Math & Business Department Meeting Minutes (February 10, 2015 in Manaopono 107)

Present: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Weiling Landers, Deacon Hanson, Vanessa Cole, and Laura Sue.
Guest: Ardis Eschenberg

Approval of Previous Meeting Minutes: Minutes from December 12, 2014 were approved as circulated.

Meeting Call to Order at 2:35pm

<table>
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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 1/9/2015 &amp; 2/6/2015</strong></td>
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<td>● Updates from around the campus:</td>
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<td>○ Computing Center: will be collaborating with Business and ICS to develop new programs and certificates. Due to a lack of funding, some computers have hard drives upgrades and use less expensive technology such as Chromebooks. Computing center would like to develop an in-house version of Dropbox to handle sensitive data.</td>
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<td>○ Humanities: A new Hawaiian Studies instructor has been hired (Makanani Sala); and Ronald Loo will be retiring.</td>
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<td>○ Language Arts: a new English instructor has been hired (Susan St. John); two more faculty members are leaving – Janine Oshiro is resigning at the end of Spring semester and Libby Young is retiring at the end of July.</td>
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<td>○ Library: Hawaiian Room has a set schedule</td>
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<td>○ Math and Business: Emi Troeger’s position should be ready to be filled. The Dev Ed Math position is still being worked on. Vanessa mentioned that Mike Tom is in charge of managing the process. Johnny will follow up with Mike Tom to check the status of the position.</td>
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<td>○ Media Center: hoping to fill the Office Assistant position soon; planning to offer some tech workshops this semester, i.e. Microsoft Word, Adobe Acrobat; and received a Distance Ed grant to get the multimedia lab set up.</td>
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<td>○ Natural Science: John Kaya has resigned as Director of the Veterinary Technician Program and a search for a replacement is underway.</td>
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<td>○ Social Sciences: The Psychology position is ready to be advertised</td>
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<td>● Fall 2015 Cohort:</td>
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<td>○ Ardis will be contacting faculty who taught frosh cohorts last Fall to see if they are interested in doing it again. Ardis would like input from the DCs by February 1 on who they want to see do this. Ardis is looking for one faculty per discipline to form frosh cohorts. Rubric: full-time instructor with a history of teaching here, will not be retiring that semester, loves to interact with students and interested in doing a learning community. Full-time lecturers are not excluded if they meet all other qualifications. The courses need to be general courses, at 100 level, with few prerequisites and able to take a wide variety of students. ICS 101 with Laura’s name was forwarded to Ardis for Business/ICS side. Math discipline coordinator will reserve seats for frosh cohort in approximately 15 developmental classes and one Math 100 class.</td>
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- Cohort fall 2015 schedule is set and class information can be entered on the web. Instructor information can be left blank at this time and can be completed later.

- Hawaii P-20 Core to College Partnerships for Education
  - Hawaii Common Core Standards and Smarter Balanced Assessments are in the process of being implemented from K-12 Hawaii schools. Math assessment done at the 11th grade level will be used to determine the college readiness of students.
  - Grading Scale: Score of 1 (needs entry level developmental Math), 2 (needs some developmental Math), 3 (adequate understanding of Math and can take non-STEM Math course), and 4 (college ready - ready to beginning gateway class).
  - Slides from Dan Doerger’s common core presentation are uploaded to laulima.
  - Question: Should the Math discipline invite Dan Doeger (Core to College Alignment Director, Hawaii P-20) to one of our Math Discipline Meeting? Alternatively interested individuals can directly contact him at (808) 956-5484 or ddoerger@hawaii.edu.
    
    No. Math discipline would like to wait until these standards are adopted by the state.

- Schedule
  - Entry of Fall 2015 schedule is from Tuesday 2/10 to Friday 3/6
  - Fall 2015 deconflict schedule meeting will be on Monday 3/9 at noon.
  - Evening class schedule committee is looking into using Title III money is being considered to provide support for evening classes (i.e. testing services, library, media, and instructor).
  - There is very limited offering for summer so far.
  - Any summer schedule modification has to be done through change request.
    
    The department would like to know if summer fee for developmental Math courses will be subsidized again this year.
    Johnny will check with Ardis and email the department.

- Low Enrolled Classes Results
  - Overall 5% increase in class fill rate
  - 417 fewer empty seats in Spring 2015 (~14 classes canceled, ~$62,550 saved)
  - 779 fewer empty seats in Fall 2014 (~26 classes canceled, ~$117,000 saved)

- Lecturer Evaluation
  - Lecturer evaluations are due to Office of Vice Chancellor for Academic Affairs by 4/1
  - Lecturer are welcome to submit their evaluation package early
  - All lecturers must follow the new framework and guidelines
  - Additional future training sessions: 2/1, 8:30-9:30 and 3/2, 2:30-3:30
  - Current lecturers needs to submit a memo of intention (Distributed to lecturers by DC via email) if they want to teach during the Summer and they should try to get their evaluation done early if they want to have their name added to the Summer schedule by April 30.

- Catalog Revisions
  - Target date for printing (pdf file) catalog is 4/1/15
  - Look over your area and submit changes to your Dean as soon as possible
  - Major changes to catalog are made every two years.
  - Curriculum changes approved too late for catalog printed but before end of semester will be published as an addendum.
● eCafe
  ○ Mike Tom is the direct contact person for ecafe related issues for our campus.
  ○ If you want to use special survey for online classes, email Elizabeth Ratliff. In this case your ecafe will be turned off unless you specify to keep it on in your email to Elizabeth Ratliff.
  ○ Please discuss in your discipline whether you want to make any changes to standard set of eCafe questions for Spring 2015. All changes must be made by Monday February 26th.
  ○ Please review the distributed (also uploaded to laulima) UH Course Evaluation System Concept Paper to learn about upcoming changes to eCafe. You can email your questions, suggestions, or concerns to Ross Langston, who is our campus representative on ecafe system committee.
  ○ 1st question for the department: I will be requesting to have ecafe open early for self-paced classes. Are there other non-traditional classes being offered that may qualify for similar request? There was no other request from the department. Johnny will check to make sure that ecafe for first eight week course Math 21A is set to open on time.
  ○ 2nd question for the department: Mike Tom mentioned that we can communicate with the IT folks in charge of ecafe to modifying questions. Do we want to reword some of the removed questions for departmental survey and send the request to Mike Tom? Note that these changes will likely impact Fall 2015 ecafe (maybe summer 2015).
    Members will discuss ecafe question modifications at their respective discipline meeting and share the outcome at next department meeting.

● Announcements/Reminders
  ○ PBC requests were discussed and ranked. Results are uploaded to laulima and will be distributed at the meeting.
  ○ All in class student issues should be reported directly to Vice Chancellor of student affairs except in case of emergency in which case contact campus security or 911.
  ○ Dean for Division II hire ad is in the process of being posted on Work at UH website and chronicle of higher education. The committee is already formed. Jean Okumura will be the committee chair. (Update: Ad is already posted)
  ○ During AY2015-15 the AAAC will meet from 10am – 11:30am on 1st Friday of the Month.

PBC (Johnny)

- Friday, January 23rd meeting was cancelled.
- Third party reviewers should be receiving reports for review this week
- Next PBC meeting is scheduled for Friday, 2/13/15 at 2:00 pm

IEC (Johnny/Jody) - Met on 1/16/2015 and 2/6/2015

Jan provided update on progress towards accreditation midterm report IEC action items (The document is uploaded to laulima and a copy
will be distributed at the meeting). The midterm report will be forwarded to Faculty Senate in March. Open forums will be conducted for faculty and students. The report will also be posted on the discussion board. The midterm report is due October 15. The report will show the committees progress in achieving 10 action items. Five action items have been completed. The 5 action items not completed are:

1. Create and implement an assessment tool to determine how the college communicates with appropriate constituencies
   - The Survey Subcommitteee is consolidating the three institutional surveys. Survey to be completed and distributed fall 2015.
2. Complete a survey tool to assess the effectiveness of evaluation mechanisms
   - Meta Assessment Committee created a survey addressing the assessment process. Survey to be administered via focus groups
3. Provide inservice training on writing and assessing SLOs
   - Workshops held in fall 2014. More in spring 2015.
   - Online assessment handbook is under development
4. Complete a survey tool that assess offices subserved by a broader authority
   - Being addressed by the Survey Subcommittee
5. Formulate a process for posting assessment and budget documents on the web to ensure they can be easily found
   - The new Web Advisory Committee will address this issue
   - Process will be contained in the Assessment handbook

Please take a look at the Faculty Institutional Survey at https://www.surveymonkey.com/r/9BS35ZN and proved feedback to Jan Lubin by February 19th.

Doug got a letter from ACCJC stating that our accreditation is reconfirmed with follow up midterm report. There is only one system recommendation/condition: All fulltime and part time faculty members are being evaluation on course level SLO assessment and development but not the outcome. (Standard: 3A.1.C from 2002). Starting AY2015-16 we will be using 2014 standards

Workshops
- Excellence in Ed Day - Windward; March 6
- Hawaii Strategy Institute - Leeward: March 6
- Focus group sometime in April on assessment of the assessment at WCC (Exact Date, location, time - TBA)
- Statewide CCSSE Workshop - March 20, 8:30-4:00, Windward CC, Kuhina 115

Additional Professional Development Opportunity:
- Assessment 101 (The assessment Cycle, Clear, and Simple) at Chaminade University on May 18th from 8:30am – 2:30pm. If you are interested in attending please send Jan an email. She prefers to get a group together. More information is available at http://www.wasc.org/seminars/assessment101

Distance Ed (Jody/Johnny) - Met on 1/27/2015
• The committee unanimously appointed Hongwei Li as Division II representative to replace Sam Craddock who can’t serve this semester.
• The committee decided to go through the annual membership renewal process for next year sooner so that people can plan their Fall 2015 schedule.
• It was recommended that instructors should allow all students to take their exams at any testing center within UH system for online course unless there are physical limitations. Elizabeth is developing guidelines for online teaching to post at WCC website and she will include this recommendation in this document.
• A Sub-Committee of Distance Ed will be analyzing online learning data and making recommendations.
• A Sub-Committee of Distance Ed will work with Ardis to create Distance Learning Strategic Plan.

Curriculum (Vanessa) - Met on 1/27/2015 and 2/10/2015

• Program Modification passed
  ○ CoC Web Support to add more options
• Archive Courses passed
  ○ BUSN 89, 123, 160, 144, 188
  ○ ANTH 150, 200
• New Courses passed
  ○ Math 26
  ○ ENG204C Screenwriting
• Course Modifications passed
  ○ ANTH 152, 210, 296 (Gen Ed alignment)
  ○ WS202, 151,200 - title, description SLO, gen ed alignment
  ○ Music 121F, 121Z, and 122F (Repeatability)
• Michael McIntosh is working on improving the online curriculum form
• Curriculum is meeting at 1:00pm 2/10/2015 - if meeting goes overtime I may be late for department meeting.

Foundations Board (Jody) - Met on 12/12/2014

• Reviewed proposed models for Quantitative Reasoning designation (from UH Manoa)
• Reviewed updated procedure for applying for foundation designation

Faculty Senate (Laura) - Met on 1/20/2015 & 2/3/2015
- All-Campus Council Meeting
  - House Bill 552 - Add more positions to Board of Regents - One more student to represent grad students, two faculty (research, education)
- N-Grade and Academic Renewal Policies
  - Math & Business Dept feedback:
    - N-Grade Department Votes
      - Get rid of N = 2
      - N only for remedial = 2
      - Keep N for All = 4
  - Do we want to adopt Academic Forgiveness Policy model?
    - Yes = 0
    - No = 8
- Accreditation and Strategic Planning, Policies and Procedures
  - Any volunteers? None
- 1/22/2015 Board of Regents meeting
  - Task force to investigate feasibility and ramifications for UH to divest from investments in fossil fuels (other colleges/universities across the country are switching)
- Lecturer Assessment Peer Evals
  - One peer eval per submission
    - A = 1 year, B = 2 years, C = 4 years

UHPA (Deacon)
- Deacon will email the minutes.

MAPSAC (Deacon) - No Meeting

EVENING SCHEDULE (Deacon) – No Meeting

Aesthetics (Laura) - No Meeting. First meeting is on 2/20/2015

Staff Development (Laura)
- Want to encourage more people to apply for Staff Dev grants
Please take MentorNet Survey!!  [http://goo.gl/forms/nryDsNnMhe](http://goo.gl/forms/nryDsNnMhe)
Excellence in Ed Day
  ○ How many people attending (not going to HSI)? Department wants to see the agenda.
  ○ Any other suggestions for workshops?

WAB (Clayton) - No meeting

Web Advisory (Jody) 2/5/2015

- Voted in Bonnie Beatson as chair
- Immediate concerns:
  ○ Persons currently manning the website
  ○ Web position (PBC for 6 years)
- Reviewed Michael Macintosh’s proposal for WCC homepage. Design based on a system wide recommendation to have all campus homepages uniform ( [http://uhcc.hawaii.edu](http://uhcc.hawaii.edu) ). Headers and footers to appear on all pages. The committee moved to accept the proposal and recommend to Doug.
  ○ Campuses that have adopted the new design: HCC, Maui, Kauai (similar)

New Business

- Vice Chancellor of Academic Affairs, Ardis Eschenberg discussed the following:
  ○ Grant Opportunities:  - Current Title III grant ends on Sept 30, 2015. Title III grants can be awarded up to five year grant ranging between $800,000 to $2,000,000 per year. We can’t write grant for same thing again such as SI help. It is unlikely SI will be institutionalized. Russell’s position will expire in September under current grant. Each discipline will discuss and write up their needs with evidence at the discipline meeting. The department will compile the request from both discipline at next department meeting and forward it to Ardis by March 30th.
  ○ Reverse degree transfer concern regarding Math graduation requirement – WCC has the lowest rate granting reverse degree to transfer students among all UHCC. Ardis wants the department to be aware of the fact that Math Graduation Requirement is the key reason for low rates. She would like the department or Math discipline to explore the possibility making exemption for reverse degree transfer students. Math discipline will discuss this issue at discipline meeting.
- Department Unanimously approved the following Curriculum modifications [Deacon 1st, Vanessa 2nd]
  ○ Math 21A/B Course Modification (SLO consolidation)
  ○ Math 24 pre-requisite needs to be updated to include Math 21.
Approval of Math 231 course description modifications were tabled till next meeting since new course description has not been discussed at the discipline level.
Announcements / Reminders

- Email your syllabus to Kevin Morimatsu <kevinkm@hawaii.edu> for posting on the web (part of accreditation) and post your office hours on the web (login first).
- Lecturer Evaluation for the following lecturers are due to Lara Kong (AA Office) by April 1, 2015:
  - Kimlynne Slagel (Math)
  - David Donlin (Math)
  - Tristan Holmes (Math)
  - Michael Kato (ICS)
  - Burton Lum (ICS)
  - Gretel Sia (Math)
- Discuss Fall 2014 Assessment outcomes with your discipline prior to next department meeting and share results with the department.
- Math 26 has been approved by Doug.
- Creative Media budget of $45,000 was approved by Chris Lee, director Academy for Creative Media System.

Meeting Adjourned at 4:59 pm.