Math & Business Department Meeting Minutes (November 20, 2014 in Manaopono 107)

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

Guest: Jaeyeon (Jan) Sung and Andy Li

Approval of Previous Meeting Minutes: Minutes from October 9th meeting were approved as circulated.

Meeting Call to Order at 2:30pm

<table>
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<th>Committee Report - Key Items Discussed with Department</th>
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<tr>
<td><strong>AAAC (Johnny) - Met on 11/7/2014</strong></td>
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<td>- Ka‘ie’ie Program is a transfer pathway program that provides students the opportunity to have dual admission (WCC &amp; UHM) and access to early registration at UHM. WCC counselor and Manoa advisor will work with students along the way. More information about this program can be found at uhcc.hawaii.edu/kaieie. Nicole Iwasaki (UHM Transfer Counselor) would be happy to come to our classes to provide further information on request.</td>
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<td>- College Mental Health Awareness Training Workshops will be provided on the following dates by Mariana Monasi (<a href="mailto:mmonasi@mentalhealth-hi.org">mmonasi@mentalhealth-hi.org</a>): Dec 9th and 10th at 8:30am, 10am, 11:30am, 1pm, and 2:30pm (half hour each). Please share mental health training session information with your students and encourage them to attend. More information can be found at <a href="http://www.mentalhealth-hi.org">www.mentalhealth-hi.org</a>.</td>
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<td>- Spring 2015 schedule.</td>
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<td>o Purge is on December 12 (Auto drop by system who didn’t pay)</td>
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<td>o UHM cut some classes and TA positions that may help WCC enrollment</td>
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<td>o Possibility of adding 13-week night classes to spring schedule</td>
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<td>o Low enrollment meeting is scheduled at 9am on December 19th</td>
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*Jody asked about when do students who don’t pass their classes get dropped from the next registered class? Johnny said that he will find out this information and email it to the department.*

- Fill rate trends: 90% in 2008 - 09, 82% in 2012-13. Tuition and fees are about 50% of our operating budget. Without efficiency in class offerings, we can expect cuts in funding for supplies as well as potentially teaching positions.
- ARPD report draft is due by November 20th
- Please look through the updated lecture Evaluation information (uploaded to laulima) and provide input.
- Please fill out the Absence During Faculty Duty Period form when traveling off island during duty days (Distribute at the meeting and also uploaded to laulima).
- Sabbatical requests for fall 2015 semester are due by January 1, 2015.
PBC (Johnny) - Met on 10/24/2014

- First half of the meeting was used to go over third party review process. All third party review participants were invited to this training session.
- Data for ARPD from UH CC system office is currently not available. It’s expected that the data will be available at the end of October. Review process and timeline has been adjusted for ARPD reports. (Update: ARPD data is available now)
- Jeff Hunt will send out an email to each reviewer regarding which report they will be reviewing along with a sample rubric feedback.
- Second part of the 10/24 PBC meeting was dedicated to discuss the four proposed motions.
- PBC approved Motion #1 and #2 as written. Motion #3 was approved with minor rewording. Motion #4 was tabled till next meeting because counsels are requesting clarification on certain definitions from system’s office.

IEC (Johnny/Jody) - Met on 10/17/2014

- ASUH representative (Bruce) was invited to the meeting to share student concerns based on surveys conducted. Issues such as lunch break for students, transfer credits, and student activity fee for online courses (when home campus is different) were shared with IEC.
- Campus Server will occasionally be down to backup database. Assessment database forms will be unavailable for editing during that period. Last backup was done on October 21st. Make sure to frequently save your work when inputting information.
- ARPD data is now available. Reports based on ARPD data is being delayed till January 2015, however the first draft is due on November 20th for third party review.
- Jan encouraged faculty members to attend Monica Sitt-Bergh workshop on assessment (part of PacAIR conference - information shared at last department meeting). This workshop is schedule on Thursday morning when most faculty members are teaching.
- SPDA (subcommittee on professional development in assessment) will be offering a workshop on how to analyze the data gathered in the assessment of Course, Program, and Institutional (Gen Ed) SLOs. SPDA will also be doing workshops on assessments during Excellence in Education Day on March 6, 2015.
- Megta-Assessment Committee (sub-committee of IEC) met and decided to review and discuss assessment results in focus groups. There will be one focus group for each type of assessment. Date for assessment of assessment focus group has not been determined. Below are the questions that the committee agreed to use for focus group of assessment of assessment:
  1. What elements of the current assessment process are working?
  2. What elements of the current assessment process are not working?
  3. What would it take to improve the assessment process?
  4. How are the assessment results used?
  5. How does the assessment process reflect our Mission Statement?
## Dev Ed (Johnny) - Met on November 7th

Following items were discussed at November 18th Math Discipline Meeting:

- Draft of Developmental Education Program Outcome (Distribute at the Math discipline meeting). Please email me your feedback.
- Issues considered in establishing a framework for 2015-21 for improving DevEd student success, reducing time in DevEd, and supporting faculty teaching DevEd -- on a “scaled-up” scale were discussed.
- Currently working on Developmental Math Pipeline/Pathway Chart. Additional data is requested from the IR office (Draft of chart with available data was shared at the Math discipline meeting).
- Next meeting is scheduled on December 5th from 8:30am – 10:00am (Math Portion) to discuss DevEd program outcomes.

## Distance Ed (Jody/Johnny) - Met on 11/6/2014

- MySuccess program will be extended to all 100 level online classes
- Elizabeth will send out alternative student evaluation form for online classes. (Update: This email was sent out on November 17th)
- Jan researched and provided data (mostly defragmented at this stage) on Distance Education. It was noted that the success rate for online classes is not that far off from face to face courses.
- The committee will study the data to see what kind of information will be helpful for WCC and request that data for Institutional Research office.

## Curriculum (Vanessa) - Met on 10/28/2014

- New Course: ENG 200 Composition II was approved
- ATP:Certificate of Achievement in Web Development was approved
- ATP: AA in Information Computer Science was approved.
- Course Deactivation: SOC 250, Community Forces in Hawaii was approved
- New Course: SOCS 225, Statistical Analysis for Social Sciences was approved.

## Foundations Board (Jody) - Met on 11/7/2014

- ANTH 152 was approved for FGB effective Fall 2015
- GEOG 102 is currently under review for FGB
Faculty Senate (Deacon) - 10/14/14 (Lassner), 10/21/2014, 11/6/14 (Draft Minutes)

Main Discussion Items:

- The FS continues to discuss the Brian Richardson matter, input has been gathered from departments and reviewed by the faculty senate. The Faculty Senate chairs continue to relay information to, and hold discussions with, Doug relating to Brian. The the current faculty senate discussions regarding Brian appear to be shifting toward a process improvement focus, versus retro-rectification of Brian’s situation. Most members agree that the personnel action with Brian is a done deal unless Brian seeks to pursue the matter himself. However, there are a couple senators who feel that the matter should investigated further, and there has been a suggestion that both junior tenured and non-tenured staff feel bound to silence, as they fear that voicing their opinion would have major negative impact on either their promotion and/or their tenure.

- Relating to process improvement, the FS is soliciting their departments for input on the following:
  1. Can there be a campus-wide open-period for everyone to give feedback on the 360s for all campus administrators?
  2. Currently, when a 360 reviewer gives a score of 1 or 2, there is a drop down menu that provides further explanatory statements from which the reviewer must choose. It appears that the current 360 set up emphasizes low scores. Should the formatting of the 360 questionnaire be changed to allow for explanatory statements for the high scores (and mid scores?) as well as low scores?

- Dave Krupp provided off-campus reports on 10/21/14 but no report on 11/6/14. The 10/14/14 meeting was not an regular FS meeting. The meeting was held to allow the FS to dialogue directly with President Lassner. Deacon could not attend on 10/14/14, but J. Singh was a non-note taking Math & Business presence at the meeting. Notes for the 10/14/14 meeting were obtain from Jenny Webster (FS recording chair). Mr. Singh has agreed to verbally confirm the validity of these notes during the November 2014 Math & Business Meeting.

  **A)** During the 11/18/14 FS meeting Patty Chong, WCC’s representative on the UHCC academic policy subgroup, asked senators to poll their departments regarding **1)** N Grade Policy; and **2)** Academic Renewal policy. See the Hawaii CC Renewal Policy.pdf; Hawaii CC Renewal Request; and November 5, 2014 (N Grade and Renewal.docx) in the Math & Business Laulima website resource folder for the 11/20/14 meeting. **Patty wants our feedback. Theses files are some examples of what HawCC is doing, which could be something that WCC may want to adopt.**

  **B)** Jan and Kathleen noted that they heard that Koali will only be used for financial aid and not for curriculum (latest). Dave Krupp’s off-campus report contradicted this, but may not have been the most current information.

  **C)** Faculty Senate - UHPA - Admin MOAs - 1) signatories from all FS’s are desired. Could be a problem at Manoa; 2) Accreditation & Strategic Planning Committee resurrection was requested by Jan, specifically in relation to accreditation policy setup, and as a means for FS to acknowledge their review of the accreditation report.

  **D)** Class cancellation: a) “Winter Purge” December 8 b/c students find out about their financial aid around this date. December 19 = meeting to determine what class will be dropped. Instructors should meet with their department chairs re: their classes, and the position they plan to take. There’s still the option to run 13 week and 8 week classes after the semester starts.

  **E)** Contract renewal now requires that the applicant show how his/her course SLO’s were met.

  **F)** Foundations - differ to Jean O. for information.

See related minutes, notes, and draft minutes at the Math & Business Laulima Page for detail.

*Deacon asked the department to email him comments on N grade policy and Academic Renewal.*
**UHPA (Deacon) - No Meeting**

**MAPSAC (Deacon) - Met on 10/16/2014**

- MAPSAC met on 10/16/14. The storage container was approved with no location being designated. The Math & Business vote to abstain during the September meeting would have had no effect if a no vote had been cast, as too many of the representatives voted in favor of the container. See minutes at Laulima
- MAPSAC met on 11/6/14 to go over the KYA consultants progress with the WCC Master Plan. Status documentation from KYA has been uploaded to the Laulima Math & Business website.

**Aesthetics (Laura – Report by Jody) - Met on 10/17/2014**

- Due to cost and maintenance the committee’s recommendation to plant a native Hawaiian garden in the Palanakila courtyard has been denied. Kevin Ishida will replace the river rocks in the courtyard
- The maintenance crew is understaffed and cannot keep up the quality of our environment. A motion was passed to recommend hiring additional maintenance staff.
- Kevin Ishida has given permission for Beautification Day. Bonnie will organize the event.

**Staff Dev (Laura) - Met on 11/13/2014**

Laur**a wasn’t able to attend the meeting but she will post the minutes on laulima as they become available.

**WAB (Clayton) – No meeting**

Clayton mentioned that the committee is still reviewing the syllabuses that are hallmark for writing intensive requirement.

**New Business**

- Vanessa requested department’s approval to deactivating BUSN courses that have not been taught recently. The request was approved [Laura 1st, Clayton 2nd, Votes: 7-0]. Department also approved [Deacon 1st, Jody 2nd, Votes: 7-0] the modification of Web Support Certificate of Completion. See memo emailed by Vanessa for detail.
- Johnny asked for department’s approval on new course proposal for Math 26. The proposal was approved [Vanessa 1st, Jean 2nd, Votes: 7-0]
- Jaeyeon (Jan) Sung, head librarian, attended the meeting and introduced herself to the department. Johnny asked Jan to make sure current Math textbooks are available in the library to checkout for few hours within the library. Jan will work with Jean to make sure current textbooks are in the
library. Jan mentioned that a student survey conducted indicated that there is strong demand for library to be open on Sunday because students want to get their assignments done before classes on Monday. Vanessa asked if we are going to open the library on weekend. Jan mentioned that there is additional staff or resource to support weekend hours at this time.

- Andy Li informed the department that Electricians will be wiring the Manaopono building for electronic key system during the week of December 8th. Rekeying process in Manaopono building will take place during winter break. Johnny will work with the Math discipline to determine which instructor needs access to which room and provide the list to Andy and VC.

Announcements

There will be two open forum for Division II Dean (See Doug’s email for detail)
On Monday November 24, 2014 the College will meet Dr. Lok Lew Yan Voon.
On Monday December 8, 2014 the College will meet Dr. Joseph M. Peters

Department members are encouraged to participate in Departments’ Meeting scheduled from 11:15 a.m.-12:30 p.m in Akoakoa 105 with each candidate.

Meeting Adjourned at 4:23pm