Math & Business Department Meeting Minutes (February 10th, 2016 in Manaopono 107)

Present: Navtej Singh, Jody Storm, Clayton Akatsuka, Deacon Hanson, Michael Kato, Vanessa Cole, and Laura Sue.
Guest: Tara Severns and Elizabeth Teoli
Excused: Kevin Takayama and Jean Okumura

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

Meeting Call to Order at 2:33pm

<table>
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<tr>
<th>Committee Report - Key Items to Share with the Department</th>
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<td>AAAC (Johnny) Met on 2/5/2016</td>
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<td>● Reviewed course designation for AS in Natural Science, AA in Liberal Arts, and AA in in Hawaiian Studies. Math courses were still showing up as part of the Liberal Arts degree because the data is taken from AY 2014-15. Ardis will make sure that Math 205, 206, 231, and 232 are changed in the system to ASNS designation.</td>
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<td>● AA in Liberal Arts with Concentrations – Charles Sasaki mentioned that WCC should consider offering concentration under Liberal Arts degree which requires only nine transferable credits to four year college in the subject area. These nine credits can be double counted as part as part of the general education. There is very little paperwork required for the concentrations to get institutionalized and approval process stay at campus level. Charles will be looking into creating an application form but in the meantime faculty can initiate the concentration process via memo to curriculum committee chair.</td>
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Deacon mentioned that he is working with our Dean to prepare ATP for AA in Liberal Arts with Business concentration. The following three courses are begin proposed as part of this concentration: ACC 201, ECON 130, and ICS 101. Note that student will be allow to double dip these courses (i.e. use the same course as part of the general education and concentration)

● UHCC system office will require submission of ARPD for all ASC (Academic Subject Certificate). Since this creates extra work for the faculty and ASC doesn’t count toward anything transferable, therefore Ardis strongly recommend that we either eliminate or convert ASC to concentrations.

● Catalog – Please look through the catalog to make sure information related to your discipline is current and submit any changes to Charles as soon as possible. The goal is to complete the catalog revision process done by end of March since student registration for fall beings on April 11th.

● Posting Departmental Meeting Minutes – It was noticed that some departments (Not Math and Business) do not post their department meeting minutes online. For record keeping and accreditation purposes, it is recommended that all departments should post the meeting minutes showing actions taken. Concerns were raised regarding limiting public access to meeting minutes but that discussion was tabled for later date when campus get web master.
● Summer 2016 Schedule and Hiring Summer Lecturer - HireNet is now close. Charles mentioned that we are the only campus that go through HireNet and rehire process for current lecturers wanting to teach during summer. He will be looking into streamline this process by removing some steps. Lecturers due for evaluation this year can submit their paperwork early if they want to have their name on summer classes sooner. In addition all current lecturers are required to submit intend to teach memo (emailed earlier to all lectures by the department chair).

● Fall 2016 Scheduling Dates
  ○ Last day to enter fall schedule through webpage has been extended to February 12.
  ○ Deconflicting meeting is still scheduled for Monday February 8th from 11 – 1pm in Alaka'i 118.
  ○ Last day to enter any changes through scheduling website (via request form) is Sunday, February 21st.
  ○ Carol will enter Fall classes into the Banner from February 22nd though March 4th. During this period scheduling webpage will be down.
  ○ Fall change request page will be activated again on March 7th.
  ○ Class availability web page will be visible for faculty to preview Summer and Fall by Monday, Feb 21st
  ○ Registration begins for Summer and Fall on Monday, April 11th.

● All requests for course currency were received and the process is moving forward. VC and Deans will review the requests and then forward it to curriculum committee.

● Dean for Division I position will be posted next week.

● Ecafe – Starting next year all lecturers will be required to make their ecafe results available to their department chair. Currently some lecturer step C results get unnoticed till their four year evaluation cycle, which is a long time in case there are some serious concerns that should be addressed earlier.

● Announcements:
  ○ Lecturer evaluation workshops scheduled at 2:30pm on February 9, 2016 and at 10am on March 18th in Alaka'i 118.
  ○ Teaching equivalency applications for next fall/spring are due February 28, 2016.
  ○ Next AAAC meeting is on March 11, 2016.

The Math and Business department support common ecafe questions at the college level only if the process is faculty driven. Overall the department do not support the proposal that lecturer should be required to make their ecafe public.

PBC (Johnny) Met on 2/5/16

Operational Expenditure Plan (OEP) Update

● Student enrollment has been declining; this Spring it is below 2400 (it was at 2605 at high point) Doug continues to monitor head count and student semester hours.

● High school graduation from feeder schools reduced by 10% so we need to look at different ways/places to recruit new students.

● For online courses, 30% are home based elsewhere. We have started the Vet Assisting program on Maui.
Prior FY Cash Balance is $608,789 (reflected on the OEP), of which $500,000 will be put on “hold” by Doug as emergency fund to take care of “unexpected” expenses (in previous years, it took care of the high electricity costs).

Kevin is projecting $1.2M for this FY, so we should have approximately $700,000 to allocate for PBC requests.

WCC earned $4.5M from tuition during last year. It is okay to allocate for one-time expenses such as equipment, furniture and/or supplies but we need to be conservative when approving positions or allocating money for recurring costs.

As noted in Institutional Support allocation report, decrease in Security Guard Services ($112,000) and Electricity ($200,000). We are filling the 6 positions in house security positions and continue to cut back on Contract Services. Electricity rates went down and we also implemented some energy saving projects such as Chiller Loop project (savings on air conditioning costs) and replaced lighting fixtures to LED lights (energy efficient and brighten up campus).

At this time we have 14 equipment items and 36 positions (PBC request forms)


PBC members broke up into five (5) separate groups to share their responses to the following questions as part of the feedback process:

1. What in PBC process IS working?
2. What in the PBC process is NOT working?
3. How can the PBC process be improved?
4. How does the PBC relate to the Mission?
5. How are the results of the PBC used?

Responses will be tallied by Frank and Jan and distributed to PBC members.

**IEC (Johnny) Met on 1/15/2016**

- Anthony Cyplik presented the TK20 assessment tool to the committee at that time, and give an overview of the use of the sandbox which will be available at [https://training24.tk20.com](https://training24.tk20.com). (LCC uses this system)
LiveText also presented their sandbox demonstration on January 8 at noon in Alakai 118. Participated faculty members provided feedback after test driving each of the systems. (UHM will be using this system).

**Faculty Senate (Laura) Met on 1/19/2016 & 2/2/2016**

- Sustainability Curriculum Committee has approved 5 courses for the S-designation to be active starting Fall 2016. If interested, please submit applications by 2/29/2016.
- Change to DPC guidelines
  - DPC requirements have changed so that evaluators must be at the same level or higher than what an applicant is applying for. B/c we have a smaller campus, it’s possible that we wouldn’t have enough qualified members to evaluate the higher ranks. To account for this possibility, the voting ballot will identify alternates from another division.
  - Also adding exclusion clause for DPCs.
- Paperless contract renewals
  - All the departments seem supportive in theory, but need more info on how it would be implemented. The Faculty Senate chairs will discuss with Doug.
- Academic Exceptions
  - Ardis requested the “Acceptance of Credits in Transfer” policy be modified to place exceptions to degree requirements under the purview of the VCAA rather than VCSA. The purpose of the change is to be in line with the system and expedite workflow. Student Affairs will still handle personal issues, such as changing an F to a W or extended illness.
  - See discussion board for further discussion.
- Anyone have security concerns? Such as not being notified about people escaping from the State Hospital?
  
  *No particular security concerns were raised by the department.*
- Please review the Strategic Plan draft (emailed by Doug on 1/5/2016). Faculty Senate requested feedback from departments by 3/1/2016.
- ACCFSC/CCCFS updates
  - Discussed OER (open education resources) - Lower cost to students but these resources may be inferior to conventional textbooks, there is less incentive for OER authors to update/revise content, some faculty utilize publisher resources (PowerPoint presentations, graphics, web sites, etc.).
  - Vigorous discussion over faculty perception that UH BOR members don’t fully understand what faculty do and how they utilize their time. Discussed strategies to keep BOR better informed about faculty and faculty issues.
  - New course evaluation is currently being reviewed by UHPA and will eventually be proposed to the campuses. Expect changes to be implemented in Fall 2016.
  - HonCC faculty have expressed concern over changes in developmental education curricula in English and math.
  - HonCC had questions for the procedures of Perkins grant award decisions and notifications.
  - UH Budget - Legislature doesn’t seem too concerned about UHCC’s budget. $1.2 million for equipment in the executive budget is still
Last BOR tuition (5%) to occur on July 1st. No other tuition increases are planned after that but will likely be a request for future increases.

- UHCC Accreditation - UHCC VP John Morton still interested in switching to another accreditation organization but still a lot of uncertainty about who and how.
- UH System Sustainability Curriculum Council had its first meeting in December.

- Vet Tech is spaying and neutering cats on campus so don’t be alarmed by the trapping of cats :)

** Our department also had some concerns about how UHCC office handled the developmental education curriculum change process. Members felt that the timeline given by the system office was too short. It was unclear why implementation of new models had to begin Fall 2016 when discussion only really begun in summer 2015. Second, it seemed like the faculty were asked for input on what kinds of policies could be created but after working to come up with some options, Math discipline was informed that another model was going to be followed instead. Third, much of the discussion and decision making on models occurred during faculty non-duty period so that all faculty involved with developmental education did not have the opportunity to provide input. In addition, consensus among all parties involved were not obtained before a decision on a model was made. Fourth, a choice in how to implement the new courses was given, but after faculty made an implementation decision at their campus, it was indicated that funding (from the $400,000 this year and next) could not be received if the co-requisite model was not chosen.

**Curriculum (Jody) Met on 1/26/2016 & 2/9/2016**

- Approved course modifications:
  - MUS 177 - DA designation
  - ENG 100 - update prereqs
- Kuali test run
- Special topics: Curriculum committee is creating a form to apply for a special topics course.
- A SLO workshop will be held at Akoakoa 107-109 on March 3rd at 1pm

**Foundations Board (Jody) Met 1/20/2016 & 1/25/2016**

- ICS 141 approved for renewal of FS fall 2016 to summer 2021
- ICS 241 approved for FS fall 2016 to summer 2021
- ART 175 approved for FGA fall 2016 to summer 2021
- ART 176 approved for FGB fall 2016 to summer 2021
- Ron Loo is working on FS proposal for PHIL 111
Creative Media (Mike) Met 2/3/16

- **Introduction of Gabriel Yanigihara:** New gaming developer/instructor.
- **Budget:** Committee discussed items that were listed last semester on the 2nd & 3rd Tiers. Items at the top of the list include audio and video monitors for Kim Bassford’s journalism lab. Monitors are listed at approximately $5900.
- **Determining room for Creative Media Lab:** Possibilities included Akoakoa, Palanakila 104, and Alakai. Previous discussion about using music room in Palanakila 211 discouraged. Issues to consider when build CM lab include soundproofing and how the room can be created/used to serve multi-functions (e.g. video, digital audio, computer lab).
- **Classification of gaming:** Determine whether gaming falls under ICS or Art. Charles notified Laura and myself that Gabe has been assigned to Linka.
- **Articulation of CM courses to UHWO**
  Renee and Gabe did a SKYPE meeting 2/8/16 with the Associate Director and Articulation Specialist from UHWO. The highlights of the meeting are bullet pointed below.
  - They do not advise that we propose our own CM Foundation courses.
  - It is recommended that we propose ART 112, ART 113D and ART 126, as they’ll be needed as prereqs for gaming courses.
  - A pool of existing WCC courses to be accepted as substitutions for UHWO-CM Foundational courses (15 crs for BA, 18 crs for BAS) is being compiled and will be provided to us after evaluation is done. They will not, therefore, be looking for course equivalents in transfer. *Classes currently on the list include ICS 123, ICS 203/Art 202, ICS 107 & ICS 208 were on the list of classes proposed but it has not been confirmed if they are on the list of classes being evaluated.*
  - Having courses under ART will make substitution easier.

Aesthetics (Mike) Met 12/18/15

- **Palanakila Rain Garden/Parking Structure:** Todd Cullison discussed the plans/blueprints of the new student parking lot design at Palanakila. An
emphasis will be placed on drainage with a rain garden incorporated in the new design and channeling excess water to the drainage system in the corner of the parking lot. Tentative plans will be to reconstruct the structure after the 2nd summer session has ended. Construction that will be done in 3 phases with an estimated 2-3 weeks for completion. New design also include one way traffic.

- **Trees to replant:** Due to the deteriorating state of the banyan trees on campus, a list of new trees that should be proposed based on what is undesirable (edibles/fruit trees, weak branches) and desirable.
  - **Strong wood:** tolerant to strong wind
  - **Easy to grow**
  - **Friendly:** Non-toxic, non-allergenic, non-weedy
  - **Valuable wood/Polynesian plants:** Can be used for furniture, flooring, canoes and carpentry

A list of desirable trees provided by Inge White include Koa, Kamani, Kou, Eucalyptus, Wiliwili, OHia, Manamane, Milo, and Tamarind.

- **Ginger and Heliconia along walkway at Manaleo:** Growing out of control and needs to be trimmed.

- **Jamie Boyd security to Garden Program:** A rash of thefts have been occurring in the garden and other areas of campus. Ideas mentioned were the possibilities of increasing security at night and creating a security both at the entrance of the college. These issues need to be discussed with Rick Murray.

- **Igne White Bioprocessing Training and Production Facility:** It was suggested by the committee that the existing growth of plants be cut back as much as possible.

- **Dog poop sightings:** Piles of poop have been appearing up on campus. An assumption was made that part of the poop may be caused by professional dog walkers who have been seen on campus as well as the “pet friendly” environment of the college (e.g. Vet Tech Programs). Part of the solutions included having bags that people could easily access around campus or proper signage.

**Staff Development (Laura) - Met on 1/15/2016 & 2/5/2016**

- In the process of developing a “Health Hui” to complement the Blue Zones Project
- Have about $6,821 left for individual grants, and a few in the approval process, so apply soon!!
- Upcoming workshops:
  - 2/17/2016 - Financial Planning (2:30 pm in Akoakoa 107/109)
  - 2/18/2016 - Mac Security & Spam Awareness (3:30 pm in Palanakila 124)
  - 2/24/2016 - Cake Pop Expressions Session (2:30 pm in Kuhina 115)
  - 3/8/3016 - SLO Workshop (1:00 pm in Akoakoa 107/109)
  - 4/7/2016 - Plant-based Cooking (3:00 pm in Kuhina 115)
**WebAC (Jody/Laura) Met 1/22/2016**

Set committee goals for the semester:
- Fill web position
- Update Admission page
- Begin transition to Drupal

**WAB (Clayton) – No Meeting**

**New Business**

Tara Severns and Elizabeth Teoli attended the department meeting to share information about library resources and services. They informed the department that LLC is here to support us and our students in any way they can. They asked the department for suggestions on materials the department would like to see in the library. Tara introduced the new interim instructional librarian, Elizabeth Teoli, who is available to provide assistance with instructional resources. A flyer showing links to many services provided by the LLC was also shared with the department.

Department requested the following two resources: Atomic Learning Access (subscription to instructional videos website) and collection of videos on how to use technology such as Windows 10 and Microsoft Office. Tara will look into these requests. She mentioned that if the department of other suggestions, they can always email her.

Department chair asked the members for feedback on updating the departmental ecafe questions since mode is instruction has evolved from simply face to face to other forms such as distance learning and emporium models. *(Update: Based on input from the department members, questions that were face to face course specific were either eliminated, replaced, or modified in addition to combining similar questions. Revised departmental questions (sent via email) are open to interpretation for different mode of instruction and each instructor can add up to 25 questions.)*

Department approval BUS122 to be offered as writing intensive *(1st Laura, 2nd Jody, Vote: 7-0)*

There was a discussion on selecting department chair for next term. It was decided that election will be held via email since two of the full-time members were not present at the meeting. *(Upon my discussion with Jean, she requested that we postpone the voting till our next department meeting)*

**Announcements**

- Make sure to submit your course syllabus to Kevin Morimatsu *(kevkm@hawaii.edu)*
- Post your office hours at [https://windward.hawaii.edu/Site_Maintenance/Hours/index.php](https://windward.hawaii.edu/Site_Maintenance/Hours/index.php)

Meeting Adjourned at 4:06pm