AAAC Meeting Notes  
April 15, 2015  
Alaka‘i 118, 12:00 pm to 1:30 pm

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; Paul Briggs, Social Sciences Chair; Mark Hamasaki, Humanities Chair; Ross Langston, Natural Sciences Chair; Elizabeth Ratliff, Media Center; Johnny Singh, Math-Business Chair; Jan Sung, Library

A. Department Space Needs
The Master Plan is moving along, but previous space requests were for the general campus. The architects are now asking about space needs for the Departments. Kehau Iwashita is going through the last four semesters and putting together a list of how many classes were scheduled in each classroom. The DCs are being asked to meet with their department and put together a list of space needs, i.e. labs, classrooms, computer-enabled classrooms, offices, and meeting space, renovations to improve or to change usage, assuming slow growth. This is not for maintenance or equipment requests. Ardis would be happy to attend your department meeting. DCs are encouraged to start the brainstorming now and email the final list to Ardis by early Fall. All lists will be compiled into one list and then discussed as a group to form a cohesive new master plan.

B. Lecturer Evaluation Issues and Ideas
The DCs requests and comments as follows:

- Create a template to summarize student evaluation data
- Have a sample
- Rubric
  - Turn into an electronic document
  - Add a third evaluation level
  - Add the lecturer’s name to the top
  - Put definitions in, i.e. Teaching Philosophy
- Peer evaluations
  - Reminder that only one per year is required
  - Encourage evaluations to be held in Spring because Fall is much busier and just in case they don’t teach in the Fall
  - DCs have the authority to OK a peer evaluator who is not a full-time senior faculty member
- Have a signature page for the lecturer to sign when they turn in the evaluation
- Previous year’s evaluation
  - Many not included, despite it being a requirement for many years
  - Requirement will be enforced next year
  - The AAO office will keep a copy of the recommendation page
  - If the evaluation is problematic, the AAO office will keep a copy of the entire document
- Deadlines will be more strictly adhered to next year
- Lecturers should be allowed refer to their Gen Ed assessment for their SLO assessment
Some campuses are having only the DCs review and some are having their Deans review in addition to the DCs. Ardis will bring this up at the next Vice Chancellor for Academic Affairs system meeting.

Ardis also clarified, that per John Morton, Step B and C lecturers need to turn in student evaluations for every semester and peer evaluations for every year taught when they turn in their evaluation as per the schedule. We’re really thankful for their service and this process is not meant to be more onerous for someone who’s not getting a lot of job security out of this situation.

C. Inputting Lecturers on Summer Schedule
A lecturer cannot be put on the Summer schedule until
- Their evaluation is turned in and reviewed
- The HireNet ad is posted and closed
- The lecturer turns in the memo requesting consideration to teach a Summer class

The Academic Affairs Office is working to write down the process.

D. Title III Update
Notice for Applications came out last Friday for Part A. Request will focus on student support. Priorities of the funder for this round are Hawaiian language revitalization, student support and online strategies. In accordance with this, our request will consider department needs for Developmental Education, Online/Evening Schedule and Hawaiian Language.

E. Announcements, Reminders, Information Sharing
a. The conflict of interest forms are due today
b. Next meeting May 1, 2015, 9:30 am in Alakaʻi 118