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

Members: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Weiling Landers, Deacon Hanson, Michael Kato, and Laura Sue.
Guest: Toshihiko Ikagawa and Ellen Ishida-Babineau

Approval of Previous Meeting Minutes: October 7th Meeting minutes were approved as circulated with minor corrections.

Meeting Call to Order at 2:32pm

<table>
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<tr>
<th>Committee Report - Key Items to Share with the Department</th>
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<td><strong>AAAC (Johnny) Met on 11/6/2015 (Ellen Sub in for Ardis)</strong></td>
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<td>• VA benefits do not count toward ASC, so we should encourage them to pursue AA/AS degree. Each campus is required to have minimum of 10 graduates per year per Associate degree (not concentration) to justify having a degree. In general college should look into replacing ASC with AA/AS degrees or concentrations.</td>
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<td>• Campus did not find a qualified candidate for the creative media position, so the position will be reposted.</td>
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<td>• Progress in Pathways and Master Schedule (STAR Program) – Currently Patti Chong is working on inputting data into the STAR system.</td>
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<td>• ARPD and Department Annual Reports are currently being reviewed by Deans. Third party review will begin sometime late this month.</td>
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<td>• Guidelines for Implementing RP 9.204, Employment of Relatives, were approved.</td>
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<td>• Training Sessions for lecturers is scheduled during the following dates and time in Alakai 118: 11/20/15, 1:00-3:00 (Friday), 12/15/15, 5:30-7:30 (Tuesday), 1/20/16, 4:30-6:30 (Wednesday), and 2/12/16, 10:00-12:00 (Friday)</td>
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<td>• Low Enrollment Cancellation meeting is scheduled for Tuesday, December 15 at 12:00 pm to 2:00 pm in Alakaʻi 118</td>
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<td>• Final grades (including I and N) are due Tuesday after exam week. Note that input grade of I/B will translate to grade of B if a student does not submit the incomplete work.</td>
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<td>• Next AAAC meeting is on Friday, December 4, 2015, 10:00 am to 11:30 am in Alakaʻi 118</td>
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<th>PBC (Johnny) - Met on 10/07/2015 and 10/23/2015</th>
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<td>• Kevin Ishida shared the 2015-2016 Departmental Supplies/Student Help Budgets. Math and Business department budget allocations were shared at the last meeting. Budget allocations for all departments and units are posted on PBC website. There was a discussion on pay increases for Student Help. Per Kevin Ishida, no increases reflected in the budget at this time but VCs are still discussing this. Note that electricity cost in the budget is listed as $1,620,000 but it should be $1.45M (adjustment will be made). Operation &amp; Maintenance found of $804,200 includes maintenance cost for air conditioning, supplies (cleaning, toilet paper, gas), repair and</td>
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maintenance, vehicle repair, etc.

• Kevin also shared the 2015 – 2016 Operational Expenditure Plan (see handout). Note that carry over TFSF reserve fund from last year is $43,389 and our goal is to reach $500,000 in reserves. Last year, we had lots of vacant positions and have been filling them this year. In regards to salaries, we are $2M over what the state gives us compared to only $1M last year; based on current estimates. We received enrollment performance fund of $498,090. Last year it was higher by $200,000. This is a preliminary OEP which will be constantly changing as the bookkeeping is adjusted to actual expenditures, particularly for personnel.

• Strategic Plan Sub-Committee Rosters Consolidated: Doug consolidated the list of sub-committees from 13 to 9 and ensured that members are limited to membership on no more than one sub-committee.

• October 23rd meeting was dedicated for training of third party reviewer. Third Party review information and forms are available at https://windward.hawaii.edu/ir/PBCouncil/2015/Documents/Joint%20Meeting%20Agenda_10-21-15.pdf

IEC (Johnny) - Met on 10/16/2015 and 11/6/2015

• October 16th meeting was dedicated to provide feedback on the departmental annual reports. Department Chairs and other unit Heads offered various recommendations such as having the option to directly extract needed information from assessment forms and curriculum central instead of manually inputting. Members also questioned how the annual report is being used other than budget requests. Another recommendation was to include campus or system data to compare department data.

• Jan shared her takeaways from the Student Success Conference and Integrating Predictive Analytics, Program Review, and Planning Workshop in Oakland. She mentioned that the purpose of creating reports was not clearly understood at the conference. Current trend in higher education is to make students choose pathways early (i.e. STAR Program) to improve time to graduation.

• The committee also discussed the possibility of ditching ACCJC and going with an alternative accreditation body such as Northwest Commission on Colleges and Universities. The committee noted that it may be too late to make a switch at this time for next round of accreditation. The process of change has to go through John Morton. Jan mentioned that five out of seven Community College chancellors voted in favor of switching accreditation commission to something other than ACCJC.

Faculty Senate (Laura)

10/20/2015 meeting

• Sustainability
  o Voted to accept the document that organizes the committee and establishes the S-designation.
  o Volunteer from Math & Business?

• ACCFSC/CCCFSC
  o How can we assess the quality of education that a graduate received from UH? What metrics could be used (e.g.,
employment rates in discipline, salary, ask the parent, conduct post graduation surveys?)
- Discussion about closing/not closing small programs (few graduates). The problem is complex, determining income vs. costs, alternatives, community perspectives, and political realities.
- Dave reported that at the Board of Regents Meeting October 15, 2015, the Consensual Relations policy was discussed. Laura can send out the document if you’re interested. Any comments/concerns?
- UH is considering creating a PV farm on WO land, which would generate enough electricity to supply all Oahu campuses.
- BOR approved FY 2017 (2016-2017) UH Supplemental Budget Request
  - 1,250,000 to establish equipment funds for UHCCs
  - $35,000,000 in Capital Improvement Projects (lump sum and minor CIP projects) for UHCCs
- UHCC Faculty Senate Subgroup on Academic Policies (Patti Chong)
  - **Issue #1**: Should **General Education requirements be standardized** for all AA degrees? For all AS degrees? For all AAS degrees? *(Department is interested in standardization but need more information regarding pros and cons.)*
    - WCC has multiple AA degrees, one AS degree, and no AAS degrees
    - Hawaii CC follows guidelines that lead to pathways specifically for UH Hilo. Most of the other CC’s are in alignment with UH Manoa.
    - Regarding science classes, if WCC had to align with the other CCs our six credit requirement might have to change to a seven credit requirement. Right now, our science classes have been arranged to help students meet dual requirements in two, three-credit courses. Thus, alignment might change a student’s requirements that might require a them to take another science course or pick up one credit in some other way.
    - Right now we are just trying decide whether we should standardize. If the campuses are in agreement that we should standardize for all degrees, the subgroup will work on designing a system policy. It’s likely that any policy that is established at the system level will affect our graduation requirements.
  - **Issue #2**: How should the grades/credits be calculated in the GPA when a student repeats a course? Credit used only once? Highest grade calculated? *(Department recommends using the highest grade in final GPA calculation from repeated courses.)* *(Department recommend inviting Patti Chong to next department meeting.)*
    - Some campuses limit the number of times someone can take a course or only allow students to retake a course if they got below a certain grade. It’s common for students trying to get into nursing to retake classes where they received “B”s and “C”s trying to get the “A” that will get them into their desired program.
    - It was noted that students who retake classes over and over for better grades, they likely get to register first and can take up spots from new students. However, it was also mentioned that WCC’s policy is the most student friendly, for it allows students to repeat classes whenever they need to. It also acknowledges that students learn at different rates. A system policy that forced WCC to be stricter would be less desirable.
    - Patti suggested that if we make a policy that allows faculty to keep students from repeating multiple times, it could also be flexible enough to give instructors the power to make concessions on an individual student basis.
11/3/2015 meeting

- PRC (Master Plan) - Brief discussion regarding the governor’s visit and it sounds like there will be no change in the land plan swap between the state hospital and the college.
- Sustainability
  - Committee will meet this month to prepare processes for submitting S-designated courses and finding courses which can be easily designated as well as preparing training for convocation on created S-designated courses.
  - Goal is to get ten courses in the catalog in different disciplines with S-designations.
- ACCFSC/CCCFSC
  - Open education resources that offers free textbooks and material: [peer.hawaii.edu](http://peer.hawaii.edu)
  - Data on students coming into WCC from different schools: [http://uhcc.hawaii.edu/highschool_data/index.php](http://uhcc.hawaii.edu/highschool_data/index.php)
  - Executive policy created so that programs that are low-enrolled or low number of graduates can be cancelled. This could affect a smaller campus like ours. This would only apply to BOR-approved degree programs and Certificates of Achievement, but our numbers are good for those degrees and certificates. As an example, there are very few Physics majors (at UHM) but Physics courses are required for other majors which helps enrollment in Physics courses.
  - The strategic planning council meeting discussed the performance-based funding model and the allocation of $2 million into the CC-base budget on top of the $6.4 million already awarded. Lasner, however, gets to determine how that $2 million gets divided between campuses. This money is split up between the community colleges. If the campus does not meet its strategic outcome targets, the money is given to other “worthy” causes, such as the accelerated developmental education initiative.
- Option of Paperless Contract Renewals
  - While the dossiers have to remain the same at a system level, the contract renewals are internal and we should discuss creating a policy to make contract renewals virtual. The senators will discuss the issue further at the next meeting. Perhaps a petition will be the first step.
    (The department would like the faculty senate to review these policies. The department raised concerns about the privacy of making contract renewal documents available electronic)
- Working Group on Animals on Campus
  - Sam Geiling volunteered as the FS representative on the group tasked to draft a policy on “Animals on Campus”. Once the draft is complete, it will be brought to the campus for discussion and then sent to Doug for approval.

Curriculum (Jody) - Met on 10/27/2015 & 11/9/2015

- Approved course modifications:
- ICS 203 (description and SLOs)
- SP 260 (DS designation)
- JOUR 270 (new course) was approved.

- Reviewed models for topics courses from both UH Hilo and UHWO. Current WCC model is that individual disciplines apply for a special topics course. Special topics are offered under numbers -92, -94, and -96 (i.e. AG 92V).

### Foundations Board (Jody) - Met on 11/6/2015

- Reviewed FS renewal for ICS 141. Approval pending recommended edits to the proposal.

### Distance Ed (Jody) - Met on 11/4/2015

- Mike Myers from HCC shared the HCC Virtualization project HONAD. They are working towards having all classes ‘live’, regardless of whether the course is face-to-face or online. The system uses Office 365.

### UHPA (Deacon) - No Meeting

### MAPSAC (Deacon) - No Meeting

### EVENING SCHEDULE (Deacon) - No Meeting

### Aesthetics (Mike) Met on 10/16/2015

- There was some confusion with the meeting date and time. Kalawaia cancelled the meeting at 4:00pm the day before. Five people were present a A’o, others showed up at Palanakila, others thought the meeting was cancelled.
- Kalawaia showed those present the Hale and the land development he is doing in the Hawaiian Program.
- There is an aesthetics concern in the area where the storm water runs between his Hale and the new facility. It is a natural concave area where the water runs down to a natural reservoir.
  The area between the two structures is overgrown with plants and is visually ugly. Paul would like to make a motion at the next meeting that our ground crew clean out the growth of plants in the concave storm drainage.
- **11/3/15**: Paul notified Kevin and committee through email that he has been communicating with Jason Matsunami from the transportation department about removing the highway sign the sign, behind the chain link fence by the highway on Keahahala Road and was informed that it should be removed in the next month or so. He also called the department of transportation, who are
looking into putting up a sign at Pookela St. where the Windward Health Center Sign is. He is requesting a directional sign be put up at that point, where cars should turn to go to the State Hospital and Courthouse.

- **10/31/15**: Paul notified the committee through email to cancel the November meeting and that next semester will be his last as chair to the Aesthetics Committee.

### Staff Development (Laura) - Met on 10/30/2015

- Grant proposals - Mariko, Kathleen, Ka’ala
- CollegialITEA event on 10/29/2015
- Next workshop - Mac security and spam awareness on 11/19/2015 from 3pm to 4pm (Palanakila 124)

### WebAC (Jody/Laura) - Met on 10/30/2015

- Reviewed web analysis for the WCC website. There is an increase in users who access the website with a phone or tablet. The website should be written to accommodate those users.
- Discussed the Web position. Bonnie will check with Karen Cho regarding the definition of the position. It will probably be defined as Media/IT Specialist.
- The WCC website will be revamped, most likely using Drupal (open source CMS), which is free to WCC and currently used in the UH system. The task would take over a year or two for one person working alone. A viable possibility it to have an outside company revamp the website and then the web person could maintain the site.

### WAB (Clayton) - Communicated Via Email

- ANTH 152 is being reviewed for Writing Intensive. Jean mentioned that ANTH 152 has Foundations designation and cannot double dip. Clayton will inform the board chair about this rule.

### Creative Media (Mike) Met on 10/19/2015

- **Gaming position update**: MQs are currently an issue for qualified candidate. Candidate has MA in interactive media, not fine arts. Hiring committee will double check the MQs with Manoa. Chose MQs that are most flexible.
- **Hale La’akea 110**: Can fit 13 students, challenge of running a class with 13, explore possibility of piggybacking for enrollment. Explore the idea of moving *CC license* to La’akea instead of Palanakila 124.
  - Lab currently has 9 high end macs, some need software upgrades. More computers needed to make fiscal year feasible (18
students). Idea was proposed of possibly using La‘akea 110 for Mark’s Art 202 class.

- Idea of using Palanakila 211 for computer/media lab. Need to discuss with Kaala.

- **Distance Learning**: Palanakila 113 & 114 used for Distance Education. Waimanalo, Waimea Valley, Downtown OHA, Kahuku. Also adding technological capacity to deliver to 250 devices via network.

- **Journalism**: Kim is planning video journalism course for fall. Committee working on purchasing equipment working with ICS possibly under ASNS concentration.

- **ASNS Concentrations**: Request latest version from John Rand.

- **ACM Certificate**: As part of her TE for spring 2016, Kim will look into creating a Creative Media concentration under Liberal Arts.

- **Prioritize how money is being spent**: Gaming Position priority. WCC has niche on the market/position.

- **$30,000 project budget 1st tier** (approved 11/9/15)
  - $4335 gaming expenses
  - $3900 Unity
  - $3575 Adobe CC
  - $198 Mackie Onyx Blackjack
  - $1132 Izotope Ozone
  - $3575 Creative Cloud
  - $11,360 iMacs
  - $1056 RAM

- **$5000 project budget 2nd tier**: Address remaining needs (see spreadsheet)

- **$15,000 project budget 3rd tier**: Address Video Journalism needs (see spreadsheet)

- **Alternate tier**: Address Woody’s needs (see spreadsheet)

- **11/8/2015**: Renee Arakaki informs committee through email that the 1st tier of the creative media budget has been approved by Chris Lee. (see spreadsheet)

### New Business

- Toshi Ikagawa and Ellen Ishida-Babineau came to the department meeting to inform the department about international week program at WCC. They distributed the International Week Flayer and encouraged members of the department to participate. Toshi shared the Global/International Content (GIC) Matrix for WCC classes and the encouraged the department to linking courses taught in the department to global International context. If the course fit the GIC category description, then he asked the members to fill out the form provided (later emailed to the department by Toshi). Members of the department also discussed obstacles in attracting international students and provides suggestions for improvement. Ellen and Toshi also asked the department to support this program by sending a member to serve on International Education Committee.

- FS designation proposal for ICS 241 was approved (Email Sent by Laura) [vote: 8-0]

Meeting Adjourned at 4:27pm