Convener: Ardis Eschenberg, Vice Chancellor for Academic Affairs

In Attendance: Charles Sasaki, Division II Dean; Robert Barclay, Language Arts Chair; Kathleen French, Social Science Chair; Mark Hamasaki, Humanities Chair; Ross Langston, Natural Science Chair; Ellen Nagaue, Testing Center Coordinator; Elizabeth Ratliff, Media Center; Navtej Singh, Math-Business Chair; Michael Tom, Computing Services

Excused: Linka Mullikin, Interim Dean; Tara Severns, Library

A. AA Hawaiian Studies and ASNS Assigned Courses
   These are degree pathways being piloted on STAR. Green means that all institutions match. Yellow means that not all institutions match. Mark and Ross were asked to review the pathways.

B. AA in Liberal Arts with Concentrations
   The ASNS has concentrations, which are like mini-majors, but the AA does not. Charles explained what this might look like to begin the discussion as there is already a request from Deacon for an AA degree with a concentration in Business. For the students who come to WCC already knowing what they’ll be majoring in when they transfer to a 4-year college, we don’t currently have a differentiated pathway for them and instead treat them similarly to those who are undeclared. The concentration is a way of putting a student on a path. It’s not a degree but 9 credits (minimally) within a larger degree. So within the AA degree, there will 3 classes that will count toward the bachelor’s degree. We will help you identify what those 3 classes are and they can probably replace some of the electives. Nic Logue would also like a concentration in performing arts. The reviewing bodies would be Curriculum Committee, Faculty Senate, Academic Affairs and Chancellor. It does not have to go to the Board of Regents because we’re not changing the degree, just adding a concentration.

   Unlike ASC’s, concentrations are linked to a specific baccalaureate degree. ASC’s, like degree programs, require annual reports while concentrations will not. The ASC is not a terminal degree, doesn’t transfer effectively and doesn’t count toward our degree count.

C. Catalog
   We are still trying to get the catalog to Bonnie by the end of February because she needs 5 weeks to work on it before publication. Please review your degree programs.

D. Posting Departmental Meeting Minutes on the Web
   Some department post their minutes and some don’t. It was resolved that all departments are encouraged to post an agenda (minimally).

E. Summer 2016 Schedule and Hiring Summer Lecturers
   a. HireNet closes
   b. Lecturer evaluation turned in
   c. Intent to teach memo submitted to VCAA
F. Fall 2016 Scheduling:
   a. Fall schedule entered through scheduling webpage
   b. Deconflicting meeting Monday Feb 8, 11:00 am to 1:00 pm in Alakaʻi 118
   c. Add, deletes and changes continue through scheduling webpage; if a conflict is newly
      created, the person creating the conflict is responsible to resolve it.
   d. Scheduling web page will be deactivated at the end of Sunday Feb 21
   e. Carol will enter Fall classes into Banner Feb 22 – Mar 4
   f. Change request page for Fall will be activated Saturday, Mar 5
   g. Class Availability web page will be visible for faculty to preview Summer and Fall by Monday, 
      Mar 14
   h. Registration begins for Summer and Fall on Monday Apr 11

G. Course Currency
   All requests from department chairs on classes to keep on the list have been received. The
   process is going to move forward to Curriculum Committee in the near future.

H. Office Hours
   Many faculty have not submitted syllabi and not posted office hours. Please seek help from your
   dean for assistance.

I. DC Evaluations
   There were no requests to revise any question, so the survey will proceed next month with the
   same questions.

J. E-Café
   Currently the questions are entered at the department level. There is a fair amount of variation
   in the number of questions, ranging from 10-30+. Individual instructors are also able to add
   questions. It has been suggested that questions be entered at the college level which would
   apply them to everyone. There is also the option of doing a web survey. Kathleen mentioned
   that there was a committee that looked at surveys for online classes.

   The department chairs and dean want to have all lecturers post their E-Café, and it will be added
   to the Summer lecturers’ contracts to ensure that it’s being applied consistently.

K. Student Exceptions
   These are currently being reviewed by Student Affairs, but this is inappropriate due to both
   conflicting interests and accountability. A change in policy is currently posted on the discussion
   board to switch review to Academic Affairs with consultation with appropriate faculty.

L. Announcements, Reminders, Information Sharing
   a. Lecturer Evaluation Workshops scheduled for February 9 at 2:30 pm and March 18 at 10:00
      am in Alakaʻi 118
   b. Teaching Equivalency Application for next Fall and/or Spring are due February 28, 2015
   c. Next meeting – 2\textsuperscript{nd} Friday, March 11, 2016