Math & Business Department Meeting Minutes (October 7, 2015 in Manaopono 107)


Excused: Deacon Hanson

Guest: Charles Sasaki

Approval of Previous Meeting Minutes: Approved as circulated with fixes under WAB (1st Weiling and 2nd Jody)

Meeting Call to Order at 2:33pm

<table>
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<th>Committee Report - Key Items to Share with the Department</th>
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**AAAC (Johnny) - Met on Friday October 3, 2015**

- A concern about AC not working in some building was discussed. Ardis mentioned that we should allow AC system to be turned on during off duty time for the month September and October. This will allow instructors to use their office during weekends if they need to work on their contract renewal or prepare for activities such as Ho'olaule'a. She will discuss this option with Kevin Ishida.
- Administration will be pushing to make the updated catalog (pdf) available to students before fall registration begins sometime in April. Curricular items must go through all approval chains by February 1st in order to make it to next year’s catalog. Last minutes items can be included in addendum.
- Review of Scheduling Values and Priorities (see handout) - Any input from the department?
- ARPD and Departmental Annual Reports draft due to dean by October 15th.
- Teaching Equivalencies (formerly Assigned Time) – See attachment
- DQs and Duties re: Distance Ed and Hawaiian Serving Institution

**DQS:**

1. Evidence of commitment to WCC’s mission of positioning the college as a leading Native Hawaiian/indigenous-serving higher education institution through the development and integration of culture-based course content and/or methodology.
2. Demonstrated ability in curriculum development including online and/or hybrid instruction.

**Duty:**

1. Teach courses utilizing online, hybrid, and/or distance delivery formats as needed.

- If eCafe doesn’t meet instructor’s need, Elizabeth Ratliff will be happy to create a new customized survey for the
Cooperator(s) who has relationship with lecturer(s) in the discipline must have the teaching schedule reviewed by the department chair.

- Haven/EverFi Course (See Handout)
- Contract Renewals are due by October 15 to Deans (DCs must sign the document).
- Lecturer Step Placement Updates due October 15 for the Spring 2016 semester
- Textbook adoptions for spring 2016 are due by October 15th (see Debralee Goto’s email for detail)
- Testing Accommodation for Online Students – ProctorU [http://www.proctoru.com/] is a service provider program that allows students to take their exam at home using their own computer. The exam is monitored by a remote person using computer camera. The cost for the service is about $17 per hour per exam. There will an orientation at later date.
- A distance learning course survey went out to students to determine what courses they would like to take online.
- Low enrolled class cancellation meeting will be on December 14th at noon. Class cancellation will be done by December 15.
- Teaching positions vacated by retired faculty go back to the PBC.
- Library will be closed to students from December 23rd – 31st (open on Friday after Thanksgiving day).

PBC (Johnny) - Met on September 11th and September 25th

- Kevin Ishida Discussed the Operational Expenditure Plan FY 2015
  - Kevin Ishida presented the OEP for 2014-15 which reflects a projected balance of $1.2M with the carry-over reserve of $500,000. He went through line items for Resources and Planned Expenditures and it was noted that Total Net General Fund (G-Funds) Allocation of $10,201,937 does not cover total payroll cost of $11,244,105. Tuition and Fee Special Fund (TFSF) is needed to cover payroll costs and other expenses.
  - We must keep our SSH (student semester hours) up as TFSF covers part of payroll, electricity, supplies for every department, equipment replacement, student help, etc.
  - Transfer IN of $707,553 for Enrollment Growth. WCC received the most funding for all CCs this year; because our enrollment is dropping, we don’t expect to receive as much in future years.
• Chancellor Dykstra requested and has received approval for four (4) new positions (G-funded) from UHCC System office. Fringe benefits (approximately 42% of the salary) is paid by the state.
  - Mental Health Counselor – recently filled
  - Facilities Manager – APT position - will be recruiting shortly
  - Library Access Services Manager – APT position - will be recruiting shortly
  - Developmental Math – faculty position – currently being worked on
These positions need to be filled before the college requests additional positions from UHCC System Office.
• Staff Senate requested to add 23rd member to PBC to represent the newly formed Staff Senate. The request was approved by PBC. The Staff Senate designated Woody Garrison as their representative. Staff Senate Charter and additional information can be located on WCC site https://windward.hawaii.edu/committees/Staff_Senate/
• Funding Report FY 2015 – Doug Dykstra & Jeff Hunt
  - Jeff Hunt presented the PBC Request Five Year Summary which was forwarded via email and posted on the website. As explained, this list consists of all PBC requests which were listed on the PBC Rating Surveys for the past five years.
  - The Summary was forwarded to each administrator to update status of PBC requests and provide feedback to Jeff Hunt.
  - Chancellor Dykstra distributed memo, PBC Priority FY 2015, Authorized Funding dated 9/11/15, which is posted on PBC site as Chancellor’s Annual Report.
  • As noted in his memo, All Operating Equipment (OE) Requests for FY 2015 are approved for funding. All Operating Other (OO) Requests for FY 2015 are also approved but must be annually requested except for canoe maintenance. Refer to memo for PCR Workload Requests and memo for additional information. We must fill the pending three (3) positions before we request for any additional positions from UHCC System Office. After filling the pending positions the Chancellor has committed to seeking three additional positions from the UHCC System to recruit and hire a Speech faculty member, a History faculty member, and a joint appointment for Hawaiian Studies/Hawaiian Collection Librarian.
• There was discussion on Computer Replacement; no commitment to spend $500,000 at this time. We need to monitor our finances. Summer School special fund is not included on the OEP and still being worked on. Budget allocations for supplies for the current academic year is also being worked on by VCAS Kevin Ishida.
• September 25th meeting was primarily dedicated for Annual report discussion and training.

IEC (Johnny) - Met on September 18th and October 2\textsuperscript{nd}

• Three Focus Groups were conducted from 9am -12pm on September 18, 2015, in Kuhina 115 on SLO Assessment. Although the turnout was small, the data was very rich. The committee discussed response to the focus group, included in the attachment.

• Five computers were set up for the Student Event held on September 23rd. Some of the members of the IEC help with the setup and execution of the survey. Results of the instruction survey were sent in attachment. Feedback from the surveys were discussed during October 2 meeting.

• Below are the suggestions for SPDA Workshops the committee discussed:
  
  How to Write SLOs  
  Analysis of Data  
  Going over the Assessment Form  
  Selecting multiple SLO to Assess  
  Alignment of Course/Program/ Institutional SLOs  

• Students attending the September 18th IEC meetings were surprised to hear how their eCafe evaluations of classes were disseminated and used. Suggestions were made on items to add to the eCafe to make them a more valid instrument.

• Each department should complete DC form for all assessments done during spring 2015 semester and rank their requests.

Faculty Senate (Laura) – Met on 9/15 and 10/6

9/15/2015

• VCSA Amy Rozek came to talk about the process of student conduct code violations

• ACCFSC will address issues of academic renewal and forgiveness, administrator review process, online lab sessions, the quantitative reasoning requirement, prior learning assessment issues, the college-level courses being offered at high schools, ACCFSC charter and bylaws, how we interact with the Board of Regents, how to engage BOR reps at ACCFSC meetings, and how to increase participation in the UH budget process

10/6/2015
New Math and English Remedial Models
- Ardis, Johnny, and Jenny talked about the new strategic plan directives for remedial math and English:
  - 75% of students testing one level below college level English or math will complete college level English or math in one semester.
  - 70% of students testing two levels below college level English or math will complete college level English or math in one year.
- Reason behind new design is because students who test into two levels below the transfer level in math and English have a very low likelihood of ever completing a degree
- Students are currently placed using the COMPASS test, but that is being phased out. In the future students can be placed with the SmarterBalance assessments, ACT scores, and high school classes/GPA in math
- New math model
- New English model
  - One level below college level: English 22 to be replaced by English 100 or English 100+Lab
  - Two levels below: English 23 (similar to what they do now)
  - Anything below: LSK 35, a learning skills course, and then will still have to test into English 23

To cut down on paperwork, Ardis has written a memo for 13 recurring assigned time projects. There will still be an annual review process. Does not remove the requirement to write a completion report.

Sustainability
- Please review the Guiding Document for the Sustainability Curriculum Committee and Sustainability Designation (Laura to send out) and provide feedback to Laura to take back to the next FS mtg (10/20)
- Anyone interested in becoming a member of the Sustainability Curriculum Committee?
  - There will be a training workshop at convocation and possibly meetings at the end of this semester
- While WCC doesn’t currently have a Sustainability program, UHM and UHWO do so our courses could feed into those programs
- A new Sustainability Task Force will be formed and will create a sustainability plan to be introduced at Spring convocation. Focus areas are: curriculum, research, connections to local culture, and operations

Curriculum (Jody) - Met on Tuesday September 22, 2015
- Approved:
  - Course modifications: SP 151, SP 251
  - New courses: SP 253
  - Program modifications: Include PHYS 274 as a Pre-engineering option
- Tabled: new course: SP 253 - research needed on whether the course counts as an elective towards the Communicology major requirements at UH Manoa

**Foundations Board  (Jody) - No meeting until Friday October 9, 2015**

**Distance Ed (Jody) - Met on Wednesday September 23, 2015**
- Elizabeth has created a distance education student survey and will send it to the committee members for feedback.
- Online proctoring option ProctorU to be sent to Ardis for evaluation. HonCC currently uses this service. The student pays for the service and there is no cost to the campus. Service is used when proctoring services are not available. There is an urgency due to a WCC online student currently deployed on a navy vessel with no proctoring services.
- Morton’s office: The accreditation report calls for certification and professional development for online instructors by summer 2016. Elizabeth will seek clarification on whether these are optional.
- eCAFE: An optional alternative student survey for online instructors will be available in November.

**UHPA (Deacon) - No Meeting**

**MAPSAC (Deacon) - No Meeting**

**EVENING SCHEDULE (Deacon) - No Meeting**

**Aesthetics (Laura) - Met on 9/18/2015**
- Beautification Day - Staff Senate will meet on 10/16 and then spend time after that to clean up the front of campus
- Kalawaia Moore came to talk about the hale at the front of campus
- Todd Cullison came to talk about the rain gardens on campus

**Staff Development (Laura) - Met on 10/2/2015**
- Please apply for Staff Dev grants
- Sarah’s Garage
- Workshops
  - Completed - Document formatting, grant application tips
  - Future - Security for Macs, Google Drive, SLOs

**WebAC (Jody/Laura) - No meeting**
**WAB (Clayton) – Met via Online discussion**

- Reviewed and approved Vanessa’s MGT 120 WI proposal. WI hallmarks were also updated.

**Creative Media (Mike) - Met on Monday October 5, 2015**

1. **Gaming Position update:** 1 candidate will be interviewed on 10-6-15. Candidate’s credentials are limited. Recent graduate. Although it is desired to have the position filled ASAP, it was mentioned that the position may be reposted if the interviewed candidate does not qualify. If so, some of the ideas mentioned were reducing the MQs.

2. **Hale La’akea 110 Update:** Renee looking to purchase 9 new computer stations and additional software. Training materials were made for use of equipment and protocols. Music students will start using the room. Bonnie has used the room for TV spots, Joe with My Success.

3. **Supplemental funds planning:** $50,000 has been budgeted for misc. items (see above), in addition to 4 DSLR cameras, Adobe Premiere, mics, light kit, and an audio input box.

4. **Student quotes and pictures:** Creative Media instructors and Bonnie were encouraged to seek students who have taken the CM courses are photographed using the equipment, and who are willing to give a 2-3 sentence testimonial.

5. **Faculty liaison/coordinator for Creative Media:** Nothing was set or confirmed. Kimberlee’s name was mentioned as a possible candidate.

**Misc.** (unrelated to topics above) Ardis suggested that we looked into re-submitting a proposal for the ASNS concentration under the ASNS degree.

**New Business**

- Dean for Division II, Charles Sasaki
  - *Provided his prospective of WCC campus.*
  - *Department raised concern about not having office space for the new Developmental Math faculty to be hired in Spring 2016. Charles will look into it.*
  - *Department also shared their concerns about inconsistency in the rehiring process for retired faculty position. He will work with AA VC.*
  - *Charles has been assigned the coordinator role for Agriculture program at WCC. He is Reevaluating the complete program to steam line the process.*
  - *Early Concept Grant opportunities were discussed.*
• Graduation Requirement update [1st Jody and 2nd Laura] Approved 8-0.
• Department Approval of Math 75X and Math 82 [Laura 1st and Jean 2nd] Approved 8-0.
• Official approval of MGT 120 curriculum changes (SLO updated) [Jean 1st and 2nd Mike] Approved 8-0.
• Official approval of ICS 203 curriculum changes (SLOs, course descriptions, misc updated) [1st Jody and 2nd Clayton] Approved 8-0.

  Johnny will forward Mike’s email to all M&B faculty.
• Math Center Temporary Position Request Approval (1st Jody and 2nd Clayton) Approved 8-0.
• Department Ranking of PBC requests.
  _1_ Math Instructor  _3_ICS Instructor  _2_Math Center Coordinator  _4/1_Career & Technical Ed Facility.

Announcements
• AY2015-16 Departmental Budget (See attached document)
• eCafe is open from 10/5 to 11/12 for instructors to add their questions
• Developmental Math Instructor tenure track position Job posted at http://workatu.hawaii.edu/Jobs/NAadvert/21803/3476974/1/postdate/desc. Closing date for application is 10/19/2015.
• Vanessa Cole’s lecturer evaluation will not be due this year (extended till the end of FY 2018).
• Lecturer pool list of disciplines in our department to update ad for Spring 2016
• Please email me your Accomplishments for AY2014-15 to include in the department report by Friday.

Meeting Adjourned at 4:35pm