AAAC Meeting Notes
October 3, 2014, Alaka’i 118

Convener: Ardis Eschenberg, Vice Chancellor of Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I; Robert Barkley, Language Arts Chair; Paul Briggs, Social Science Chair; Malia Lau Kong, Humanities Chair; Ross Langston, Natural Science Chair; Ellen Nagaue, Testing Center Coordinator; Elizabeth Ratliff, Media Center Coordinator; Johnny Singh, Math-Business Chair; Tara Severns, Library; Michael Tom, Computing Center Coordinator

Invitee: Michael McIntosh, IT Specialist

A. Year Long Schedule
   This year long or master schedule is used as a guideline. It will be used for degree pathways in STAR and in general for academic advising. The master schedule should list the minimum number of courses to be offered. Courses and additional sections can always be added later if enrollment dictates a need. Ardis asked the DCs to look at what’s being proposed and discussion will continue at the next meeting.

B. Lecturer Contract and Evaluation
   There is a clause that the lecturer must meet with their DC regarding their evaluation. This is especially important because the new lecturer evaluation process will be implemented fully this year, and we don’t want to set them up for failure. One peer evaluation is required per year, but two are recommended. Mike Tom mentioned that the Distance Ed Committee is concerned about how on-line lecturers are evaluated and will take up the issue at their November meeting. New lecturers, continuing lecturers that had some areas of concern with the last evaluation and lecturers hired on exception need to turn in an evaluation annually. Ardis will work with Tara Severns and Jamie Boyd to develop a workshop for lecturer evaluations. There will hopefully be several workshops beginning around December or January.

C. Academic Affairs Mission, Vision, Values and Goals
   Since there were no negative comments, it is assumed that the draft is acceptable. Language Arts did edit the draft and Robert Barkley will forward them to Ardis.

D. Gatekeeper Courses
   Gatekeeper courses are high enrollment – low pass. The data shows # of enrolled/# of students who passed = success %. “Passing” is a “C”. The Learning Communities are meeting monthly for support and in-house professional development. Instructors of gatekeeper courses are invited to attend. These gatekeeper courses are often ones that fulfill a general education requirement, so many of the students are there not because they are particularly interested in the subject, but because they need to take it to graduate. Therefore, many students may not be fully engaging in the course. As in developmental ed, there are many best practice strategies that could be implemented to increase engagement and therefore increase success. Ardis wanted to focus attention on these gatekeeper courses to start discussion on refining the data to provide more useful information. Nalani Kaun is working to separate the on-line data. Some people felt that this concept is unfair when online classes are included because we have a different pass rate. Our average online success rate is 52%. There was concern expressed that students who shouldn’t be taking online classes, are repeatedly taking them and repeatedly failing. Students enroll themselves and the only time counselors have a mandatory meeting is for their first registration. There was a suggestion to make an online class part of a
Frosh Cohort. Elizabeth Ratliff is working as curriculum developer. The new Title III grant has an online STEM curriculum development position.

E. Spring 2015 Schedule
DCs have until 9:00 am on 10/8 to put in class information. On Wednesday, the data will be downloaded and Banner input will commence. Faculty will be able to view the schedule and make changes through the “Change Request” page on the web. Please encourage faculty to look at the schedule carefully and make any changes prior to November 2. On November 3, the schedule will be activated so students can start to register.

F. DC Timeline
Important events coming up are:
- Tenure and promotion dossiers are due 10/3
- Contract renewals are due 10/15
- Lecturer step update are due 10/15
- Departmental Annual Report first draft is due to the dean by October 15; it very important to be on time because the larger programmatic annual report depends on the information contained in the departmental reports
- Any additional disciplines to be advertised on the lecturer pool ad should be sent to the dean
- Contract renewals will come to the DCs from the DPCs by 11/14

G. Announcements, Reminders and Information Sharing
a. ATP: Business/Math is planning a CA in Web Development and an AA in Computer Science
b. DCs should remind faculty to post their syllabi and office hours on the web
c. DCs should also encourage all instructors to email their students through Laulima if they are going to be out sick or cannot make a class; they should continue to call the Academic Affairs office at 235-7422 so a sign can be posted on the classroom door
d. Emergency contact sheets will be sent out to all faculty
e. Next meeting: Friday, November 7, 2014