Math & Business Department Meeting Minutes (October 9th, 2014 in Manaopono 107)

Present: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Deacon Hanson, Vanessa Cole, and Laura Sue
Guest: Jan Lubin
Other: Allyn Fetherolf (came for assessment training)

Approval of Previous Meeting Minutes: Minutes are approved with corrections [Jean 1st, Jody 2nd; Vote: 7 – 0]

Meeting Call to Order at 2:30pm

Committee Report - Key Items to Share with the Department

Jan’s Visit – Assessment Session

- Jan discussed and answered questions about assessment on program learning outcomes and course level student learning outcome.
- As of now online forms are available to input information.
- Members were encouraged to complete the online assessment form before spring 2015 semester starts.
- Jan will conduct analysis of data workshop and send an email
- Johnny forwarded digital copy of the matrices for the courses being assessed in Fall 2014 to department
- Members thanked Jan for taking the time to provide this information session.

Issue noted by the department: Math Placement requirement for Associate in Arts degree has not been update (current requirement: Place into Math 100 or complete Math 25 with a “C” or higher). This needs to be address.

AAAC (Johnny) Met on October 3rd, 2014

Information Items:

- Spring 2015 schedule is close as of 10/5/2014 and further changes must be submitted by completing change request form available online.
  
  Jean asked if there will be a grace period for faculty to reviewed the schedule posted online before its visible to students?
  
Johnny will follow up on this with academic affairs office and email the department.

- There will workshops for lecturers in near future to show them how to prepare their report. New lecturers should meet with the department chairs to discuss peer evaluations, student evaluations, and other contract renewal information.
• Academic Affairs office will move forward with Mission, Vision, Core Values and Goals draft and implement suggestions offered by the departments.
• Authorization to Plan (ATP) for CA in Web Development and AA in ICS was announced
• Book orders are due soon after schedule is posted online.
• The March and April AAAC meetings have been moved to March 13 and April 10.
• In addition to informing the academic affairs office, all Instructors should email their students when a class is canceled and fill out the sick leave form (full-time faculty only).

Items for Review and Discuss:
• *Master Year Long Schedule was distributed at the meeting. Department reviewed the scheduled and made appropriate changes. Johnny will forward these changes to the office of academic affairs.*
• *Data from AY 2012-13 on Gate Keeper Courses (high enrollment and low pass rate) was shared and discussed at the meeting*

Question for the Department:
• Do we need to hire new lecturers for Spring 2015 or Fall 2015?
  
  *All department members voted yes. Johnny will inform Ardis to include all disciplines from Math & Business department in the lecturer pool job announcement.*

**PBC (Johnny) - Met on Friday September 12 and 26.**

Below are the links to the Annual report UHCC strategic Plan & WinCC Performance Measures AY 2013-14

**UHCC System Actual Outcomes 2014 Data**

**WCC Actual Outcomes 2014 Data**

Doug Briefly went over the 2013-14 PBC Form Rating Survey Results in the link below:
Key Points:

- We hit 100% of all targets mentioned in John Morton’s PPT.
- Last year’s enrollment was 2799 - highest ever in WCC history.
- Tuition is up 7% for this year
- There is no scheduled tuition increase for next two years for the WCC.
- WCC is par with UH Hilo on native Hawaiian enrollment numbers.
- WCC Developmental Math Success rate for Native Hawaiian was below target (71% target, 54% met). Success rate for all developmental students was down as well (73% target, 54% actual)
- Kalaheo High School does not “play with us” (i.e. don’t allow our staff on their campus promoting WCC). Attracting Kalaheo HS students to WCC is critical to future growth for WCC. [update: They just open a small door for us according to VC of student services]
- Evening Schedule – No cut guarantee for evening classes if it’s required to complete a degree or a program.
- Transfer rate to UH and Non-UH is above target (HPU transfers helped this goal)
- Degree and certificate are doing really well – 39 STEM degrees and certificates in FY2014 and our target was one.
- WCC received 5 years $9.9 million renovation grant (can include some staffing) with primary focus on child care and secondary focus on STEM.

Chancellor’s Report on Funding PBC Priorities from AY2013-14

There are 18 positions available for all community colleges at the system level and WCC will be able to grab some of them. Please note that there is no money attached to these positions. Math Instructor is one of eight positions approved by Doug. Please note that the request has to be approved by John Morton’s office and a position number must be assigned before hiring can begin. See Doug’s signed memo in the link below for detail:

Doug went over current enrollment data and strategic plan in links below:
Fall 2014 Enrollment Data link http://windward.hawaii.edu/ir/PBCouncil/2014/Documents/Fall%202014%20Enrollment%20Data_9-26-14.pdf
UH, UHCC & WinCC Strategic Plan Performance Measures 2015-21

Mike Tom asked: how are students with home campus at one place and taking classes elsewhere are being counted? Doug mentioned that this is a very good question for John Morton’s visit to WCC in November.

Other announcements:
• We need to update our current WCC strategic plan, so please take a look at it
• Send proxy and notify Doug via email if can’t attend PBC meeting. Proxy can vote.
• Graduation ceremony for this term is planned outdoor since we can’t fit projected graduates inside the theater.

Action from the Department:

• Motions emailed earlier to all department members will be considered at next PBC meeting, please take a look and email me your feedback before next PBC meeting (10/24/2014).

*Department agrees to support the proposed motions.*

**IEC (Johnny/Jody) - Met on 9/19/14**

**Important Information:**

- Lecturers are also responsible for course level assessment. UHCC Policy 9.104 on Lecturer Evaluation states: “The job responsibility for lecturers is limited to teaching the class and providing for a limited amount of student contact through office hours or other communication means. The lecturer position does not include curriculum development, development of student learning outcomes, college service, or other professional duties expected of faculty members. However, lecturers are expected to follow the course, program and institutional student learning outcomes and assessment methodologies as adopted by faculty members for the courses they are teaching.”

- Below are examples of matrix connecting Course SLOs to Program SLOs:

- For multiple section courses taught in different instructional modes (i.e Face-to Face, Hybrid, Cable, Online), all instructional modes must be assessed.

- Tentative 5-year program review schedule is uploaded to laulima. Note that developmental education review is scheduled for AY2016-17.

- PacAIR Conference is on November 6 (Pre-Conference Workshops - Hawaii Tokai International College) and November 7 (Conference - UH - West Oahu). If interested, see the uploaded flyer in laulima. Deadline for registration is November 1st.

- System assessment tools and curriculum document will be moving to KUALI starting next semester. KUALI is a secure system with simple user interface along with customizable features. Other campuses are looking at different system. Campus wide training will be provided at a later date.

- Jan is currently working on creating matrix templates to map Program/General Learning Outcomes and course SLOs. Department is being asked to complete the alignment process as part of the course assessment.
Dev Ed (Johnny) - No Report

Distance Ed (Jody/Johnny)

- Mike Tom will temporarily assume Brian’s role on the committee
- The committee sent a request to Ardis, Kalawaia, and Judy to automate the process of late registration for online students
- The committee moved to recommend that the max class size for online courses be equivalent to the corresponding face-to-face course
- The previous online student evaluation form will not be available this semester. Instructors teaching online courses may use eCAFE.
- The success rates for online courses appears to be lower than face-to-face. Still waiting on current data to accurately assess student success rates.
- The committee is looking into a process for retrieving data from the Laulima gradebook for students that have withdrawn from the course.

*Vanessa informed that complete withdraw from campus also requires campus visit by student. In addition changing from/to credit/no credit requires instructor’s signature. Johnny will take this issue to the distance education committee for discussion.*

Curriculum (Vanessa) - Met on 9/23/2014

- New Courses Approved
  - HAW 221, Hawaiian Conversation
  - ANTH 210 Archaeology
  - ANTH 296 Special Topic in Anthropology
- Modifications Approved
  - ICS 123 Introduction to Digital Audio & Video Production
  - SOC 218 Introduction to Social Problems
- System-wide Changes Approved.
  - Math 115
  - Math 135
  - Math 140

Foundations Board (Jody) - Met on 9/26/2015 & 10/3/2014

- Approved ANTH 151 effective spring 2015
- Committee to discuss creating a policy on courses effective in spring
Currently working on ANTH 152

There was a discussion on whether or not ICS 241 (Discreet Math II) will make the cut for Spring 2015 FS designation. Jean mentioned that it’s too late for proposal submission for this year.

Faculty Senate (Deacon)
Faculty Senate Notes
09/16/2014

DAVE KRUPP’S PIECE
Off Chair’s Retreat 9/5
- Priorities for upcoming year with a presentation by Lasner on strategic plan (PowerPoint in Laulima)
- Sen. Tokuda commented on bad press and how faculty can improve perception of the University as a whole. She pressed education of general public as well as legislators and that faculty should engage with community.
- Work-life Survey data draft – boiler plated analysis (comparing to the past). Dave suggested that a lot of data in that report could be looked at differently (not in the manner that it was always analyzed). Floyd suggested that UHPA should also be looking at the survey results. Dave to share (with senators only) draft for feedback on how it could be done better. Floyd indicated that it was put together long ago by Linda Johnsrude. Previous surveys are online. URL will be in the minutes.
- Dave was elected co-chair representing all campus council.
UCC Strategic Planning Council 9/12
- John Morton discussed strategic direction.
- How to increase enrollment. Pacific Islanders as a target group, as well as fall-to-fall enrollment.
- Target related funding. $6mill available (part of base budget). Not sure what WCC portion is but we have to meet our target to receive that piece. Metrics: 1) degrees and certificates of achievements awarded; 2) awarded to native Hawaiians; 3) awarded to transfers, 4) awarded to STEM, etc. Annual increases have been pushed a little higher than before. Use the results for performance funding, but different areas may have different weights. What happens when you don’t meet targets? John Morton can use the money at his discretion. HCC is an example.
- $1.5 million available for innovation – group innovation activates (in-Dave’s PowerPoint). Money will be used for system-wide projects.
Curriculum
- Anthro 152 passed CC. Foundation approval also needed.
- Six course numbering changes for common course numbering (listed in CC report). All Art courses.
- Statement of Appreciation about Brian Richardson (see facstaff email from Kathleen).
HAP (Hawaiian Asian Pacific Board) – NO REPORT. It was Liko, but Liko has resigned his position and now is a Lecturer. Math&Business needs a HAP representative by next Fac Sen meeting (9/30).
Accreditation Follow Up Report – Explaining how the Planning Budget Council is being run and the staffing incorporation into the WCC’s future (56 pages). The included data and the requirement for thoroughness made it lengthy. Lisa requested an executive summary. Jenny asked for a summarized version.

Per Jan, the FAC SEN subcommittee for accreditation was disbanded. Jan needs a signoff from a Fac Sen member before 9/22/14. Dave moved for a
working committee to read the report in a few days. Kalawaia is not going to sign anything without a review of the report. We need them to come back with feedback. All chairs volunteered: Kalawaia, Dave; and Jenny. Jan to extend the discussion board availability.

Other items on the agenda were tabled to get to Brian Richardson matter:

BRIAN RICHARDSON – DOUG’S RESPONSES to FAC SEN CHAIRS

· Not a disciplinary process. It was a termination process.
· Everyone serves at the discretion of their supervisor.
· The 360 review process was provided by Doug.
· Not his “style” to let a subordinate go without a discussion of job performance, but he is not required to have that discussion.
· Eluded that Brian could apply for web developer position.
· Letty chosen to chair committee b/c the new Dean would be her boss and that she could cast the tie-breaking vote.

AT TODAY’S MEETING:

○ FAC SEN Chairs were trying to push for more members on the committee but Doug finally indicated that it will not happen.
○ Dave Krupp indicated that comments can only be added for a 360 feedback item that is rated “2” or less. Per Dave, this places more weight on the negative scores.
○ Kaala indicated that Doug’s comment regarding “not being able to find faculty” to serve on the committee selection process was inadequate.
○ Kalawaia indicated that he proposed that he could find teaching faculty (even from division II) to serve on the committee.
○ Some senators had discourse on the possible perception that Ardis may have picked the committee members and that the committee is stacked with individuals who support her agenda.
○ Jenny indicated that Doug said that he chose the committee based on the selectees’ schedule.
○ Advertisement has gone out for this position and it will end (9/16).
○ Floyd indicated that the selection process concerns are worthy of discussion but that it’s a done deal.
○ Dave suggested that we come up with suggestions for procedural improvement in the future.
○ There was discussion regarding how the void which was left by Brian’s departure will cause more damage.
○ Libby indicated that Doug may have underestimated the depth of the reaction to the immediate move of Brian to Mānoa. Per Libby, for administrators to administrate there needs to be trust.
○ Off-campus chair could take it to the system wide body for a system-wide investigation.
○ Kalawaia and Jeanine spoke on the need for a formal forum for voicing concerns vs. facstaff emails.
○ Jan indicated that Doug can’t speak on certain topics due to confidentiality.
○ Dave suggested that we solicit concerns from our departments and bring it to the fac sen at our next meeting.
○ Kathleen indicated that we need to have another forum that is not by department, as she’s in a department that does not support her personal position.
○ Kalawaia liked the discussion board ideal, but the fac sen chose not to run a discussion board.
Kalani Meinecke asked if the students’ input was taken. Deacon asked why and Kalani indicated that there was a significant student base support for Brian and his efforts over the years.

We are to go back to our departments to have discussions (positive or negative) regarding Brian Richardson. The FS chose the following areas for prompting the discussion:

1. Concerns regarding the overall dismissal of Brian in the first place.
2. The subsequent sudden removal of Brian without notice and without a plan for how the workload was to transition.
3. Why wasn’t a better plan worked out if it was known that Brian was going to be removed?
4. How can the removal / transition process be improved in the future?

10/07/14 FS Notes

Dave Krupp’s Off Campus Report – The Councils Met at WCC

Per Dave, the discussion involved the following:

1. Budget
2. As Task Force was formed as a result of the “prohibited practices” lawsuit. The Task force is to be comprised of representatives from UHPA, the FS Chairs, & UH Admin. The mix and weights of the task force is under discussion. Mānoa feels that they need an additional person as a representative on the task force since the issue originated at Mānoa. The FS representatives were chosen, but there is a chance that UHPA may not be in agreement with the makeup of the Task Force and stymie the process.
3. Search committees for VP positions were discussed.
4. The Tom Apple issue was discussed and there appears to a general consensus that more transparency and more faculty involvement are needed in these types of decisions. The all campus council will invite the people that were involved in creating the 360 process to the next All Campus Council (this includes Doug). The rumor is that the BOR asserted that any impediments to the UH Cancer Center should be removed and that Tom Apple was one who had questioned the use of Cancer Center funding.
5. The All Campus Faculty Senate Chairs’ Priorities for improving morale, improving the public image of the University, the percentage of tenured faculty, etc. were discussed. There is intent to invite the BOR to All Campus meetings so that the BOR have a better understanding of that Faculty. Funding was approved to send an All Campus FS member to the BOR meetings. Future idea is to place a faculty member on the BOR in a non-voting role but with the ability to be present at executive BOR meetings. They already had a student on the BOR who is privy to all sensitive matters. At one time it was WCC student Wayne Penoke. The question of “How do we encourage more faculty involvement in governance?” was discussed and ideas like extra release time were provided.
6. John Morton – Described the budget process. The detailed budget is presented to the BOR then it goes to the Legislature. Assumption is that 2015 – 2017 will not see an increase to tuition. If there is an increase it needs to be for a specific reason. BOR is currently looking for 2% for CIP projects. Each campus must keep 5% in reserve for emergencies.
7. There’s a target to eliminate deferred maintenance by 2017.
8. It was mentioned that certain athletics are non-revenue raising but are required to be in the budget for equity purposes.
9. Tobacco settlement law is sun-setting and the Cancer Center receives monies from this source (good or bad thing depending on perspective).
10. In the past, tuition has been used for the electric bill. The legislature will be approached for a specific request that would cover electricity.

11. If a campus spends less than what was allocated that campus will not get the money back.

12. Degree of faculty member’s success in achieving student learning outcomes to be included in Tenure & Promotion guidelines.

13. How honors and HAP classes are designated in banner. WCC had a FS discussion in 1983 about creating an honors program.

14. Work Life Survey – **we need feedback from faculty members regarding the survey.** Go to UH Main Entry page and search for Faculty Work-Life surveys. You’ll see that the tables are basically the same for all years – “Should there be a fresh look compared to previous years?” UHPA takes the position that this is a prohibited discussion topic which faculty should not discuss directly with Admin. What do the metrics mean?

Curriculum Committee

FS passed courses and made modifications in-line with the proposals in the CC report.

HAP – Christian Palmer will serve for Social Science and Math & Business.

Writing Advisory Board – Syllabi have been divvied out for review.

Aloha Committee – per Diane Sakai, balance of ~$600, which she considers to be “in good shape”.

**WHAT WILL WCC FS DISCUSS WITH LASSNER (Admin not there, just FS and Department Chairs)**

1) 360 evaluation process. Some feel that 360 feedback has been abused.
2) Budget – where are we going to get the money from?
3) How to make buildings energy independent (sustainable). Will he support sustainability? Very little in the UH strategic plan about sustainability. Need a much more extensive plan. Kaua‘i CC won an award for sustainability.
4) Re-organization of the whole University. Do we want to see the community college system maintained? Floyd noted that we are allowed to have one Bachelor’s degree and that there are different ways to organize the who system.

Evening Curriculum was tabled for the next meeting.

Composition of Student Academic Grievance Committee (Doug needs it ready to go). Deacon and Lisa agreed to serve.

Sub-committee for Accreditation to review Jan Lubin’s stuff - Kalawaia is to find out more about purpose/process.

College Representation in Social Media – Kathleen saw a post from WCC that showed how two math professors got “hot chili pepper” rating. Who decides what goes on there official WCC posts to social media. We don’t know if it’s Bonnie or someone else. If it’s WCC Facebook account then we have some responsibility. Invite Bonnie to the next meeting to find out. There’s a Marketing Committee and Bonnie will bring out the system wide guidelines.

Deacon raise an issue that was brought to him by two (one senior and one non-tenured) faculty members regarding 1) WCC process for cutting classes
before the semester starts and 2) the equity of class cuts (i.e. why do some classes with 6 students run and other classes with 6 students not run). Kalawaia and FS Charis will bring the matter to Doug’s attention as there may be a potential moral issue brewing.

Distance Ed – Johnny shared a scenario in which a late registering student was required to come to campus and fill out a form but could not come b/c he/she was working during business hours. The DE Committee is pursuing a more streamlined, and possibly automated, process. Late add policies vary from campus to campus. No recommendation was provided by DE Committee, they just want to see the process streamlined. Upon DE Committee’s request Judy Olivera is currently looking into this process. Johnny came to inform FS of developments in this area and to keep faculty senate informed.

For the department:

- Deacon asked the department to take a look at the work life survey results available at http://www.hawaii.edu/offices/app/faculty/
- Send Deacon Comments regard to the email sent on Brian Richardson’s issue.

**UHPA (Deacon) - No Meeting**

There was a department discussion on the status of 2 year UHPA tentative contract agreement that faculty recently approved. Deacon mentioned that it will be up the state legislatures and the new governor to approve it next year.

**MAPSAC (Deacon) Aloha Math & Business**

1. Re: the issue of space for CCE, specifically as it relates to the proposal for locating storage containers on campus - The question did arise relating to alternatively using the Alakai basement storage space but the response was that the space is not adequate. The use of containers was voted to the discussion board by all except myself. Noticing that the decision would not change with a single NO vote, and that such a position could have political blow-back on our department’s future space requests, I cast an abstaining vote, tying it with my prior suggestion to allow the Aesthetics Committee the courtesy of weighing in on the matter before it reaches the discussion board (this suggestion was turned down).

2. The child care matter was unanimously voted to the discussion board.

3. The CCE use of cafeteria space was unanimously voted to the discussion board.

Note: MaPSAC decides on whether these types matters make it to the campus wide discussion board. If a matter reaches the discussion board, it remains on the discussion board for two (2) weeks. MaPSAC will make a recommendation to the Chancellor, but the ultimate decision still rests with the Chancellor (i.e. MaPSAC members do not have approving/disapproving power).

Knowing this process, if we are strongly anti-storage container, we may have a better bet in moving the campus wide consensus via the discussion board. Additionally, I would sense that the Aesthetics committee may be adverse to these containers unless the containers are retrofitted to meld with the campus scheme (i.e. red tile roofing, etc.).

**Aesthetics (Laura) - Met on 9/19/2014 (substitute - Jody)**
Discussed the treating as opposed to removal of banyan trees
  o recommendation to start a nursery to replace infected or dead trees
Discussed the renovated buildings having brown railings instead of green
Proposed a Beautify our Campus Day
Sustainability Club has volunteered to beautify Palanakila courtyard
Monolithic sign in front of Manaopono
Eventually we will go back to smoking allowed 20 ft from a building

Staff Development (Laura) - Met on 9/18/2014

- Sarah’s Garage at Ho’olaulea
- Ideas or volunteers for Expression Sessions
- Still discussing Faculty/Staff mentoring

Laura mentioned that Staff Development committee do not have set meeting time and it’s often difficult for her to make it to the meeting. Department participation in this committee is not essential and members approved of Laura serving only on the subcommittee of the Staff Development that she can attend.

WAB (Clayton)

- Lance Uydea is elected chair
- Reviewing the syllabuses that are hallmark for writing intensive requirement.
- WAB training will be in May for one week.

New Business

Department’s Annual Report:
- Department created and approved the following Mission Statement:
  “The Windward Community College Mathematics and Business Department supports the college’s mission by offering a wide range of courses in Accounting, Business, Computing, and Mathematics. Student needs are met in developmental education, general education, vocational programs, STEM programs, and transfer courses for four year college.“
- Department rank the AY 2014-15 budget requests items as follow:
(Tie – 1st) - Hire a 1.0 FTE Developmental Math instructor  
(Tie – 1st) - Hire a 1.0 FTE ICS instructor  
(3rd) - Hire Math Center Coordinator  
(4th) - Upgrade equipment (Smartboards and Projectors) in all six Manaopono classrooms  
(5th) - Plan for Technology Building/Center

Curriculum Proposals

- ICS105 reactivation as Introduction to Computing Skills.  
  Vanessa moved the motion to reactivate ICS 105 based on the description provided and Jean 2nd. Department approved ICS 105 reactivation with modification (removing ICS 50 reference) to course proposal.

- Department approved the deactivation of courses which haven't been offered in a long time:  
  - BUSN 89 Electronic Calculating  
  - BUSN160 Telephone Techniques and Communication  
  - BUSN123 Word Processing for Business  
  - BUSN 188: Business Calculation

Announcements

- Jan Lubin will be at our Department meeting to answer assessment questions  
- Deacon attended the BTEC PCC meeting on 10/03/14. The group’s discussion focused heavily on the Virtual Office Assistant certificates offered by different campuses and the future of BTEC as a whole.  
- Deacon will be at conference and needs a substitute Faculty Senate attendee from the Math & Business department for the Oct.14th, 2:45-3:45pm meeting with President Lassner. The venue is LLC 304/305. The Faculty Senate will set the discussion topics at the Oct. 7th meeting.  
- Vanessa and Laura attended the ICS system-wide articulation meeting on 10/3/2014. They approved an updated articulation agreement. Courses from the 2005 agreement were updated and ICS212, ICS215, ICS110/135 were added.

Meeting Adjourned at 5:30pm