Math & Business Department Meeting Approved Minutes (September 11, 2014 in Manaopono 107)

**Present:** Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Deacon Hanson, Vanessa Cole, and Laura Sue.

**Approval of Previous Meeting Minutes:** Minutes July 7, 2014 Department Meeting were approved as circulated. [1st Jean, 2nd Jody]

Meeting Call to Order at 2:35pm

### Committee Report - Key Items to Share with the Department

#### AAAC (Johnny) - Met on 9/5/2014

1. **Budget**
   - Math & Business Department Student Help - $13,086
     
     *Jean is designated to allocating the student help fund and will email the breakdown to department chair.*
     
     - Math Discipline Supplies - $5000
     - Business/ICS Discipline Supplies - $4100

2. **Department was asked to review the Academic Affairs mission, vision, values and goals draft (sent as an attachment via email) and provide input/comments directly to Carol Okimi at cokimi@hawaii.edu.**

3. **Tenure & Promotion / Contract Renewal**
   - Dossier and Contract Renewal Workshops info: [http://guides.wcc.hawaii.edu/dossierhui](http://guides.wcc.hawaii.edu/dossierhui)
   - Contract Renewals are due on October 15, 2014.

   *Deacon is the only fulltime department member up for contract renewal and he was reminded of the due date.*

4. **Lecturer Step Evaluation:** To add consistency across the system, all CC’s will soon adopt the following timeframes and parameters (This is supposed to be promulgated in a memo from the VPCC office. It will be shared as soon as that occurs):
   - October 15 for compensations in spring
   - March 15 for compensation in fall
   - In process credits will be counted for application filed by step advancement deadlines.
   - Credits taught in summer will be applied to spring advancement.
Currently, deadline is July 15 for Fall and October 15 for Spring. So, this will change our deadline for Fall compensation.

5. Lecturer Evaluation
   - Peer evaluation for lecturers must be done by a full time faculty
   - April 1st is the deadline for lecturers to send their contract renewal to Dean’s office
   - Lecturer Contract (Will circulate/distribute the document at the meeting)

   Information on Lecturer Evaluation was shared with lecturer through email related to department meeting agenda. The discipline coordinator will further iterate this information with lecturer.

6. Schedule
   - Enter any changes to spring schedule by October 1 (Students start registering by November 1st)
   - Create a year-long schedule so that students can plan ahead.
   - Look into having rollout and 13-week classes as backup options
   - Need an Ad Hoc committee to look into evening schedule – needed committee volunteers ask department members

   Deacon agreed to volunteer to serve on Evening Schedule Ad Hoc Committee. DC will forward his name to office of Academic Affairs.

7. Common Course Numbering for all courses (Alpha, #, Title) are coming up from top down. (KUALI – software)

8. Fall 2014 Independent Study Project Due Dates was distributed at the meeting.

PBC (Johnny) - 1st meeting scheduled on Friday September 12.

IEC (Johnny) Met on 9/5/14

   - Discussed and revise distributed course assessment timetable.
   - 25% of all courses must be assessed every semester.
   - Department agree to archive non-active courses ASAP via curriculum
   - Course Assessments and GLO/SLO are listed at http://iroppe.windward.hawaii.edu/assessment
   - New courses should be taught for two semester before assessing [update: New course has to be offered for one semester before assessing]
   - Jan Lubin will offer workshop for instructors doing program and course level assessment in near future.
- Jan will send out a poll to determine date/time for All Campus Forum that will be held on a Friday to discuss Global and Cultural Awareness Assessment Results as well as get feedback on Gen Ed Assessment.

  *Assessment task were assigned to department faculty members for fall 2014 and spring 2015 semester. DC will email this information to IEC chair, Jan Lubin.*

### Dev Ed (Johnny) - No Meeting

### Distance Ed (Jody/Johnny) - Met on 9/5/2014

- Nominations for Division I Representative are being considered.
- Distance Education Statistics by State was shared.
- Committee discussed possible solutions (i.e. making the process automated via myuh.hawaii.edu) to the obstacles off island students face (i.e. need to show up in person to fill out form and pay) when registering for online class during second week of instruction.

### Curriculum (Vanessa) – Met on 9/9/2014

**Actions taken:**
- Composition of a note in appreciation of what Brian Richardson has done to support Curriculum committee.
- New Courses HWST 140, Mahi‘ai I:Kanu‘ai and HAW 221, Hawaiian Conversation were tabled due to questions and the proposers were not present to answer.
- Deactivate Course ANTH 150, Human Adaptation & Course ANTH 200, Cultural Anthropology – on hold until new courses can be approved by Foundations
- Mass approval for ART courses with name, number system wide changes entered by Patti Chong over the summer.
- ICS, Math, Soc proposals will be discussed at next meeting.

**Next meeting:** September 23, 2014

### Foundations Board (Jody) - No meeting

### Faculty Senate (Deacon) - Met on September 2, 2014

- Discussion mainly focused on outgoing Dean Brian Richardson’s status and a letter drafted by Jeanine Oshiro to Doug Dykstra (See letter on Laulima). FS Chairs were to approach Doug with the issues in the letter (See notes on Laulima).

### UHPA (Deacon)

- A tentative agreement has been reached with 4% raises per year for two (2) years. We are uncertain as to how the agreement will fair in the
Legislature now that Governor Abercrombie will not be re-elected.

Deacon informed that the UHPA contract have an added requirement that the faculty must include “a self-analysis of the degree of attainment of student learning outcomes in the classes taught”.

MAPSAC (Deacon) - No meeting

- Next meeting scheduled for 10AM on 9/13/14. See attached discussion points provided by Kevin Ishida at Laulima.

Math and Business department agree not to support the current proposed location of CCE storage container. One suggestion offered was to use basement in Alakai or move it to a location that’s not openly visible.

Math & Business department support Child Care facility location as indicated on the document provided by Deacon.

Aesthetics (Laura) - No meeting (first meeting scheduled on 9/19)

Jody and Deacon agree to substitute for Laura for next two Aesthetics meetings since meeting time overlaps Division I Dean Hiring committee’s schedule that Laura is serving on.

Staff Dev (Laura) - No meeting

WAB (Clayton) – No meeting

New Business

- Emeritus Status for Emi

  Vanessa made the motion [and Laura 2nd it] that Emi should get Emeritus Status. Motion was passed (vote: 7-0). Vanessa will share detail write-up for Emi’s Emeritus Status with department at later date.

- Peer Evaluation for Lecturer

  Jean agreed to do a peer evaluation for Kim Slagel’s during Fall 2014. Evaluation for other lecturers will be discussed at discipline’s meeting.

- WCC Hoolaulea is on Saturday October 4th (http://windwardhoolaulea.com). A booth for Math & Business Department is already reserved.
Who would like to coordinate an activity from Math & Business Department?

Department worked out participation plan. Jody will buy the necessary items for the event. Mike, Deacon, and Johnny will serve on 1st shift from 10am – 12:30pm. Vanessa, Jody, and Laura will serve on 12:30pm – 3pm shift.

- Authorization to Plan (AtP) for CA in Web Development and AA in ICS

Vanessa discussed the AtP for CA in Web and AA in ICS. Deacon moved and Jean 2nd to support the AtP. Motion passed 7-0.

Math & Business department agree to support the Silent Action by giving gift cards that Jody agrees to coordinate.

Announcements

- Building Student Success with Inquiry and Close Reading Workshop (Free for WCC Instructors – see distributed form)
- Don’t forget to post your schedule online and send syllabus to Kevin Morimatsu (kevinkm@hawaii.edu)
- Teaching Equivalency for Spring 2015. Requests are due by September 30.

Department members were asked to enter their future committee report in template provided in link sent by the department chair and upload supporting documents to laulima in appropriate folder a day prior to meeting.

Meeting Adjourned at 4:15pm