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

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

Approval of Previous Meeting Minutes: Minutes from previous meeting are approved as circulated.

Meeting Call to Order at 2:30pm

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<th>Committee Report - Key Items to Share with the Department</th>
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<td><strong>AAAC (Johnny) - Met on 12/5/2014</strong></td>
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- Patti Chong came to the meeting to share issues with repeatability statements and proposed changes to the proposal form and catalog description. ICS 121 is the only class in our department where students can enroll and receive credit for the course more than one time. It was also brought up that Deans should get involved in the approval process from the beginning so that they can provide assistance with resource allocations. Course proposals or other curriculum changes must be approved by Chancellor no later than March 1st to enter next year’s catalog and be offered in Fall 2015.

*Jean asked if the course can still be offered if it’s approved after March 1st. Vanessa mentioned that it is a gray area and outcome depends on various factors.*

- Low enrolled classes meeting is scheduled on Friday, Dec. 19. We will look at classes with 10 or less students. Ardis mentioned that most classes break even at 22 students.
- Website will be open for entering summer schedule sometime next week. Lecturers teaching summer classes can fill out summer lecturer hire form (only if they are not up for evaluation) at Academic Affairs office, so they don’t have to go through the entire re-hiring process with HR.
- DC evaluation will be conducted using online form. DC evaluation is open to both lecturers and full time faculty members.
- Paul Briggs raised a question: To what degree can lecturers vote on departmental issues? Since lecturers outnumber full time faculty in most departments, this was a cause of concern. Ardis directed the issue to faculty senate. Note that lecturers can vote on faculty senate issues as long as they are teaching at least 7.5 credits.

*Clayton asked if lectures teaching 7.5 or more credits per semesters can vote on faculty senate issues brought to the department. Deacon will ask the FS to put this item on the agenda.*

- Teaching Equivalency: Ardis distributed a draft of Addendum to UHCCP #9.237 Teaching Equivalencies (will distribute at the meeting). Proposed changes will impact (lower) compensation for lab component of the course. The department was asked to provide feedback.
- All language classes will become 4 lecture credits (currently some are combination of lecture/lab) as part of the system wide alignment project.
- All UHCC English Disciplines agreed to accept ACT score of 18 as placement alternative to English 100 (it’s 22 for Math).
- Year-long master schedule and Academic Affairs PBC requests will be discussed at January 9th meeting.
- Deborah Hornsby, Director of Academic Affairs at University of Phoenix, will be hosting online teaching training workshops during convocation.

- If you have any wish list items that involve developmental education or transfer to Manoa, let Ardis know as some funds are available. Early in 2015, Ardis will be looking for ideas for the Title III grant monies. I will be inviting Ardis to our first or second department meeting of the spring semester so that she can discuss these grant opportunities with our department.

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<th><strong>PBC (Johnny) - No Meeting</strong></th>
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<td><strong>IEC (Johnny/Jody) - Met on 12/5/2014</strong></td>
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<td>- Discussion of a reviewing body for course SLOs.</td>
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<td>- Frank Palacat will hold a workshop in spring on how to analyze your SLOs (handout).</td>
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<td>- Frank Palakat reported on the All Campus Discussion on Global and Cultural Awareness. The top three priorities were (1) Increase of cultural activities on campus (2) increase of professional activities promoting cultural awareness (3) Add a full-time position for a Hawaiian Specialist librarian (handout).</td>
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<td>- The Assessment Handbook subcommittee would like to know if we have examples of assessment tools to add as reference for sections I - IV of the handbook, such as embedded assessments, rubrics, portfolios, etc (handout).</td>
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<td>- Ross Langston reported that there has been discussion regarding the possible addition of SLO assessment questions to the eCAFE Student Survey (handout).</td>
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<th><strong>Dev Ed (Johnny) - Met on 12/5/2014</strong></th>
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<td>- The committee discussed the proposed UHCC Developmental Education Program Learning outcomes (PLO) and agreed to adopt the following PLO: Upon successful completion of the developmental course sequence, students who enroll in the subsequent college-level course will have similar rates of success as students who place directly into that college-level course.</td>
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<td>- It was confirmed that creating Developmental Program Learning Outcomes will not add any additional layer of assessments beyond the ARPD report. Currently there are some holes in the ARPD and the goal is fill these gaps to obtain complete report.</td>
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<td>- There a UHCC Math Discipline Meeting scheduled on Friday, February 13, 2015 from 9:30am - 3:30pm at Honolulu CC to discuss college readiness topics. An email with agenda items were sent to WCC Math faculty and lecturers.</td>
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<th><strong>Distance Ed (Jody/Johnny) - Met on 12/2/2014</strong></th>
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<td>- Deborah Hornsby, Director of Academic Affairs at University of Phoenix, was invited as a special guest to discuss supporting professional development for online classes and specific area of need. She discussed various topics ranging from faculty preparation to student engagement and motivation. The committee invited her to offer a training session for online faculty during convocation day.</td>
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• Geri and Judy were invited to discuss the idea of automating complete withdraw from a campus (currently requires student visit to campus) and changing from/to credit/no credit (currently requires instructor’s signature). They mentioned that it’s a system wide policy that’s influenced by financial aid office. However students are able to drop their last class remotely but they need to complete a “Special Request Form” and call or email us. There is a process in the works for students to be able to drop all classes remotely. The financial aid department is meeting soon to put this process in place. Financial aid was the primary reason why students had to come to campus initially. WCC could allow students to select C/NC when they enroll, but students will not be able to change to a letter grade at later date. If a course is required for a program, they will need a letter grade.

• The committee discussed student comments on improving online classes. Common theme in student responses were as follow: communication, immediate feedback, flexibility in completing the assignments, educate students on taking how to take online classes, short help video on assignments, one site with all the information, and fixing laulima.

Curriculum (Vanessa) - Met on 11/25/2014

• ICS105 Introduction to Computing Skills reactivation approved
• New course: ENG197-experimental course - supplemental instruction approved
• SOC231 -Into to Juvenile Delinquency modification to description, SLO approved
• ANTH151 -Emerging Humanity - modification to GenEd alignment approved
• New course: SOCS225 - Statistical Analysis for Social Sciences -approved
• Memo was approved concerning repeatable courses; the statement concerning how many credits may be applied to the AA degree will be added to catalog descriptions.

Foundations Board (Jody) - Met on 11/21/2014

• Reviewed procedures for submitting a proposal. It was decided to only have a fall effective date for designation.
• Discussed UH Manoa’s Quantitative Reasoning designation.
• Renewal of ICS 141 extended for one semester due to GLO assessments

Faculty Senate (Deacon) Met on 12/2/2014

• Overall departmental feedback from 360 review questions was inconclusive, and will be presented as inconclusive at the ACCFSC/CCCFSC meetings.
• It was also suggested that there no longer be any aspect of the 360 that asks for identifiable information such as rank, department, etc.
• There was a discussion concerning whose responsibility it is for making sure that faculty understands the importance of the 360 reviews and when
they are available. The senators recommended that there should be emails sent out by our own administration to remind faculty to keep a look out for the 360 system emails and to highlight their importance.

- The Manoa Foundations Committee has changed the symbolic reasoning requirement to a quantitative reasoning requirement. Ron Loo reported that the UH Manoa Quantitative Reasoning Working Group (QRWG), a subcommittee of the Foundations Board, was unsure whether Philosophy 110 would pass muster in terms of the accreditation report. Thus, the QRWG was looking to shore up deficiencies. The QRWC has proposed a change in the hallmarks in such a way that the requirement will be more-or-less a math course. Starting in Fall 2015, Philosophy 110 will not count as a quantitative reasoning course at UH Manoa. Rather, Philosophy 111 will supplant it and almost exclusively focus on quantitative computational skills. There was a discussion concerning how this change opposes the previous hallmarks and how this change will affect students at WCC. While Philosophy 110 can still be taught, it won’t count for the quantitative reasoning requirement at UH Manoa. Ron Loo stated that the development of Philosophy 111 is already in the works.

Jean clarify that nothing has been decided on quantitative reasoning category, so verbiage may be misleading. Committee in charge only drafted hallmarks and they are still asking for input. At this stage it’s unclear if the quantitative reasoning will replace the foundations symbolic designation. Deacon will share these remarks with Faculty Senate.

- There was a discussion concerning how WCC can avoid being forced to change its requirements and course offerings in the future. The senators are concerned whether this change comes from the Accreditation Board or if it is just a continuation of a very long dispute between math and philosophy over Philosophy 110.

UHPA (Deacon) - NO MEETING

MAPSAC (Deacon) - NO MEETING

EVENING SCHEDULE (Deacon) Met on 12/5/2014

- The group brain stormed on ideas for the evening schedule and a “cohort” model was suggested, with a significant amount of apparent buy-in from the members of the committee.
- Members were asked to research the programs at different institutions to help determine what the competitors are doing.
- Next meeting will be in sometime in January.

Aesthetics (Laura) Met on 11/21/2014

- Iolani building is being used but is not really safe for people to be in. The building belongs to Hawaii State Hospital so unsure of who will make the updates.
- Went for a walk to see the banyan trees that need to be removed. Discussed what types of trees might be a good replacement. Possibly
take a cutting of the banyan tree in the parking lot of HCC.

**Staff Dev (Laura) Met on 12/11/2014**

- Laura was in class and unable to attend the meeting. She will share the minutes with the department as they become available.

**WAB (Clayton) – No Meeting**

**New Business**

- Doug’s Visit: *Doug, WCC Chancellor, attended the department meeting to discuss the evaluation and contract renewal procedures for administrator and faculty as asked by the faculty senate. Doug pointed out various similarities and differences in the two. He emphasized that administrators are on an annual contract after their initial appointment and they serve at the satisfaction of their supervisor. While 360 survey are important, they are only contributory not deterministic. Supervisor of an administrator can give a six month notice of termination at any time he/she is unsatisfied with their staff member’s performance. Doug also discussed various protection mechanisms available in the UHPA contract for faculty from abusive or retaliatory tenure & promotion practices.*

- Spring 2015 Department Meeting Dates: *Johnny will take a look at the teaching schedule of all fulltime faculty members after the class cancelation meeting to determine the time and dates for the spring 2015 department meetings.*

**Announcements**

- Low enrolled class cancellation meeting is on Friday, December 19th. Classes with 10 or less students will be on the chopping block. *Johnny will meet with Jean and Vanessa prior to this meeting to take a close look at low enrolled classes Math, ICS, and Business classes before the meeting.*

Meeting Adjourned at 4:46pm