AAAC Meeting Notes
May 1, 2015
Alaka‘i 118, 9:30 am to 11:00 am

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. Talking Service: Standing Down from Warrior to Civilian
This is a collaboration between the Hawai‘i Council for Humanities and Windward Community College. Doug will be inviting veterans and their dependents to participate in discussion groups to reflect on readings from “Standing Down”. Jan Sung said that she will obtain several copies for the Library and put them on reserve. The DCs were asked to have their faculty consider incorporating the book into their class next semester.

B. Emeritus
Most of the recent retirees have already been confirmed as emeritus or are in the process. The BOR is now considering academic actions twice a year. Nominees for Emeritus status must have achieved Rank 5 and be nominated by their department.

C. Lecturer Evaluation
The DCs did a great job assessing and commenting on the evaluations. Ardis obtained permission from lecturers who had outstanding evaluations to use as samples that can be shared.

D. Master Plan – Update of Department Classroom and Office Space Needs
Ardis reminded the DCs to begin their conversation with their department about future classroom, lab and office space needs. Ross suggested adding a second floor above the makai section of ‘Imiloa and putting a doorway into room 112B so it could be used as office space. The Math/Business department suggested covered walkways in heavy trafficked areas, extension of the eves of Mana‘opono due to the amount of rain we get here, and additional classroom and office space. Projections should be based on current enrollment with slow growth and then a maximum of 4000 students.

E. Review of Academic Affairs Goals and Progress
The office is on target in achieving most of the goals set for 2014-2015. New goals that were suggested include reviving Academic Support meetings and securing a more user-friendly and comprehensive class and room scheduling system and working with IEC to assess online classes.

F. Process to Hire Lecturers for Summer Session
The Academic Affairs office wrote out the process to hire lecturers for Summer Session to clarify and help everyone understand the process. The DCs were asked to review the documents and send comments or edits to the office.

G. Announcements, Reminders, Information Sharing
a. Facilities use requests for Hale Ao must be placed on the Hale Ao Internal Facilities Use Request form and send to Kalawaia Moore. Here’s the website: https://windward.hawaii.edu/About_WCC/Ao/Ao_Facility_Use_Request.pdf
b. Kate Zane is asking for Academic Affairs’ assistance with Mentor Net, by setting up a mentoring network for faculty.
c. Next meeting September 4, 2015, 10:00 am to 11:30 am in Alaka‘i 118.