Language Arts Department Meeting  
Friday, Nov 20, 2015  
11:30 a.m. Manaleo 111

Attendance: Robert Barclay, Desi Poteet, Lance Uyeda, Susan St. John, Jenny Webster, Jeannine Buckley, Linda Shrkeli, Akiko Swan, Kimberlee Bassford

Notes taken by Kimberlee Bassford.

A. Meeting opened at 11:30am

B. Approval of Last Department Meeting Minutes – Approved

C. Committee Reports
   - Academic Affairs Advisory Council (Robert)
     o Nothing actionable
   - IEC (Robert)
     o Nothing actionable
     o Reported that actively considering changing accrediting agency
   - Planning and Budget Council (Robert)
     o Putting in budget requests.
   - CCAAC (Lance)
     o Approved new course: JOUR270: Intro to Multimedia Storytelling
        ▪ [https://windward.hawaii.edu/discussions/2015/Curriculum-JOUR270/](https://windward.hawaii.edu/discussions/2015/Curriculum-JOUR270/)
     o Review of approval procedure for courses proposing to fulfill distribution requirements outside of their given disciplinary/departmental area.
        ▪ Discussion: The committee reviewed the current approval procedure and agreed that the procedure is satisfactory. Current procedure is that course proposers seeking distribution fulfillment outside of their academic department should consult with the other department before the course is approved. If they have not done this, the curriculum committee instructs them to discuss it before it is approved; the course will not move forward without appropriate departmental approval. Dates and results of consultations are documented in the online curriculum form box 1b.
   - Faculty Senate (Jenny)
     o Faculty Senate sent out a poll on November 11th requesting feedback from faculty and staff on their attitudes toward our accrediting agency, the ACCJC. A total of 67 people responded. Of them, 62.2% shared that they were somewhat or extremely unsatisfied with the accreditation process (26.9% were neutral), and 71.6% are in favor of considering an alternate accrediting agency (22.4% were neutral).
     o Here is a link to the feedback:
        [https://docs.google.com/a/hawaii.edu/forms/d/1TNLzZMuvSuxwk1wBZme2dlBdUBJqE0MkqRgrB0_iqc0/viewanalytics](https://docs.google.com/a/hawaii.edu/forms/d/1TNLzZMuvSuxwk1wBZme2dlBdUBJqE0MkqRgrB0_iqc0/viewanalytics)
   - Master Plan Advisory Committee (Lance) – Nothing actionable

D. Old Business
   - Progress on Assessments
Journalism completed
ENG100 in-process
Robert clarified that you don’t need an assessment for each section, just for each course (you can input multiple section numbers on one form).

E. New Business

1) **Dev Ed changes to strategic plan.**
   - Changed name to strategic directions
   - Robert pointed out that the last page of handout is what is unique to Windward (need coaches).
   - No objections or tweaks.

2) **Check on enrollment—any possible addition of sections? Possible deletions?**
   - Keep an eye on what courses of ours are filling and not.
   - December 15 meeting with administrators is when decisions are made to cut a course; threshold is 10 students.
   - ENG20 is low.
   - ENG204B: Poetry is low.
   - Journalism is low.
     - Some ideas to boost journalism enrollment.
       - Talk to counselors (Patti Chong).
       - Network with area high schools.
       - Establish learning communities with ENG100.
       - Make trailers of courses.
       - Announce at poetry slam.

3) **Necessary discussion of Spring 2015 assessments.**
   - 1st priority: Use of tutors and speech/writing lab.
   - 2nd priority: Analyze journalism course curriculum so that department can build a progression of skills.
   - 3rd priority: Delete ENG20.

4) **PBC Requests**
   - Furniture purchases: Request $15-20K.
   - Labs: $10,400 would get both labs operating for 40 hours/week with student help.

5) **Elimination of ARPD for Dev Ed.**
   - Robert said should stop doing the report, hopefully will get eliminated.

6) **Erasers for Akiko**
   - 6-7 erasers were given to Akiko (Jenny motion, Lance seconded).
   - Can get them from Academic Affairs.

E. Announcements

- Sustainability committee announcement (Susan)
  - Can get S designation for your courses if focused (entire class) or related (section of class) to sustainability
  - Doesn’t mean anything in terms of graduation requirements yet
Email Susan your syllabus and she’ll forward to the committee
Below is more information

**Sustainability or S-designated courses**

Sustainability (S) designated courses are designed to teach students about sustainability across a variety of academic disciplines. They are part of a growing system wide effort to teach students ecological literacy and make the University of Hawaii system a leader in sustainability. These courses are not a graduation requirement, but the designation can steer students towards courses that address issues of sustainability. Sustainability designated courses encourage students to learn about the social, cultural, economic, political, scientific, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline to thinking about the health of the planet and local communities. Sustainability designated courses may be either S-focused or S-related.

- **S-focused**- these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens.
- **S-related**- these courses include some assignments and course content that addresses issues of sustainability.

**S-Designation Hallmarks**

- A significant component of readings, assignments, and other course materials address environmental topics.
- The course teaches students to think critically and examine environmental challenges and debates on an international, national, and local level.
- Students learn the underlying causes of environmental challenges and explore ways to address these challenges.

Meeting adjourned at 12:20 p.m.