Approved Math & Business Department Meeting Minutes (March 19, 2015 in Manaopono 107)

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

Approval of Previous Meeting Minutes: Minutes from 2/10/2015 department meeting were approved as circulated (Deacon 1st, Vanessa 2nd)

Meeting Call to Order at 2:30pm

Committee Report - Key Items to Share with the Department

<table>
<thead>
<tr>
<th>AAAC (Johnny) - Met on March 13th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Lecturer Contract and Evaluation</strong></td>
</tr>
<tr>
<td>- Ardis is looking into changing the evaluation process so that Vice Chancellor of Academic Affairs just get a summary and only make recommendations in case there is disagreement between DC and Dean.</td>
</tr>
<tr>
<td>- Lecturer assessment and recommendations can be requested anytime by DC from other campus if their home campus is not WCC.</td>
</tr>
<tr>
<td>- All lecturers are required one peer evaluation per calendar year (preferred in spring semester regardless of fall teaching schedule). Lecturer step C must submit at least 4 peer evaluations, lecturer step B must submit at least 2 peer evaluations, and lecturer step A must submit at least one peer evaluation.</td>
</tr>
<tr>
<td>- Lecturers must submit all student evaluations since their last assessment.</td>
</tr>
<tr>
<td>- Part of the new evaluation process asks all lecturers to assess at least one SLO per class taught and include data, analysis, and action plan in their write up.</td>
</tr>
</tbody>
</table>

Department concern regarding Lecturer Evaluations:
1. Some members raised concerns that it’s not fair that lecturers have to get only one peer evaluation per year while probationary tenure track faculty needs at least two per semester.
2. Some department members feel that there should be only one peer evaluation per lecturer evaluation period for Lecturer Step C.
3. Some members would like to know if these guidelines are following the UHPA contract.
4. Are these UHCC guidelines or WCC guidelines.

| **B. Fall 2015 schedule is in change request stage. For major changes please submit new course request and delete old course request.** |
| **C. Ardis is allowing us to use title III money to cover Math Lab cost for summer 2015 (work with Scott Sutherland). Library is open during summer.** |
| **D. Catalog Revisions – Please check the web/pdf for errors and email changes directly to Ardis. In a couple of weeks Ardis will send out the updated version of the catalog for minor error check (three day turnaround). These changes will go into addendum.** |
E. John Morton's office is working on matching course alpha, number, title, credit, and teaching equivalency for corresponding courses.  

*Department questions to address: who is driving these course equivalency decisions?*

F. Implementation of new Teaching Equivalency for Lecture/Lab will begin in Fall 2016. See the link below for detail:  

G. Next AAAC meeting is rescheduled from Friday, April 10, 2015 to Wednesday April 15 at noon.

**PBC (Johnny) - Met on February 13th and March 13th**

February 13th meeting:
The committee reviewed the budget. Per Doug, WCC's finances do not warrant an increase in positions. It was also noted that WCC is limited in the use of tuition money for payroll, as the system will not cover the cost of employee benefits when the campus uses tuition money for payroll. This is another reason for aiming to limit any increase in the number of positions.

March 13, 2015 meeting:
Reviewed and discussed the following PBC requests:
Administration Services Unit
- Support for Security camera at WCC

Office of Career and Community Unit
- Imaginarium Manager P1 NI
- Imaginarium Specialist P2 NI
- Imaginarium Graphic Artist P3 NI
- Amphitheater CP1

Chancellor's Office Unit
- Grant Writer P1
- Photography Equipment E1

Student Affairs Office Unit
- Assistant Registrar P1
- Assistive Technology Specialist P2
- Recruitment and Outreach Assistant P3
- Supplemental Instruction and Tutoring Funding O1

Discussion of PBC Task Force on Strategic Plan Update for Windward Community College
- Doug will be forming a task force to work on new Strategic Plan that will take us to 2021.
- There will be no tuition increase for next year. Last year’s enrollment went up but SSH went down, so there is no net growth.

**IEC (Johnny/Jody) - Last meeting was canceled. Next meeting on 3/20/2015**

**Distance Ed (Jody/Johnny) - Meeting: March 17**

- Bruce (ASUH Rep) brought up concerns regarding online courses; the lack of interaction with the instructors, the mode of instruction, and the effectiveness are the main concerns.
  - Effectiveness: Dist Ed committee has requested data from IR. We should have it by our April meeting. At that time we will review the data.
  - Mode of Instruction: Online courses should be posting their syllabus on Laulima a week before the semester begins so students should be aware of the mode of instruction.
  - Lack of Interaction: Dist Ed committee to work on a handbook for online instructors.
- Approved the Strategic Plan draft (handout)
- The last meeting is on April 28th.

Department Suggestions – *Create a laulima based training session for online instructors.*

**Curriculum (Vanessa) - Met on February 24th & March 10th**

**Feb 24 Meeting**
- Archived courses: ICS50, ICS115, ICS120, ICS140
- Updated curriculum policy

**Mar 10 Meeting**
- Approved new course: GEOG 252, *Landscapes of Japan*
- Course modifications: MATH 21A, MATH 21B, MATH 24
- Archived MATH 19, MATH 20, MATH 22
  - Note: Math Discipline needs to send a memo to curriculum concerning courses that have a prerequisite of one of these, what the new prerequisite would be. Courses outside of Math may have the prerequisite.

*Math coordinator will check to see if the above modifications will impact any non-Math pre-requisite.*

**Foundations Board (Jody) - Met on March 13**
- Discussed the members whose terms are ending this academic year.
- Discussed the Quantitative Reasoning model. The Quantitative Working Group [http://manoa.hawaii.edu/quantitativereasoning/] will be submitting a proposal at their April 2015 meeting to approve Model 1, which swaps the FS requirement with an FQ requirement. If approved, the effective date would be Fall 2018.
- The Foundations Board would like to make a recommendation to Faculty Senate on whether our campus should/should not adopt FQ.

**Action Items:** Department feedback on whether or not to adopt FQ

**Response:** *Department think it’s too early to make any recommendations. The department will wait till UH Manoa adopt this FQ and evaluate its impact on WCC’s FS.*

---

**Faculty Senate (Laura)**

**2/17 Meeting**

- CCCFSC/ACCFSC
  - Discussion concerning issue of making a special designation for online labs
  - John Morton worried that having a special designation might make it so these courses are not accepted at other campuses
  - Multiple members of ACCFSC invited to make a presentation at the BOR meeting
  - HB 552 passed the higher education committee and on its way to finance committee
- Almost all departments voted to keep the "N" grade and against having an academic renewal policy
- Approved curriculum changes
- Accreditation and Strategic Planning, Policies and Procedures subcommittee: Kalawaia Moore, Ka’ala Carmack, Paul Briggs, Nick Logue, Makanani Sala

**3/3 Meeting**

- CCCFSC/ACCFSC
  - Sustainability - David Lassner signed off on UH system policy on sustainability
    - Will be an unfunded mandate
    - Plans to put much of the policy into effect are to be implemented by end of 2015
    - Ultimate target of 0% net carbon emissions in 2050
- Approved curriculum changes, including policy changes (Discussion Board from 10 working days to 5, and minor changes can be made without starting the entire process from the beginning)
- Any other suggestions for 360 reviews?
  - Faculty Senate has already compiled a list of suggestions that went to the Chancellor, but John Morton has also requested suggestions
3/17 Meeting

- Strategic Planning Council for Community Colleges
  - Review UHCC Strategic Plan slides
  - WCC's strategic planning committee will have its first meeting on 5/1, and will align WCC's new strategic plan with the UH System strategic plan and the UHCC strategic plan, as well as our mission statement and core values
  - John Morton wants to reduce the amount of time it takes to get through developmental courses (use high school transcript for math placement, have tutors in the classroom)
  - WCC counselors have started using students' high school transcripts to override the COMPASS test and place students into Math 100
- Approved curriculum changes
- Committees - Chairs of Foundations, Aloha Committee, and WAB will be invited to May Faculty Senate meeting to give a report
- PRU/Master Plan for the College - lots of errors in the tables so each department should review and make corrections

UHPA (Deacon) - No Meeting

MAPSAC (Deacon) - Met on March 2, 2015

MaPSAC Space Request Discussion and Vote – Child Care Facility

- Previous vote was to use the dining room and lanai area of the cafeteria for our child care facility but safety concerns and issues arose with locating our child care facility in this area.
- A request for the use of a new site location was submitted to re-configure and use Akoakoa 107/109 as the new child care site. KYA drafted a plan as to how the child care facility will look and discussed this plan with the committee.
- Kevin asked for a motion to take a vote on this request.
  - Lance moved, Dave seconded.
  - Is this pretty much the only option? Yes, currently at this point.
  - The vote was unanimously approved. 13 in favor of this request of having our child care center located at Akoakoa 107/109.
  - This will be submitted to Doug for his review and approval.

PRU/Master Plan – Informational Presentation by KYA

- Kevin emphasized the importance of having a current and updated PRU/Master plan. Without a current master plan, we are operating on an old one. The last formal PRU was back in 1992. When we work on renovation projects and don’t have a current PRU, it stalls our plans on new construction projects.
- Kevin wants to set a date on formally approving our master plan.
- Justin Francisco and Glenn Yokotake, representatives from KYA, went over details of the PRU/Master plan with the committee. This was a similar presentation they conducted back in November 2014 to the committee.
Justin talked about different areas of the plan and went over the methodology which focused on the executive summary. He also mentioned that this document constantly changes and that campus input is vital.

The data used to create our current PRU is based on old data so there will be a lot of updates and exercises needing to take place by the campus.

Sections of this plan are still under development with input from campus stakeholders. This project has been ongoing for a number of years.

Core values of the plan are aligned with the campus strategic plan.

Glenn explained the meaning of PRU (Plan Review Use).
  - The PRU is the campuses zoning compliance. We need to abide by these procedures as it enforces the validation of our master plan.

This campus is deemed as being an historical site. The great lawn is also deemed historical. This causes some limitations as to what can be done here on campus.

Some ideas on connecting the upper and lower campus include creating a pathway using porous concrete pavers along the great lawn.

Adding more parking spaces along the boundary of the hospital – change parking from parallel to perpendicular stalls. You can get 2 ½ perpendicular stalls out of one parallel stall. Also add a wall and bushes as a barrier.

Presenters went on to show a diagram on the usage of classrooms throughout the week, peak days and times.

A comment on the tree trimming on campus came up.
  - Kevin’s office is working closely with the aesthetics committee on the replacement of the banyan trees that are being trimmed due to safety concerns.

With the new sustainability mandate by the President, we now need to incorporate these elements in to our master plan.

A question about the Palanakila courtyard being converted in to a covered area was asked. This is something that could be looked into.

Kevin’s office will be sending out an email on the next steps.

---

**EVENING SCHEDULE (Deacon)**

- The evening schedule committee is aiming to develop a cohort program which will allow students to move through a Associates degree with a combination evening and online courses.
- In the future, the committee may want to add programs that go beyond the basic Associate’s degree to include focuses in Business and other areas.
- For Business, students appear to have trouble getting through the Calculus/Calculus Equivalent requirement for the Shidler School
of Business (not required at West Oahu). A few members of the committee appear to have feel that the math requirement should not be necessary. Deacon, took that position that all business majors should be required to meet the Shildler Business School’s math requirement.

**Aesthetics (Laura)**

2/20 Meeting
- Presentation from Fung Associates on modification of Naauao and Manaleo building
- Long discussion about space issues and boundary between WCC and HSH
  - Will meet with Chancellor next Friday 3/27 to discuss

**Staff Development (Laura)**

2/26 Meeting
- Approved grants for Nick Logue and Linda Shkreli
- Still have more grant money so please apply!! (Update: sorry all gone!)
- Planned for Excellence in Ed Day
- Please fill out MentorNet survey if you haven't already done so: [http://goo.gl/forms/nryDsNnMhe](http://goo.gl/forms/nryDsNnMhe)

3/19 Meeting
- More applicants for Staff Dev grants so we're almost out of money
- Excellence in Ed Day went really well
- Excursions were very well-attended but afternoon workshops were not (many people left after lunch)
- But evaluations for all sessions were very good
- Perhaps next year will do more workshops in the morning so that people can leave after lunch
- Non-Smoking initiative
- Open forum was on 3/16 - lots of people but mostly smokers
- The committee was initially told that there were only two options (follow state law or complete ban), but 15 min before the open forum, the Chancellor told Rick that having designated smoking areas is another option
- Employee feedback may be more heavily weighted since they will be around longer than students
- Hoping to have more tech workshops in April
- Please sign up to be a mentor or mentee: [http://goo.gl/forms/nryDsNnMhe](http://goo.gl/forms/nryDsNnMhe)
Recommendation: *Hold Staff Development (Excellence in Education Day) and HIS in one location.*

<table>
<thead>
<tr>
<th>WAB (Clayton) – No Meeting</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WebAC (Jody/Laura) - Met on March 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Discussed the new homepage design. The focus was on reorganizing the links on the homepage. The sublinks for the white navigation links have been set. The next link to address is Fac/Staff.</td>
</tr>
<tr>
<td>• Discussed a possible switch from Dreamweaver to Drupal. In the event of a switch Laura Sue and Michael McIntosh may be assigned to work on the conversion.</td>
</tr>
<tr>
<td><strong>Action items:</strong> Need to come up with another term for Institutional Information</td>
</tr>
<tr>
<td><strong>Response:</strong> <em>Members will email suggestions directly to Jody.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Share Fall 2014 Assessments Results from each Discipline</td>
</tr>
<tr>
<td>o <em>Jean Okumura shared written summary of Math Course Level Assessment results from fall 2014 with the department.</em></td>
</tr>
<tr>
<td>o <em>Vanessa Cole shared verbal summary of ICS/Business Course Level Assessment results from fall 2014 with the department.</em></td>
</tr>
<tr>
<td>• Share and combine grant request</td>
</tr>
<tr>
<td>o <em>Since there were no grant requests from ICS/Business discipline, Jean Okumura will send Math discipline requests directly to Ardis.</em></td>
</tr>
<tr>
<td>• Reverse degree transfer proposal regarding Math Graduation Requirement</td>
</tr>
<tr>
<td>o <em>Johnny will forward the following to Ardis:</em></td>
</tr>
<tr>
<td><em>Math discipline feels that 60% completion is not much progress toward BA/BS degree. So, the discipline proposed the following alternative to WCC Math Graduation Requirements:</em></td>
</tr>
<tr>
<td>1) <em>Student completed 80% of the total credits needed to earn a bachelor degree</em> or</td>
</tr>
<tr>
<td>2) <em>Student completed at least one course (C or better) at UHM with Math prerequisite or recommendations.</em> or</td>
</tr>
<tr>
<td>3) <em>Evaluative student’s UHM transcript on a case by case basis</em></td>
</tr>
<tr>
<td>• Department Approval for Curriculum modifications <em>[Approve: 8-0, Jean 1st, Jody 2nd]</em></td>
</tr>
<tr>
<td>o <em>Math 231 Course Description Modifications</em></td>
</tr>
</tbody>
</table>
- Update prerequisite for Math 100, 101, 103, 111, and 115 to include Math 26.
- ICS100, ICS101, ICS111, ICS211, ICS141 have been modified to meet the new ICS articulation agreement
- ICS203, ICS 208 are modified to add DA as the SLO’s align with the DA hallmarks
- Approval of deletion of ABIT Certificate of Competence (see emailed memo for detail)

**Announcements / Remind**

- Status of ICS Programs - *AS in ICS was rejected by BOR. ICS discipline will be working on creative media concentration for AA Liberal Art.*

Meeting Adjourned at 3:55pm