Math & Business Department Meeting Minutes (December 11, 2015 in Manaopono 107)

Members: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Weiling Landers, Deacon Hanson, Michael Kato, Vanessa Cole, & Laura Sue.  
Guest: Patti Chong and Alex Parisky

Approval of Previous Meeting Minutes: Minutes approved with minor changes.

Meeting Call to Order at 9:30am

Committee Report - Key Items to Share with the Department

AAAC (Johnny) - Met on Friday 12/4/2015

- Learning Community and Frosh Cohort Data – WCC collected 3 years of consistent data (see attachment). Data analysis shows that cohorts are performing better than non-cohorts in terms of GPA, retentions, and course success during fall but not in spring. This is due to lack of support in spring semester. Ardis mentioned that compensation for faculty doing learning community is inconsistent and she will work on making sure that all participating instructors are properly compensated (see email attachment).
- DPC Guidelines – Academic Affairs office is updating DPC guidelines and procedures. Most of the changes are just wordsmithing, updating the language, and removing redundancy. Allowing the applicant to exclude one member of the selected DPC is one the main provision being considered (see email attachment).
- Agriculture Update – After Dave Ringuette’s retirement, the agriculture program is being reevaluated. Campus will not be moving forward with the current certificate program. Charles Sasaki is in charge of the reevaluation process. UH West Oahu has a very healthy agriculture program and we should perhaps look at adopting a version of their program. An advisory council will convene in January to discuss this.
- Course currency – Please take a look at the forwarded list to see if we need to keep any of the inactive courses. If you would like keep a particular course on the book, please let me or Charles know (with reasoning). Otherwise no action is required.
- Future lecturer training sessions are scheduled as follow:
  i. 12/15/15, 5:30-7:30 (Tuesday)
  ii. 1/20/16, 4:30-6:30 (Wednesday)
  iii. 2/12/16, 10:00-12:00 (Friday)

PBC (Johnny) - Met on 11/13/2015

- Members of the PBC split into their subcommittees and work on adding WCC’s metrics and tactics. DeEd Subcommittee proposed the following to Doug:
Metrics:
• Acknowledge that we have a different, poorer socioeconomic population, needing additional tactics beyond those employed at institutions with more affluent populations.

Tactics:
• Provide effective support for students, including in-class academic coaches for ENG 100X classes, meeting three times a week, and English 23 classes meeting four times a week.
• Create more accurate placement tools, involving multiple measures.
• Create a program similar to WCC Math Summer Bridge Program for students who do not qualify for TRiO/Hulilli/PaiPai.
• Offer course-specific placement-preparation workshops to provide students the opportunity to test into college-level Math.

Student Retention and Credit Accumulation Tactics:
• Use early alert tools such as MySucces to communicate with students to increase retention rate.

IEC (Johnny) - Met on Friday 11/20/2015

(1) New Instructor Form
Jan introduced the new instructor form for doing assessment. The form now has built in mapping of course to program SLOs and course to General Education/AA SLOs. There are also separate areas for displaying how many students met each of the three outcomes: the course SLO, the program SLO, and the General Education/AA SLO, and an analysis section for each. Jan is willing to go to departmental meetings to explain the new form. Our department should let Jan know when we want her to come. The earlier it is in the Spring 2016 semester the better.

(2) Sandboxes
The System is thinking about buying a common assessment management system. Jan sent the requirements that the System-Wide Assessment Coordinators sent to the four vendors who are being considered: TaskStream, TK20, Campus Labs, and LiveText for making an Assessment Management System sandbox, so that we could test drive each of these systems. These requirements are not final, and the vendors know that modifications will be necessary. Webinars with three of the vendors will be occurring in December and LiveText will be coming to campus on January 8 and providing lunch. It is important that faculty give feedback after test driving each of the systems as an RFP (request for proposal) will be generated at the end of February and sent to David Lassner for funding the project. Windward will need to opt in or opt out of the RFP.
Link to Tk20 presentation: https://www.dropbox.com/s/d1zolwetbmlnd79/2015-12-04%2007.50%20Meet%20Now.mp4?oref=e&n=81215793

(3) Non-Instructional Assessment
The Non-Instructional Units should be formulating what they need to assess so that we can add them to the current Windward Assessment database. They also will be included in the System-Wide database. Jan will meet with the Non-Instructional Units to try to determine like requirements and those that each unit feels are necessary during the first part of the Spring 2016 semester.
Accreditation

John Morton is seriously considering whether or not the UH Community College System and the community colleges in the Pacific should continue under the ACCJC. There are two options open to us now: disbanding the ACCJC and going into WASC, which will then be responsible for both 2 and 4-year schools in California, Hawaii, and the Pacific; or joining the Northwest Regional Accrediting Agency that currently represents Washington, Oregon, Montana, Wyoming, Utah, and Nevada. No decisions have been made and research and decisions are ongoing.

Faculty Senate (Laura)

11/17/2015 Meeting
- Patti Chong came to discuss the policy regarding repeated courses.
- Kevin Ishida came to discuss security issues on campus.
  - There has been concern about safety on campus as there have been a lot of theft, particularly in the Hale A’o area.
  - They are still trying to fill three security guard positions.
  - PBC approved the purchase and installation of cameras across campus to improve security.
- Jody Storm came to discuss the N grade, and Faculty Senate agreed to continue to keep our own N grade policy since we have already polled the departments twice.

12/1/2015 Meeting
- Sustainability Curriculum Committee
  - Submitted language to the course catalog to include description of S-designation.
  - Working with Geri Imai and Kevin Morimatsu to figure out how to note these courses on transcripts.
  - Created an application for instructors interested in getting an S-designation.
  - UHM is beginning to designate courses using a similar system.
  - Anyone think their course(s) may qualify?
    - S-focused - these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens.
    - S-related - these courses include some assignments and course content that addresses issues of sustainability.
- Animals on Campus Task Force - Would our department like to have a representative?
- ACCFSC Meeting (11/20/2015)
  - Metrics for the UH Strategic Directions
    - Too much emphasis on graduation and transfer rates? What about those students who are not so focused on receiving a degree?
    - Lassner’s answer: the metrics focused on student success. A lot of this is Board of Regents (BOR)- and legislature-driven
BOR “Deep Dives Discussions” on Athletics

- Both UHM and UHH athletics are in a deficit.
- One source of deficit was identified as scholarships and tuition waivers – There was a discussion on how these can be funded without affecting the UH budget.
- Concern that VPAA Risa Dixon did not adequately counter a BOR member’s implication “contingent” faculty were as good as regular faculty.
- Conversation shifted to a discussion about the need for system-level executive positions. In question was the Associate Vice President for Student Affairs position for which a search was being conducted.
- Concern expressed over the low-enrolled programs policy. President Lassner explained that at least part of the rationale for proposing this policy was to demonstrate to the BOR and Legislature that the University being thoughtful and responsible in the delivery of it academic programs. Pres Lassner mentioned that there was a legislature bill proposed that would shut down any UH low-enrolled degree program. Clear that Manoa faculty do not trust UH admin. Worried that administration would use the policy as a tool to selectively eliminate low-enrolled programs. Lassner explained that this was not the case, but the policy allowed for a mechanisms to justify the continuation of low-enrolled programs in the face of arbitrary efforts to shut them down. Still need feedback from WCC on this policy.
- The members have been asked to review the ACCFSC constitution and bylaws
- The UHM QR Hallmarks have been approved.

CCCFSC Meeting (11/20/2015)

- The possibility of UHCCs leaving the ACCJC was discussed
- John Morton’s main point was that, because of the ongoing issues with the ACCJC, continuing with the ACCJC may not be in the best interest of the UHCCs for the following reasons:
  - Outstanding controversy with the CA CCs, which have involved CA legislature attempts to put restrictions on the ACCJC along with the filing of some lawsuits (one resolved and one still pending) subject our accreditation process to the politics and vagaries of CA.
  - Feds having been looking into the ACCJC practices and have identified several things needing to be fixed.
  - The ACCJC have identified some 150 criteria as standards that must be met; and if just one of these is not met, then the school must be sanctioned. ACCJC may be overzealous in identifying all 150 items as standards as opposed to being evaluation guidelines.
- John says the UHCCs are quietly exploring alternative options, one of the which may be to switch to the Northwest Commision for Colleges and Universities. John has already discussed this issue with Barbara Beno.
- Another possibility may be that the Western Association of Schools and Colleges (WASC) Senior College and University Commission may consider taking on CCs?
- There is no clear path, nor a clear timeline for moving forward. We cannot just join a different agency.
- None of these discussions will likely change things before our next round of accreditation, but the upcoming ACCJC accreditation process may be different.
  - General Education Requirements Standardization for all AA Degrees
    - John Morton said that all UHCC campuses must share a common core set of minimum Gen Ed requirements, but individual campuses may add to these.
GPA Computation for repeated courses.
- Just informed that this issue was being discussed. Also discussed the issue of grades for repeated classes taken at a campus other than the home campus. One question was whether or not the GPA goes with the student or with the campus? John seemed to be of the mindset that if the assessment of student achievement is competency-based, then it should not matter how many times a student takes a class.
- Also brought up the issue of how different campuses handle the N-grade. I reminded the CCCFSC that WCC wanted to retain its current policy. HCC will retain its current policy as well.

UH Policy Consensual Relationships
- Reported to the CCCFSC that the ACCFSC seemed to be largely in agreement with this policy. The consensus for the ACCFSC is that it’s a good policy. The union is looking at the policy.

Low-Enrolled Programs
- Just made the CCCFSC aware that this policy was being reviewed by the ACCFSC.

Faculty Conduct
- Had a discussion about faculty misconduct in their interactions with each other. Guess there have been some issues with bullying and possible vindictive behavior. This too may be a union issue.

2014 Quality of Faculty Worklife Survey
- Also had a discussion on the status of the Quality of Faculty Worklife Survey. Much of this discussion focused on faculty participation in the review of administrators, for example, the 360 evaluation.

Paperless Contract Renewals
- Social Sciences and Humanities in favor.
- I brought up the question of confidentiality but others noted that it is possible to make secure online documents.
- More feedback?

Adding textbook costs to Banner
- Mariko Kershaw reported that LCC currently allows students to see the cost of textbooks when they’re registering for classes.
- It might be as simple as adding it to the notes sections when adding in classes to Banner, although there are a variety of costs for textbooks (new, used, rented, various editions, etc.)
- Feedback?

More thefts on campus, including a full sink. Faculty Senate may invite Rick Murray to a future meeting.

Curriculum (Jody) - Met on Friday 11/24/2015 & 12/8/2015

- Approved new courses: MATH 82, MATH 75X, ENG 100X
- Approved deactivations: ENG 8, ENG 18, ENG 19, ENG 20, ENG 21, ENG 22
- Approved the update to the math graduation requirement
- Approved course modification: ENG 100 (prerequisite changes)
- Changes to the Vet Tech program in response to the Spring 2015 assessment and a recent injury to a graduate of the program.
- Approved course modifications (SLOs and minor changes in wording): ANSC 140, ANSC 141, ANSC 152, ANSC 190, ANSC 266, ANSC 258, ANSC 258L, ANSC 152L
- Approved new courses: ANSC 153, ANSC 153L
- Approved deactivation ANSC 152L
- Approved prerequisite changes and program changes to the Vet Tech program to reflect the new courses (ANSC 153, ANSC 153L) and the deactivation of ANSC 152L

**Foundations Board (Jody) - Met on 12/4/2015**

- Approved FS renewal for ICS 141
- Reviewed FGA proposal for ART 175. Approval pending recommended edits to the proposal
- Reviewed FGB proposal for ART 176. Quickly scanned the proposal and sent in initial feedback

**Distance Ed (Jody) - Met 12/10/2015**

- Alex reported on the updates to Blackboard Collaborate. Major updates are the simplification to save sessions and the downloads to run the program. The new version will be available Spring 2016
- Ardis will be the admin rep for the Dist Ed committee
- Elizabeth reported on CANVAS. The idea is to have the look of all online courses be the same to minimize student confusion. The problem is that there is not a system wide plan to adopt CANVAS.

**UHPA (Deacon) - NO MEETING**

**MAPSAC (Deacon) - NO MEETING**

**EVENING SCHEDULE (Deacon) - NO MEETING**

**Creative Media (Mike)**

November meeting was cancelled and Committee won’t meet until next semester. The information below was emailed to committee members from Renee Arakaki.

**BUDGET:**
1. Tier 1 Budget for $25,000 was approved. Awaiting receipt of funds.
2. Tiers 2, 3 and an alternate to Tier 3 are prepped and ready if we get word that additional funds are available.

**POSITION:**
1. The candidate for the curriculum development position accepted a job elsewhere. Committee is looking for a casual hire to fill in place.

**CURRICULUM, other:**
1. Kim Bassford has been assigned research and development of a CM concentration/certificate under the AA Liberal Arts.
2. Committee also seeking volunteers on a sub-committee to research and develop a CM concentration/certificate under the AS Natural Science.
3. Renee will put together a list of core courses to ensure smooth transfer from WCC to UHWO CM program. The list can be serve as the starting point for the AA and AS certificates.

**Aesthetics (Mike) - November meeting was cancelled.**

Sharon MacQuoid emailed Paul (message was forwarded to committee) that a few weeks ago the heavy foliage in front of Manaleo was cut back some to make the sidewalk more accessible. Now the roots of the red ginger, etc. has grown up about 3-4 feet tall. Behind that area, the plants are covered with vines, bare stalks are in the growth, etc. If those plants in back were cut down new growth would soon be up, ginger blossoming etc. She is checking to see if landscaping can cut it back and if not, will look into the possibility of getting volunteers to help.

**Staff Development (Laura) – Met on 12/4/2015**

- Grant proposal - Lisa Gillis-Davis
- Completed workshop - Mac Security & Spam Awareness by Michael McIntosh
- WCC will not have a separate Excellence in Education Day. Instead we will encourage to attend HSI on March 4th and 5th at KCC. Proposals due today!!
- Staff Holiday Party today!!

**WebAC (Jody/Laura) – Met on 12/4/2015**

Bonnie has worked with Doug and HR to justify a position in her department. This person will be in charge of the WCC web site and will also do graphic design, photography, and videography. Hoping to post the job by the end of the year.

**WAB (Clayton) – No Face to Face Meeting**

Reviewed WI proposal for MGT 120 via email.

**New Business**

Laura Sue will continue to serve on Faculty Senate (FS) during spring 2016 since Deacon is teaching a class during FS meetings.
Alex Parisky came to the department meeting to introduce himself as newly hired STEM Developer with Title III. He offered to assist the department with technological and research related issues with regard to developmental Math since he has Ph.D. in Educational Technology.

Patti Chong came to the department helped the department understand the following Issues:

- Issue #1: Should General Education requirements be standardized for all AA degrees? For all AS degrees? For all AAS degrees? (Patti recommend to vote no since it’s unfair to Hawaii CC because they align with UH Hilo.) [Department Voted No to All Questions]
- Issue #2: How should the grades/credits be calculated in the GPA when a student repeats a course? Credit used only once? [Department Voted No] Highest grade calculated? [Department Voted No]
  a. Should all courses be eligible for repeat or only courses in which a “D” or lower was earned? [Department Decision: All courses should be eligible for repeat but credits count only once] (Note that currently credits are only applied once. WCC uses the highest grade in GPA calculation but some campuses use last grade earned. Some competitive programs such as nursing students want to get A, B may hurt their changes.)
  b. Should there be a limit on the number of times a student may repeat a course? [Department Voted No] (Patti mentioned that this is currently up to the department)
  c. The question was posed as to whether we should standardize the GPA and credits across the system in the first place? [Department Decision: Calculations of the GPA should be rounded to two decimal places not truncated. Don’t change anything else.]
- Issue #3: Should we keep our current policy for repeated transfer courses? [Department Voted Yes]

Five-Year Currency – Department decided keep ICS 121, 215, and 193V active but deactivate BUSN 193V.

Spring 2016 Department Meetings – Department chair will send out possible meeting dates after spring 2016 teaching schedule is finalized and new Math Instructor hire is confirmed.

Announcements

- Low Enrollment Cancellation meeting is on Tuesday, December 15, 12:00 pm to 2:00 pm in Alaka‘i 118.
- Please submit your grades on Tuesday December 22 by 4pm. Please use myuh.hawaii.edu to submit your grades instead of laulima.
- Sabbatical requests for next summer or fall are due by January 2, 2016.
- Please turn in your Spring 2016 course syllabus before semester starts to Kevin Morimatsu (kevinkm@hawaii.edu).

Meeting Adjourned at 11:30am