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; Johnny Singh, Math-Business Chair; Jan Sung, Library; Michael Tom, Computing Center Coordinator

Invitees: Nicole Iwasaki (Ka’ie’ie Program), Mariana Monasi (Mental Health Awareness), Jenny Webster (Faculty Senate) and Dave Krupp (Faculty Senate)

A. Ka’ie’ie Program
This is a degree pathway program for students who are pursuing a 4-year undergraduate degree. Nicole Iwasaki will be on campus on Mondays and Tuesdays to counsel student. She will assist them in getting pre-accepted to Manoa while still enrolled at WCC. This helps students by allowing them to register one semester prior to starting at Manoa.

B. College Mental Health Project
Partnership of faculty, staff and students, in conjunction with Mental Health America of Hawai’i, working to raise awareness about mental health issues on campus.

C. Spring Schedule (15:01)
Most of the conflicts have been resolved. There were no concerns expressed.

D. Cancellation of Low Enrolled Classes
The DCs will meet a week after the purge (when all the students who haven’t paid are disenrolled) to go over the low enrolled classes – on Friday, December 19, 9:00 am to 12:00 am in Alaka’i 118. A list of low enrolled classes will be sent out the Monday prior to the meeting, December 15.

E. Lecturer Evaluation Update
The lecturer contract has a newly expanded section detailing the new policy requirements. Ardis and Tara are working on putting together training workshops for lectures. The hope is to have one in December and another in January. The group and Faculty Senate were asked to look at the overview, the rubric and lecturers’ contract that were distributed at the meeting and provide feedback by the next meeting.

F. Master Course List
This was tabled and will be discussed at the January 9, 2015 meeting.

G. Announcements, Reminders and Information Sharing
a. Absence During Duty Period: Faculty must fill out the form if they are going off-island during the duty period.
   b. Sabbatical Requests: Due January 1 for sabbaticals starting next Fall
   c. DC Timeline
   d. Next meetings: December 5, 2014 (AAAC) and December 19, 2014 (Low enrolled classes)