Math & Business Department Meeting Minutes (April 16, 2015 in Manaopono 107)

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

**Guest:** none

**Approval of Previous Meeting Minutes:** Minutes from prior department meeting are approved.

Meeting Call to Order at 2:30pm

<table>
<thead>
<tr>
<th>Committee Report - Key Items to Share with the Department</th>
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<tbody>
<tr>
<td><strong>AAAC (Johnny) - Met on Wednesday 4/15/2015</strong></td>
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  A. Windward CC will create a new master plan during AY 2015-16. Below is a list of our department’s space and renovation needs on slow growth assumption:

  **ICS/Business Discipline Requests:**
  - Business Technology Building – only discipline without permanent building.
  - **ICS computer open lab with approximately 10 workstations** – currently the discipline has to work around classroom schedule to find time to hold open lab for its classes.
  - The dedicated computer classrooms with approximately 25 workstations for ICS and Business – currently the discipline shares Palanakila 122 and 124 computer classrooms with other disciplines. This makes scheduling classes during peak time very difficult. These two classrooms are high usage classrooms according to the classroom usage data provided from the past four semesters.
  - **ICS needs four offices** – one for lecturers and three for faculty. The discipline is expecting one full-time faculty next two years based on current enrollment projections.

  **Math Discipline Requests**
  - One additional dedicated Math classroom – currently Math discipline is have difficulty scheduling Math classes during peak time as requested by Counselors and students. Classroom usage data from last four semesters indicate that all classrooms in Manaopono (except Manaopono 103, which is a computer classroom and serve as the Math center) building has a high volume of classes during peak schedule.
  - **Three lecturer offices for Math** - currently 6 lecturers share one standard size office. It’s often difficult for lecturers to consult privately with their students. There is no dedicated office space for new tenure track faculty that is expected be hired in fall 2015.
  - **Handicap ramp needs to be replaced or repaired** - it may not be fully compliant with ADA standards.
  - **Existing Awning is rusty and needs to be repaired or replaced.**
  - **A covered walkway is needed to access Manaopono 101, 102, 114, and 115 from lobby area to avoid rain.**

  **General Request for our College**
  - Since WCC is located in wet region of the state that receives considerable amount of rain, we need covered parking and walkways between
buildings so that students, faculty, and staff can walk safely between buildings and parking.

B. Lecturer Evaluation
   a. Only one peer evaluation per year (preferred in spring semester)
   b. Academic Affairs’ office will update the lecturer evaluation package (i.e. forms, instruction sheet, create template, provide sample package) based on the feedback provided by DCs.
   c. In response to our department’s concern, Ardis mentioned that lecturer evaluation process is in compliance with UHPA contract and she is following the UHCC guidelines.

C. Inputting Lecturers on Summer Schedule
   a. All positions must be posted on hirenet.net
   b. Memo for request to be added to the schedule must be submitted by all lecturers.
   c. If a lecturer is under evaluation, enter TBA for their name until the evaluation process is complete and they are rehired.

D. Please submit your conflict of interest form to Lara Kong ASAP

E. UHCC P5.301 (driving force: transfer credits and alignment)
   a. Current policy is to align course alpha, number, and title
   b. Credit and teaching equivalency will be added

F. Below are some of the workshops planned during Convocation
   · Laulima workshop (Elizabeth)
   · Faculty Orientation for Online Instructors (Deborah Hornsby from Univ. of Phoenix)
   · Focus Group on online learning
   · Lecturer evaluation workshops

Next AAAC Meeting is on May 1, 2015

PBC (Johnny) - Met on 4/10/2015

Discussed the following PBC Requests:
(Note that the budget for all PBC requests is $300,000. Doug emphasized that our SSH went down even though head count was slightly up during last three semesters. There is no scheduled tuition increase.)

Academic Affairs Office
   · Grants Administrative Assistance
   · Tutoring Coordinator
Commuting Services
   · Computer Replacement Equipment E1 [Will Rank high]
Library
John Morton will be visiting WCC to provide update on Strategic Plan Draft on April 27th from 2pm - 4pm in Akoakoa 105. Below are the key topics he will be discussing during his visit:

1. Enrollment Targets (p. 4);
2. Hawaii Graduation Initiative (p. 10);
3. Hawaii Innovation Initiative (p. 20);
4. 21st Century Teaching and Learning Environments (p. 24);
5. High Performance Mission-Driven System (p. 28);
6. Implementing the Plan (p. 30) including the all-important Performance Funding information.

I added pdf of his draft to laulima. You can also use the link below to access it (need to login):
### IEC (Johnny/Jody) - No Meeting (next meeting 4/17/2015)

### Distance Ed (Jody/Johnny) - No meeting (next meeting 4/28/2015)

### Curriculum (Vanessa) - Met twice 3/31/2015 & 4/14/2015

- Course Modifications Approved
  - ICS100, ICS101, ICS111, ICS211, ICS141, ICS215
  - MATH 231
  - JOUR150 Media & Society - reactivated & modified
  - ANSC 258 & ANSC 258L
  - JOUR205 changed to JOURN 250 & modified
  - ENG280 (Ranbird changed to Pueo)

- Other items
  - Polynesian Voyaging courses changed from IS to SCI designation
  - Language courses changed from 3 hour lecture 1 hour lab to 4 hour lecture
  - ABIT Certificate archived

### Foundations Board (Jody) - No Meeting (next meeting 4/24/2015)

### Faculty Senate (Laura) - Met on 4/7/2015

- Off Campus Chair Report
  - ACCFSC
  - Online lab course designation - Task force created, lots of discussion on whether online lab classes can be the same as face to face labs
  - Quantitative Reasoning - Sounds like if we keep our FS, then students would automatically fulfill QR when transferring to Manoa because of the articulation agreement that states that students who earn an Associates degree and transfers to UHM have fulfilled UHM’s Gen Ed requirements
  - Possibility of switching from eCAFE to another evaluation system which would focus more on the outcomes of the course (and also the student’s perception of whether they are meeting the SLO’s)
- CCFSC
  - John Morton coming to WCC on 4/27 to present the UHCC strategic plan
- UH Council on Articulation
  - Reverse credit transfer benefits WCC because the campus gets money depending on the number of degrees awarded (approx. 700 students per year)

**Constitution Revisions**
- Proposed changes:
  - Grammatical changes
  - Corrected the Curriculum Committee’s name
  - Curriculum chair term was not specified so it will now be set to a 2 year term
  - Future changes can be discussed on the discussion board (doesn’t have to be in-person)
- Faculty Mixer tomorrow 4/17 (at 3:30 in Hale A’o) will include a meeting to discuss the proposed changes.
- Floyd gave a recap of last Aesthetics meeting

**UHPA (Deacon) - No Meeting**

Waiting for a response from Christine at UHPA regarding Lecture C evaluations. Specifically - definition of “need” and who determines “need”.

**MAPSAC (Deacon) - No Meeting**

**EVENING SCHEDULE (Deacon)**

Met to discuss the evening cohort. The committee is looking into starting with a basic liberal arts pilot then moving into focuses in 1) business and 2) sociology. The committee aims to have focuses that complete in two (2) years total with no additional course work.

**Aesthetics (Laura) - Met on 3/27/2015**

- Doug came to the meeting to give some updates:
  - HSH administrators are in favor of WCC putting up a barrier between the campuses (though they wouldn’t help fund it).
  - DOH has plans to build a long-term healthcare facility on the plot of land at the end of the Great Lawn, about 250 beds. Bishop Hall will be knocked down.
  - Hoping that HSH will give Iolani building to WCC and give the storage facilities to HSH. Since there is an indefinite moratorium on the construction of new buildings, we are only able to renovate. It would be better for WCC to renovate Iolani, since the moratorium prevents us from transforming the storage shed area into a usable space for the campus.
  - Since WCC is in the process of developing a new Master Plan, we should include plans for any remaining open spaces, such as the “forested” area below campus.
- Originally, the childcare facility was going to use the far end of the cafeteria, but the exhaust from the cooling tower presents a health concern, so the facility will now use Akoakoa 107-109. Other rooms in Akoakoa will be turned into meeting rooms to use instead.
Staff Development (Laura) - No meeting (next meeting 4/23/2015)

WAB (Clayton)

- Writing Across the Board/Curriculum Workshops will be at WCC starting Wednesday May 20th to 22nd from 9am -3pm classroom followed by few online sessions.

WebAC (Jody/Laura) - Met on 4/9/2015

- Reorganized the drop down menus on the new homepage
- New homepage to go live once the Fac/Staff link is complete
- Want to update the Distance Ed page?
  Johnny will discuss this at next Distance Education Committee Meeting and get back to Web Advisory Committee.
  Vanessa advised to check the webpage for accessibility for disabled.

New Business

- AY 2015-16 Committee Assignment and Other duties
  - Johnny – AAAC, IEC, PBC, UHCC DevEd
  - Jody – Web Advisory Committee, Distance Ed, Foundations Board, Curriculum
  - Clayton – WAB
  - Deacon – MAPSAC, Evening Schedule, UHPA, Aesthetics
  - Laura – Staff Development, WEBAC, Faculty Senate
- STEM Online Curriculum Developer – Please Response to forwarded email from Ardis.

Announcements

- Vanessa will be attending Digital Media PCC meeting on May 1 to begin discussion of articulation agreement of courses (Some of our ICS courses)

Meeting Adjourned at 4pm