diploma Project, Kate Acks and Eric Engh; Remedial/Developmental Project, Debbie Winkler, Michele Katsutani, and Thomas Hussey; Benchmark Project, Jeannie Pezzoli; NASH Project, Donna Harbin; and Achieving the Dream Initiative, Ben Guerrero and Suzette Robinson

On October 19, John Morton and UHCC System Achieving the Dream team coach Bernadine Fong will visit Maui CC for a campus-wide meeting at 2 p.m. in Ka`a`ike 105. Kamehameha Schools and OHA have each pledged to contribute \$100,000 annually to the initiative for five years.

Air conditioning costs

With the opening of the newly renovated student center building, the electricity bill is expected to escalate. The possibility of consolidating evening classes in certain buildings to cut electrical costs was discussed.

To reduce the number of classrooms with air conditioning left on high at the end of the day, Suzette will discuss with David Tamanaha the possibility of evening security

personnel checking to see if room air conditioners have been left on. Posting signs to turn off air conditioners when leaving the rooms was also suggested.

Temporary positions

According to the UH System, if the college has unfilled positions for a period of three years or more, the state legislature will reclaim them. Also, if a faculty member has been in a temporary position for seven years or more, the college should make every effort to place that person in a permanent tenure track position.

Maui CC currently has several unfilled permanent positions that need to be assigned. The college also has a total of 50 temporary positions, including faculty, staff, and others.

We are working on filling positions, including instructional designer, STEM and H/SS clerks, curriculum-Banner, and secretary to the vice chancellor of academic affairs.

Business cards

According to UHCC System rules, the Chancellor is the only person allowed to approve the printing of college business cards. Anyone wishing to place an order for business cards will need to fill out the proper form and turn it in for Clyde's signature. The number of business cards requested should be limited until the change in the name of the college is finalized.

Business cards in small numbers may still be made by individuals as long as the correct seal and form are used.

Information and discussions

In the case of heavy secretarial workloads, department chairs will offer guidance to their secretaries on setting priorities for getting work accomplished.

The college is working on extending the date for the first right of refusal to purchase the land adjacent to the Molokai education center. The current agreement ends in March 2008. The UHCC System office is currently doing an appraisal of the property.

Suzette is working with Alvin to arrange a visit to the new student housing for department chairs. Approximately 34 students are currently in the housing.

DPCs and TPRCs are to be set up for those applying for tenure and promotion or promotion. Documents are due to be turned in to Colleen by 4:30 p.m. on Friday, October 12, 2007.

If committees wish to do so, TPRC meetings can be scheduled during Christmas holidays.

Orientation for high school students

Pat and Mickey reported on the required orientations that may be required for high school students entering the college in fall of 2008. A committee is currently working out the

details. The goal of the orientations is to make it possible for more high school students to attend college and to be successful in meeting their educational goals.

Job Fair

Cyrilla reported that a job fair is scheduled for November 8. Department chairs and program coordinators are to let Heather (EOC) know of any employers who need employees and may want to take part. Maui CC programs are also invited to set up tables at the job fair.

Department chair meeting notes for October 16, 2007

Present: Suzette Robinson, Diane Meyer, Dorothy Tolliver, Bob Wehrman, Eric Engh, Debbie Winkler, Jon Lightfoot, Cindy Foreman, Mickey Helm, Cyrilla Pascual, Nancy Johnson, and Pat Adams.

New department chair meeting schedule

A new schedule for department chair meetings was discussed and adopted unanimously. The schedule will begin Tuesday, October 23:

- 1st Tuesday: Department chairs and program coordinators in Ka`a'ike 109
- 2nd Tuesday: Department chairs and outreach center coordinators in Ka`a'ike 107
- 3rd Tuesday: Department chairs in Ka`a'ike 210
- 4th & 5th Tuesdays: Suzette, Diane, and Pat will be available for individual meetings as needed

New business office schedule

The new business office schedule was discussed. **Suzette will** check with the business office about the possibility of having a period scheduled on days other than Fridays when phone calls might be answered on issues that need immediate attention.

P-card training

Several people need P-card training. Cindy will email the link where those who need to take the training can check for scheduled training dates. It is important to check often, since the training is limited to 20 trainees.

Responsibilities of program coordinators

The list of program coordinator responsibilities was discussed. **Diane will** send the final list electronically to program coordinators and department chairs and see that it gets on the web site.

Student housing visit

Diane will let Alvin know how many department chairs and others will be visiting the new student housing project on October 18.

Faculty workload report

The faculty workload report was discussed. **Department chairs** are to submit paperwork for all faculty who are receiving reassigned time for various projects.

Perkins grants

Proposals for Perkins Program Improvement mini-grants are due October 27, 2007; several have already been submitted. It is important that anyone submitting a proposal use the final version of the Perkins template. Perkins grants include Achieving Standards, Leadership, and Program Improvement. To be eligible, a proposal must be connected to Career and Technical Education (CTE). Several proposals for Perkins Leadership grants have been approved.

Notes for department chair meeting on Tuesday, November 6, 2007

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Eric Engh, Cyrilla Pascual, Nancy Johnson, Bruce Butler, Cindy Foreman, David Grooms, Jan Moore, Joyce Yamada, Lorelle Peros, Thomas Hussey, Marge Kelm, Cathy Bio, Rafi Boritzer, Dorothy Pyle, Ann Emmsley, Molli Fleming, Walette Pellegrino and Pat Adams.

Reassigned time reports and requests

Reassigned time reports for 2006-07, consisting of at least a brief summary of activities and accomplishments, are to be submitted by those who received reassigned time for special projects outside of department chair or other regularly scheduled activities.

Requests for reassigned time for special projects in 2007-08 will also need to be submitted.

Program Reviews

Nearly all of the program reviews have been submitted; the five still outstanding are expected in the near future. A hard copy is to be submitted to Suzette and an electronic copy to Diane to be posted on the web.

Program coordinators are to discuss in their program reviews any problems with incorrect or partially correct UH System-generated data.

Eight week classes

The possibilities and potential problems of offering eight-week classes that would assist students to complete their degrees or certificates were discussed. Cathy Bio reported that financial aid would not be a problem if a student also took one or more classes that were not eight-week classes. A way, however, would need to be devised to identify eight-week students. **Cathy will discuss** this possibility with Debie Amby.

Other concerns and comments:

- A clear policy on workload would need to be established
- Certain schedules need to be coordinated with those of the UH System
- Two eight-week sessions could be offered in one semester
- Students could complete degree or certificate goals in a shorter period of time
- After completing one eight-week period, some students might not return for the second 8 weeks of a semester
- Research is needed on what groups of students would benefit from shortened schedules
- Students may not be able to get time off work to attend the longer classes
- The first cohort of the weekend college was very successful; later attempts without close counseling and guidance were not as successful
- If classes were offered at night, food and other services would be needed
- More condensed classes would add to students' homework workload
- Some creative scheduling is now occurring

Further discussions will be held on the subject of both eight-week and weekend college classes, with a goal of implementation in spring 2008. Pat will ask Linda Fujitani to work with Cathy Bio on any financial aid challenges.

Enrollment Growth Initiative

Suzette explained the new enrollment growth initiative whereby the UH CC's will be rewarded for fully enrolled classes offered over the base number of classes offered in fall of 2006. This initiative is designed to allow community colleges to better meet the educational needs of the community.

Department chairs will check their schedules and student needs and bring suggestions for additional classes in spring 2008 to the meeting on Tuesday, November 13.

High school visits

Clyde, Suzette, Alvin, and Debbie Nakama have recently been visiting Maui County high schools discussing high school requests for credit classes to be offered on the high school campuses, similar to those being offered at Kamehameha Schools.

Department chairs will bring possibilities for high school classes to the November 13 meeting. High school students served would be college-bound, early admit students.

Innovative activities

The Strategic Action Strategy team H is discussing ways to reward faculty and staff for innovative or sustainable activities or projects. An example is the Maui CC Health Center's partnership with the Department of Health to offer flu shots on the campus. Please email activities or ideas to Diane or Pat or Angela Gannon.

Inventory

Inventory rules and their enforcement were discussed.

Suzette will invite business office personnel to the December joint department chair and coordinator meeting to discuss how to improve the process.

Nancy will ask Lenore to show other secretaries the procedure for removing items that are no longer of value from the inventory lists.