AAAC Meeting Notes  
February 6, 2015, Alaka'i 118

Convener: Ardis Eschenberg, Vice Chancellor of Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I; Michael Tom, Assistant to the VCAA and Computing Services Coordinator; Robert Barclay, Language Arts Chair; Mark Hamasaki, Humanities Chair; Ross Langston, Natural Science Chair; Elizabeth Ratliff, Media Center; Johnny Singh, Math-Business Chair; Diane Sakai, Library

Absent: Paul Briggs, Social Science Chair; Ellen Nagaue, Testing Center Coordinator

A. Core to College
   Presented by Dan Doerger, Core to College Alignment Director, Hawaii P-20 (organization affiliated with UH that works to promote educations from preschool through the community colleges). Common Core started as the Common Core State Standards

B. Fall 2015 Schedule (30:00)
   Cohorts have been blocked out and please enter them as soon as possible. Entry of Fall schedule begins Tuesday, 2/10 and ends Friday, 3/6. Meeting to de-conflict Fall schedule on Monday, 3/9, 12:00 noon to 3:00 pm.

C. Low Enrolled Class Results – 5% increase in class fill rate
   - Spring 2015 – 417 fewer empty seats (~14 classes, ~$62,550 saved)
   - Fall 2014 – 779 fewer empty seats (~26 classes, ~$117,000 saved)

D. Summer 2015 Schedule – only 45 classes entered so far

E. Lecturer Evaluation
   Training sessions are scheduled for 2/11, 8:30-9:30 and 3/2, 2:30-3:30. DC participation is highly encouraged. Lecturers can submit their evaluation early. Please emphasize that they need to follow the new guidelines. The evaluations are due to your Dean's secretary by 4/1. They will then be distributed to DCs for review.

F. Catalog Revisions
   Target date for printing: 4/1/15; Fall registrations begins 4/14/15. Departments should go over their degree programs. Curricular changes approved too late for catalog printing but before close of semester will be published as an addendum
G. eCAFE Course Evaluations (http://ww.hawaii.edu/ecafe)
Consideration of a core set of college-wide evaluation questions to be asked for all courses will be taken up later in conjunction with the new course evaluation system that is to replace eCAFE. For Spring 2015, we will continue the past practice of choosing questions at the department level. DCs are responsible for discussing and deciding the questions with their instructors and then going into eCAFE to enter/confirm those question selections before the Staff Setup period ends on February 26. Any eCAFE difficulties encountered should be raised with Mike Tom who is serving as the college liaison with UH ITS for eCAFE issues.

Instructors will have the option to select additional questions for their eCAFE courses evaluation during the Instructor Setup period (March 2 to April 9). Online instructors or others who consider the eCAFE questions inapplicable to their course may coordinate with Elizabeth Ratliff to conduct an alternative online survey. Mike and Elizabeth will offer a workshop in March to familiarize instructors with the options and procedures for selecting eCAFE questions, for conducting an alternative online survey, and for making their survey results viewable by others.

H. BIT Team
BIT (Behavioral Intervention Team) is a crisis response team for students. It is made up of members from across the institution who can provide immediate intervention: VCs, Deans, mental health counselor and security. When a situation comes up, they review what the issue is, what’s been observed, what the institutional understanding is, what support we can provide, and then make a basic determination of where we’re going to go. There should be a handbook coming out soon. Currently, if a faculty is having problems with a student, they should seek help from the VC for Student Affairs.

I. Announcements, Reminders, Information Sharing
- Announcement for the Dean of Division II will be reposted soon. Jean Okumura has agreed to chair the committee.
- Next meeting: Friday, March 13, 2015, Alaka‘i 118