Present: Robert Barclay (chair), Audrey Badua, Desi Poteet, Annette Priesman, Linda Shkreli, Susan St. John, Aikiko Swan, Laurie Tomchak, Lance Uyeda, Jenny Webster

A. Minutes from Friday, September 18, 2015 were approved.
B. Committee Reports

1. Academic Affairs Advisory Council (LA Representative: Robert)
   1. October 15, 2015 is the Due Date for:
      A. The Developmental Education Report (Jenny Webster)
      B. The Departmental Report (Robert Barclay)
      Turn these reports into Dean Ellen Ishida-Babineau
   2. Any future job postings will contain these two desirable qualifications (DQ):
      A. Evidence of commitment to WCC’s Mission
      B. Demonstrated ability in curriculum development in face to face, online and hybrid classes
   3. Textbook adoptions were discussed.
   4. Contract Renewals: be aware of your deadlines.

2. IEC (LA Representative: Robert) is meeting today.

3. Planning and Budget Council (LA Representative: Robert): No news.

4. CCAAC (LA Representative: Lance)
   The following curriculum proposals were approved at today's meeting:

   1. SP 151, Personal and Public Speech (modification proposal on SLOs)
      https://windward.hawaii.edu/discussions/2015/Curriculum-SP151

   2. SP 251, Principles of Effective Speaking (modification proposal on SLOs)
      https://windward.hawaii.edu/discussions/2015/Curriculum-SP251

   3. SP 253, Argumentation and Debate (New Course)
      https://windward.hawaii.edu/discussions/2015/Curriculum-SP253

   4. Pre-engineering concentration modification
      https://windward.hawaii.edu/discussions/2015/Curriculum-ASNS_Pre-Engineering_Concentration/

   5. Formation of a group to work on special topics course designation
      Members: Christian Palmer, Patti Chong, Lance Uyeda, Ryan Koo, Kevin Morimatsu

5. Faculty Senate (LA Representative: Jenny) did not meet.

6. Master Plan Advisory Committee (LA Representative: Lance) did not meet.

C. Old Business

1) Manaleo Lounge/Oasis/Lab. What else is needed to improve lab usage?
   Bulletin Board needs to be put up. Students need to know that it is open to students for coffee
and computer use.

2) Progress on assessments?
If you missed the last assessment meeting, contact Jeannine Buckley, who is chairing the assessment task group. She will help you pick a task.

D. New Business

1) PBC Requests—New Office Furniture, Tutors, a Smartboard—what else?
Robert looked into ordering two rolling white boards and two hanging white boards, but the shipping was prohibitive. Mike Tom suggested a few places on island to check—Robert will price these out.

Robert ordered the outdoor doormat for Manaleo.

In the department report, Robert will request:
1. funding to continue tutoring.
2. Smartboard for Speech Classroom.
3. Linda Shkreli volunteered to be the office furniture Tsar. She will ask LA faculty what their office furniture needs are, and she’ll research the cost. Linda will get an estimate to Robert within a week. Robert suggested that we keep the request under $10,000, which will allow us to spend roughly $750 per person for a desk, 2 chairs, and shelf. She will give a specific number of desks, chairs, shelves, or file cabinets, which we want to order.
4. At our last meeting we suggested getting another monitor for Room 111—this will come from Woody Garrison’s grant.
5. The paint in Room 111 is peeling. We can purchase touch-up paint and painting supplies with our department budget.
6. Akiko Swan would like drawing boards for her Japanese class. We agreed to purchase these with Department funds. She needs 25 boards, and they cost around $6 each.
9. Annette Priesman will put the map up in Manaleo with 3M Command strips.

2) BYOD Classrooms, or Computer Rack for classes outside of Manaleo. Type, usage?

Mike Tom asked for our opinion about offering BYOD classes, or purchasing a rack that has computers, in an effort to solve our scheduling issues. Generally, classes scheduled from the morning to about 1 p.m. fill. However, since we have limited computer rooms we have not been able to offer more morning classes. We agreed that about a fifth—about 5 out 20--of the students can be counted on to bring their own laptop.

Title III funds can be used for a rack of computers. We agreed that Chromebooks would be adequate.

Color Printing: If you want to print in color, you can send it to Media Center. Ask them to set up your computer to send documents directly to Media Center.

3) Possible Course Cancellations
Be aware that courses may be cancelled for low enrollment. Administration will meet on Dec 14th to cancel classes with low enrollment.
4) **Promoting Lit Courses—Ideas for Courses, Flyers or Other Marketing.**
   Jenny Webster suggested that we tell students who are passing English 100 to sign up for 200 level English classes before Dec. 14th. In the spring term, Desi Poteet will be teaching screen writing, and Susan St John will teaching poetry writing. Lance suggested that we make a promo video with QuickTime, which can be easily emailed to instructors who can show them to their classes.

5) **Hoolaulea Planning.**
   Desi Poteet announced that the LA Booth will be next to Phi Theta Kappa Booth. We will be doing face painting for a suggested donation. Come at 9:30a.m. to help set up or sign up for a time slot.

6) **Toshi Ikagawa visited our meeting to discuss International Education.**
   Toshi introduced a matrix for developing international education classes. It is not required for all classes to have a global/international component. However, if your class does have a global/international focus, please select one square in the matrix to fill out. Forward your data to the International Education Committee within a week. You can forward your matrix to Audrey Badua or to Toshi Ikagawa. Right now there is not Global/International designation for classes, but this is a possibility the committee will consider. The matrix is attached.

**E. Announcements**
1. Student Privacy: Please don’t leave papers out on doors, and certainly do not leave grades and written commentary outside your office. Also, leaving students papers outside your office may allow theft of their intellectual property.
2. We will use department funds to purchase mailboxes for the offices. These mailboxes can be used to leave handouts for students.
3. If you have any concerns about individual students, contact Karla Silva, our new mental health counselor. Refer questions about student conduct to Amy Rosek (our new vice chancellor for student affairs).
4. Jenny reported on the Remedial Education redesign. The current goals, which are written in the strategic plan, are: 75% of students who test into Eng 100 and Eng22 will pass, and 70% of Eng 23 will advance into English 100 within a year. The redesign will eliminate English 20. English 22 will be replaced with English 100 and a Lab. Students who would normally test into English 20 will be put in a Learning Skills Class (Eng 35). Eng 23 will remain.
5. Audrey Badua needs a count of participants for the October 10th Speech Event so she can order lunch.

The meeting was adjourned at 1:00 p.m.