

## ► Notes for Department Chair meeting on Monday January 5, 2009

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, BK Griesemer Dorothy Tolliver, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Nancy Johnson, Brenda Pua, Debbie Winkler, Donna Haytko-Paoa, Marti Wukelic, Kathy Fletcher, Karen Muraoka, and Pat Adams.

### Discussion: Assessment teams

BK described plans for the development of assessment teams for the General Education Standards of Written Communication, Quantitative Reasoning, Information Retrieval and Technology, Oral Communication, Critical thinking, and Creativity, according to WASC requirements. The teams will be made up of one or two members from each department and will meet on two Saturdays, February 27 and April 24. Jan Moore, assessment co-chair, will take the lead. Assessment planning will take place during Spring 2009 semester and implementation will begin Fall 2009.

### Action:

Department chairs will discuss with their faculty at their first Spring 2009 department meetings and let BK know who will be representing the departments.

### Discussion: Curriculum Committee elections

BK reported on the need for curriculum committee members who will represent the departments as represented in the college reorganization. Every department should have one representative, either a full time faculty (tenured, tenure track or temporary) or an APT. A large department such as STEM may need more than one representative on the committee.

It will be important to keep some experienced members of the committee to mentor new members. Members will need to have 3 p.m. on Tuesdays open for meetings, starting Fall 2009.

### Action:

Department chairs will discuss with their faculty at department meetings and let BK know who is willing to serve on the curriculum committee.

### Discussion: Five year course outline review

BK reported that the five-year review of all course outlines is due to be completed in Spring 2009. If a course has not been taught in five years, it is recommended that the course be deleted by using a form available on the web.

### Action:

BK will re-issue to department chairs a list of courses that were not previously completed and must now be completed Spring 2009.

Department chairs will work with faculty to ensure that all courses are reviewed and that courses not being taught are deleted.

### Information: UH Center, Maui:

Karen Muraoka reported that she is working with Mickey Helm to create a crosswalk between two-year and four-year programs, taking into consideration curriculum changes. Karen will be meeting with Sean Calder, faculty advising committee chair, to go over the first drafts of the program maps.

### **Information: computers**

Donna Haytko-Paoa reported that eleven Ohana Project computers had been delivered to students on Molokai. If a student does not maintain the required grade, the computer is reclaimed and assigned to another student who is on the 32-person waiting list.

### **Discussion: Strategic Team accomplishments**

Suzette reported that faculty members will have an opportunity to add strategic team accomplishments to the posters listing the annual accomplishments at the faculty meeting on Wednesday, January 7.

### **Discussion: Spring 2009 classes**

The next class cuts of low enrolled classes (under 50%) will take place tomorrow. Every effort will be made to avoid cutting classes. Decisions will be made after taking into consideration all circumstances, e.g., students' need for graduation, how long between offerings, possibility of students registering at the last minute.

### **Information: Enrollment growth funds**

The receipt of enrollment growth funds could make it possible to support the Smart Thinking writing tutorial. This program has been widely used by students and is getting excellent reviews from students and faculty alike.

### **➤ Notes for Department Chairs/Program Coordinators/Outreach Coordinators combined meeting on Tuesday January 13, 2009**

Present: Suzette Robinson, Diane Meyer, Bob Wehrman, Ryan Daniels, Dorothy Tolliver, Cyrilla Pascual, Bruce Butler, Cindy Foreman, Nancy Johnson, Brenda Pua, Donna Haytko-Paoa, Marti Wukelic, Kathy Fletcher, Elaine Yamashita, Lee Stein, Lorelle Peros, Chuck Carletta, Jan Moore, David Grooms, Eric Engh, Carlton Atay, Joyce Yamada, Debbie Nakama, Laura Lees, Becky Speere, Margaret Christensen, Chris Speere, Francine Ching, Mikahala Helm, Mike Albert, Mark Hoffman, Pam Alconcel, and Pat Adams.

### **Enrollment**

Suzette reported that several Spring 2009 classes put on hold for low-enrollment have gained enough students to justify their being offered. This semester, only 14 classes were cancelled for low-enrollment, while 11 were added because of student demand. Enrollment growth funds are expected to fund lecturer salaries. Maui CC's enrollment rise is the largest in the UHCC System on the first day of classes.

### **Perkins project**

Carol Pang and Jean Hara will visit Maui CC on Friday, January 30 to conduct a Perkins funding informational workshop. Suzette is awaiting a response to a request that Carol and Jean schedule their visit for Friday afternoon when more faculty members will be available to attend.

### **Program improvement proposals**

Suzette announced that Perkins-funded Program Improvement proposals are due to her office by 4:30 p.m. on Friday, January 16, 2009. (NOTE: Because of the Friday closure of the college, the new deadline is 4:30 p.m. on Tuesday January 20.)

### **Perkins special projects**

Carol Pang is making \$15,000 available to each campus for special projects. Becky Speere, Debbie Nakama, and Laura Lees are working to bring Hawaii Writing Project's Writing Across the Curriculum

Institute to Maui CC June 12-13 and June 19-20. CTE faculty would be given first priority, then general education faculty would be invited to attend. Participants would receive stipends of \$100 per day. More information will be emailed.

### **Writing workshop**

Laura Lees reported that a Writing Across the Curriculum workshop will be held at Kapiolani Community College from 8:30 a.m. to 3:30 p.m. May 18-29, 2009. Laura will email further information.

### **Articulation information**

Debbie Nakama reported that Dual Credit Articulated Programs of Study (DCAPS) are being negotiated between the UHCC System and the Department of Education.

Mickey pointed out that certain classes over 100 level may be accepted in a student's transfer to UH Manoa but may not at the present time be articulated to Manoa.

### **Career shadowing**

Becky reported on the Perkins-funded career shadowing program where high school students are mentored by Maui CC students. This program is proving to be successful, e.g., one of the two students who took part in career shadowing in the Maui CC dental assisting program enrolled in that program after graduating high school.

### **Student Ambassadors**

Francine Ching reported that four Perkins-funded "student ambassadors" made presentations in spring 2008 to high school students.

### **New Student Orientations**

Mickey expressed appreciation to the outreach center coordinators for their assistance in implementing mandatory new student orientations (NSOs) for all Maui County high school graduates who enrolled in the college in fall 2008.

### **Financial Air Fair**

Ryan Daniels presented information on the financial aid fair and open house to be held at 5 p.m. in Pilina multi-purpose room on Thursday January 22, 2009. Program, counseling, registration, and student support information will be available to attendees. Faculty and Maui CC students are being recruited to take part.

### **Scholarship workshops**

Mickey presented information about Na Ho`okama a Pauahi scholarship workshops for Maui CC students to be held from noon to 1 p.m. and from 2 to 3 p.m. on three days:

Thursday, January 22, Wednesday, February 11, and Tuesday, February 24, 2009 in the Ho`okipa Wong Room.

**Fall 2009 schedules**

Diane presented the scheduling timeline for fall 2009 classes. Before schedules are input in Banner, each department's schedule will need to be compared with the schedules of other departments to check on compatibility with students' needs.

**➤ Notes for Department Chair meeting on Tuesday, January 20, 2009**

Present: Suzette Robinson, Diane Meyer, Eric Engh, Nancy Johnson, Bruce Butler, Mickey Helm, Cyrilla Pascual, Bob Wehrman, Ellen Hara, Kathy Fletcher

Suzette gave Spring 09 enrollments as of this morning of 3305 as compared with 2852 or +453 in Spring 2008 at the same time last year. She thanked the faculty and staff for all the hard work to accomplish this high enrollment number and reminded faculty to be alert for students who need assistance or guidance.

### **Summer session 09**

**Discussion:** We want to advertise the summer classes both here and on the mainland. A certificate in Sustainable Energy can be earned with classes put into the summer schedule.

**Action:** Diane will discuss advertising the sustainable energy package to mainland and Hawaii students with Katie.

### **Fall 09 eClass plan**

**Discussion:** Lack of responses from faculty on requested eClass schedule. Lack of qualified lecturers in areas like English, math, history. Suggest advertising locally for lecturers for fall semester.

**Action:** DC's to confirm with their faculty regarding eClasses for Fall 09. Diane to contact Katie to do an ad for MCC lecturers for fall 09. Diane has to have the cable and HITS classes entered into the distance learning website before January 30, 2009 so responses are needed.

### **Hale Haumanu**

**Discussion:** Students have all been moved out of Hale Haumanu into the new facility, Kulanaa`o. Some buildings need some renovating but will be available for offices for externally funded grant personnel, or other uses such as faculty offices.

**Action:** The department chairs will take a field trip to look over Hale Haumanu on February 24 at 3:00 to see how we might use the facilities. Diane to contact Robert Burton to set this up.

### **Enrollment Growth Funds**

**Discussion:** The enrollment growth money will be available to UHCC's next year, unless there are more restrictions from the governor. The enrollment growth funds have enabled our campus to add an additional 60 classes in Fall 08 over Fall 07 and an additional 58 classes in Spring 09 over Spring 08 and thus increase the overall enrollments.

**Action:** Diane will soon have final figures for spring 09 enrollment growth funds request to submit to system. At our February 17<sup>th</sup> meeting we will discuss wish lists in case we have enrollment growth funds available after paying for classes.

### **Non-probationary faculty contract renewals**

**Discussion:** These documents are due to the department chairs by March 17, then to the DPC's by March 18, then back to the DC's by April 6, and then to Suzette by April 17. Please adhere to the schedule as there are many to review and deadlines to be met.

**Action:** a Non-probationary faculty contract renewal workshop will be held on Friday February 6, 2009 at 9:00 in Kaa'ike 109. It will be taped for faculty who cannot attend. DPC's for the non-probationary faculty are also urged to attend this workshop.

### **Student Complaints Workshop**

**Discussion:** Suzette asked if we wanted to have a workshop on student complaints and the process to avoid or solve them.

**Action:** It was decided that Suzette will go to each department meeting to talk about this with the individual departments. This will happen in February. Liane will set up schedule.

### **Office space for lecturers**

**Discussion:** One office in the Faculty Hale is shared by 10 lecturers with one computer.

**Action:** With the library moving back, the refrigerator room in media is vacant and can hold 3 – 4 lecturers. Those lecturers also will have access to the computers located in the media center workroom. Also three lecturers can move into Ka Lama 110, vacated by COOP and can use computers in the Cyber Café.

### **APT's**

Applied Engineering proposal going to STEM meeting on Friday; ocean science being discussed in curriculum; gerontology under discussion with Nancy and Lee, then to social science dept meeting.

Sustainable science four applicants being interviewed within next two weeks.

### **Bookstore Issues**

There were some issues with adequate books not being ordered and shipping method requests not honored. If you have had bookstore issues this semester, email details to Suzette.

### **➤ *Strategic Plan Implementation Council meeting notes for January 12, 2009***

Present: Clyde Sakamoto, Suzette Robinson, Alvin Tagomori, David Tamanaha, Diane Meyer, Dan Kruse, and Pat Adams.

### **Program Health Indicators**

Suzette reported on the demand, efficiency, effectiveness, and overall health of Career and Technical Education (CTE) programs, as judged by UHCC System formulas designed to ensure consistency in identifying the strength of programs. According to the formulas used on Maui CC CTE programs, five are judged to be overall healthy, twelve cautionary, and one unhealthy.

The accuracy of the formulas was discussed. It is felt that the data used may or may not reflect the true strength of the programs, e.g., nursing programs that are judged to be "cautionary" because there is a greater demand for nurses than the college is able to produce.

The system-wide Program Improvement Committee will review the implications of these formulas and their benchmarks.

### **Enrollment figures**

Alvin reported an enrollment of 3,103, a percentage rise second only to UH West Oahu in the UH System.

Alvin reported that some UH colleges are allowing students with unpaid balances to register and to consolidate their unpaid tuition and fees with Spring 2009 tuition and fees and use the installment plan for the entire amount.

### **Excellence in Education Day**

Excellence in Education Day will be held on Friday March 6, 2009. Motivational speaker Ray Ohta will deliver the keynote address, and four interactive sessions be scheduled. Faculty and staff are encouraged to attend. More details will be forthcoming.

### **Key Ingredients**

The Smithsonian traveling food exhibit, Key Ingredients, will arrive at Maui CC on February 4. Julie Umetsu and Dean Louie are coordinating the exhibit, which will be set up in Ka`aIKE atrium; it will open to the public on Sunday February 15 and will be available to the college and community until April 14. A fund-raising gala dinner with a preview of the exhibit will be held on Friday February 13; an opening reception is scheduled for Sunday February 15. Dorothy Tolliver is coordinating docents who will be assisting with visits to the exhibit by college, DOE, and community individuals and groups during its stay at Maui CC. Pat will serve as the administration's contact person for the opening reception on Sunday.

### **Perkins Grants**

Suzette reported that Perkins mini grant proposals are due to her office by January 16. These are proposals of \$5,000 to \$10,000 to be expended by June 30.

### **Distance classes**

Suzette reported that the true number of distance classes offered by Maui CC may not be reflected in the UHCC System count because one CRN number is being used for several double section classes.

### **Action:**

Diane will check with the UH System distance person to check on how the System counts the classes. Limited air space time controls the number of TV classes that Maui CC can offer; however, additional distance classes can be offered online.

### **Unfilled positions**

Suzette reported on the status of unfilled sustainable science, building maintenance, Construction Academy, and retention coordinator positions. The duties of the retention coordinator position were discussed, including the position's responsibility for implementing a probationary policy and for assisting students who are on probationary status because of their grade point average.

The Academic Senate is discussing an academic forgiveness policy as part of the probationary policy.

The need to alert high school students about college math and science prerequisites and requirements was discussed.

**Action:**

The duties of a retention coordinator will be researched in order to establish clear expectations for the position.

**Reorganization documents**

David reported that the edited reorganization charts and documents have been sent to heads of departments to share with their faculty and staff. Input will be taken until January 21.

**Action Strategy survey**

Jeannie is compiling results from the Strategic Plan action strategy survey that shows participants' ratings on which of the new strategies should be top priorities for the coming year; she will email the results to the college.

**Hale Haumana housing**

With the Hale Haumana student residents moving to Kulana`ao housing, a planning process will need to be put in place for the use of the buildings. David reported that spaces on both first and second floors can be utilized for offices; however, in order to be ADA compliant, space needs to be set aside for meetings on the first floor. Architectural plans will be needed for a renovation.

**Meeting date**

The next Strategic Plan Implementation Council meeting will be held on January 26, 2009 in Ka`a`ike 210.

**➤ *Strategic Plan Implementation Council meeting notes for January 26, 2009***

Present: Alvin Tagomori, Diane Meyer, Dan Kruse, Michele Katsutani, and Pat Adams.

**Discussion: New Strategic Plan Action Strategies**

Michele presented the four new Strategic Plan Action Strategies that the college will focus on as priorities in the next two years. Leadership teams that will be needed to accomplish the strategies were discussed.

**Action Strategy #2:** Equip all faculty, staff, and offices with current communications, computing, and media capabilities.

**Suggested leadership:** Tech Support Committee.

**Action Strategy #4:** Improve early identification of incoming and returning students' math, reading, and writing skills by utilizing an "early alert" strategy and eventually to include all classified and unclassified students.

**Suggested leadership:** Achieving the Dream Campus Core Team; Remedial Developmental Committee; new software with student early alert system that is under consideration.

**Action Strategy #5:** Ensure provisions to incorporate new technologies and pursue curriculum development activities.

**Suggested leadership:** Instructional Designer; Tech Support Committee; Curriculum Committee; Inspired Teaching Committee; proposed new IT unit position; proposed faculty IT advisor.

**Action Strategy #6:** Provide increased tutoring services (e.g., TLC) supplemental instruction and various counseling services.

**Suggested leadership:** The Learning Center; counselors; Ka Lama Computer Lab; Po`okela Project; Student Support Services; STEM tutoring lab; Ulu A'e Native Hawaiian Program.