Convener: Ardis Eschenberg, Vice Chancellor for Academic Affairs

In Attendance: Colette Higgins, Dean of Division I; Charles Sasaki, Dean of Division II; Robert Barkley, Language Arts Chair; Mark Hamasaki, Humanities Chair; Kathleen French, Social Science Chair; Dave Krupp, Natural Science Chair; Ellen Nagaue, Testing Center Coordinator; Navtej Singh, Math-Business Chair; Sarah Gilmore Sur, Library; Michael Tom, Computing Center Coordinator.

Guests: Jeff Hunt and Nalani Kaun

A. ARPDs & Departmental Reports

Annual Reports of Program Data for degrees/programs are not set up for web submission yet. Will likely be due 12/15 no matter when they come out.

Jeff Hunt has distributed departmental annual report data and template to all departments. Drafts for departmental reports are due to Deans by October 1; Deans will return reports to DC by October 15 and final versions due to VCAA by November 1.

B. Assigned Time and Overload

Policy was implemented in AY 13-14 that faculty receiving Assigned Time (non-Instructional Teaching Equivalencies) credits cannot no longer teach overloads, and faculty receiving overload cannot receive Assigned Time (non-instructional TE). Six credits overload per AY is an absolute maximum.

As of Fall 2016, lecturers are also paid by TE and not by credit. Max load for lecturers is 15 TE per semester (contrasted with 15 cr previously). Mānoa is still basing their lecturers’ pay on a max of 12 credits and not TE.

The DCs would like to have a list of all faculty loads from the Academic Affairs office. We will work on Master Schedule this year to help predict what classes will be needed minimally, and that in turn will help us know our staffing needs.

C. Continued Implementation of TE Policy (39:13)

We will be looking at courses across the 7 campuses to look for consistency which translates to equity in compensation. Every discipline will have a convener and WCC will be the lead for the Social Science courses. The majority prevails for most decision-making. When this cannot be accommodated, courses must be differentiated by number.

D. AdAstra (Scheduling Optimization) (49:49)
AdAstra is a company that looks at schedules of classes to see where we can increase efficiency and optimally utilize space. It’s a system initiative. We have given them all the information they requested, but we have gotten a report back yet. They will be coming to campus on October 11 in the Library conference room for meetings with a variety of groups, such as administration, department chairs, etc.

E. Proposed Changes to Teaching Assignments, RP 9.214 (58:20)
Proposed policy relates to Board of Regents concerns. It will require the posting of a bio bib or CV annually. It was suggested that this information be posted on each faculty’s individual webpage.

F. Orientation to AAAC
DC timeline document distributed.

G. Spring 2017 Schedule Timeline
   a. Enter Spring schedule on scheduling webpage by September 15 – this schedule should be a minimum number of classes needed and more classes will be added as they fill.
   b. De-conflict Spring schedule on September 26, 3:00 pm in Alakai 118 and change requests page activated
   c. Spring schedule to go live by October 10
   d. Registration begins November 7

H. Announcements, Reminders, Information Sharing
   a. Tenure and promotion dossiers due to Chancellor by October 7
   b. Contract renewals due to Deans by October 14. The DC’s signature should already be on page 1.2 prior to submittal to the Dean.
   c. Teaching Equivalency applications for Spring 2017 are due by September 30
   d. Lecturer Step Update due by October 15 for compensation by Spring 2017
   e. Ardis will send out the new policy on “Preferred Name” where students can choose a name that will show up on Laulima. There will be circumstances where the legal name must be used.

I. New Business for Future Meetings
   a. F. Q.: Navtej Singh will provide an update at a future meeting.
   b. New Course Evaluation System: E-Cafe will disappear one year from now and as of next Fall we must be compliant. Ardis will ask Hae Okimoto to come and give a presentation on this so we can start a discussion on defining questions for each level for this new evaluation.
c. Missions, Vision, Values will be discussed at the next meeting.