Math & Business Department Meeting Minutes (April 6th, 2016 in Manaopono 107)

Present: Navtej Singh, Jody Storm, Jean Okumura, Vanessa Cole, Clayton Akatsuka, Kevin Takayama, Deacon Hanson, Michael Kato, and Laura Sue.
Guest: Sharon MacQuoid

Approval of Previous Meeting Minutes: Approved as circulated.

Meeting Call to Order at 2:30pm

<table>
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<tr>
<th>Committee Report - Key Items to Share with the Department</th>
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<tr>
<td><strong>AAAC (Johnny) Met on Friday, April 1st</strong></td>
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<tr>
<td>● Frosh Camp (See Handout)</td>
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<td>○ Frosh Camp will on Thursday, August 18, 2016</td>
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<td>○ It is open to all students (transfer and new)</td>
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<td>○ Johnny will be the contact for our department</td>
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<td>○ Lisa Gillis would like to know name of faculty interested in participating?</td>
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<td>○ Kevin, Deacon, and Mike will be interested.</td>
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<td>○ How should we divide our programs/disciplines/participating faculty?</td>
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<td>○ Any room preference? Palanakila 104 and 124, Manaopono 103.</td>
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<td>● UH system will implement New Course Evaluation System beginning Fall 2016. However, WCC will wait till Fall 2017 for full implementation and run a pilot in Spring 2017. In addition to instructors, DC will get detailed evaluation results where as administrator will only have access to meta data. All course evaluation related questions can be directed at Ross Langston since he is our campus representative.</td>
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<td>Department would like to know how was this decision made? Department feels that DCs and administration should not have access to faculty student evaluations unless they choose to share. We need transparency. Our department is strongly against it.</td>
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<td>● Departmental Personnel Committee</td>
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<td>○ DPC voting will be online from now on and link will be open for one week to all tenure and tenure-track faculty.</td>
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<td>○ DPC Procedures Proposal voting will also be conducted soon. Only tenured faculty are eligible to vote.</td>
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<td>○ If approved, DPC exclusion will be exercised by the applicant after the election.</td>
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<td>○ Note that DPC selection will be made public.</td>
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Members of the department raised concerns that with the current proposal excluded DPC member can find out which applicant eliminated him/her. Furthermore, DPC will not be able to conduct honest review since DPC selection will be made public.
- GPS (aka STAR) pilot will be conducted with the Vet Tech, Hawaiian Studies, and ASNS (All concentrations) in Fall 2016. A request was made to allow faculty login as student to see how the system works. Ardis will find out if this option is possible.
- UH System is looking to move to Northwest Accreditation Commission from ACCJC. If a decision is reached it is unclear when this transition will occur.
- Academic Holomua Committee have enough members now.
- Announcements and Dates
  - Commencement is on Friday, May 13 at Koolau Ballroom at 5:30pm
  - Department Chair Survey (Online) available from April 11 through April 15
  - Convocation is on Tuesday, August 16
  - Next AAAC Meeting is on May 6, 2016

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<th>PBC (Johnny) - No Meeting</th>
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<td>Next meeting is scheduled for Friday April 8th</td>
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<td>Reminder that open form is Wednesday from 2:30 - 4pm (overlap our department meeting)</td>
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<td>You may also provide your input via online discussion board.</td>
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<th>IEC (Johnny) Met on Friday, March 18th and Friday, April 4th</th>
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<td>March 18th:</td>
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<td>Reviewed feedback on the discussion board regarding the WCC Mission Statement. Most preferred the current version of the statement. An open forum will be held to discuss the Mission Statement (Location/Time: 1-2p in Kuhina 115 on Monday, 4th).</td>
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<td>Jan reported on criticism of ACCJC by system:</td>
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<td>ACCJC is seeking compliance rather than improvement.</td>
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<td>They are not aligning with WASC.</td>
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<td>They have little transparency</td>
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<td>The college representatives voted to support a transition from ACCJC to another accrediting body. The preference was WASC or Northwestern. The Board of Governors of Community Colleges said they would support a change, but would not initiate a change. If we want to change accrediting bodies John Morton would have to initiate the change to Northwestern or WASC.</td>
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<td>The department chairs are responsible for reporting on standard 2A (academic programs).</td>
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<td>The main feedback from the Student Survey indicated that students would like to go back to having an hour break from classes (around lunch time) to schedule campus events.</td>
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April 4th meeting was canceled since there was no quorum.
Faculty Senate (Laura) - Met on 4/5/2016

- Kelly Acopan (President of WCC ASUH) came to the meeting to discuss OER (Open Education Resources). She shared some slides that were presented at the ACCFSC on 1/15, which included results from a survey at LCC of 987 participants. 55% of students said they decided not to buy a required textbook for a course, and 65% said that textbook costs influence their decision to enroll in a course. She reported that the student caucus met with President Lassner, who is behind the move the OERs, but he stated that instructors still have total control over the type of textbooks they require for their courses. Sarah Sur, WCC’s new head librarian, said that librarians are able and willing to help faculty find free, quality textbooks. We also discussed the “$0 textbook cost”, and there was no current consensus among the departments.

Clayton provided suggestion to hire a bookstore manager with campus fund and make the bookstore non-profit to save student markup money.

- ACCFSC/CCCFSC reports
  - ACCFSC had a GPS (Guided Pathways to Success) presentation by Gary Rodwell. Mentioned that when given a choice of classes to fulfill a requirement, the classes are listed alphabetically. Gary will see if there’s a better way to list the classes. They need to make it obvious to students how they can deviate from the guided pathway if they want to. ACCFSC also discussed HB 1625 (requiring the research units of UH to be able to meet their operating costs through grants).
  - At the CCCFSC meeting, Dave Krupp shared the links on the Higher Education Opportunity Act of 2008 (from Mariko), and no one there (including UHCC VP Morton) was aware of the textbook disclosure provisions in this Act. Dave also shared the feedback he had received regarding the way the developmental education curriculum was being revised. UHCC VP Morton provided an update that none of the bills of concern to UH made it through the process.

- Election results: Jamie Boyd will be Presiding Chair and Desi Poteet will be Recording Chair
- Math & Business representative for next year is invited to the last Faculty Senate meeting of this semester, on Tuesday 5/3 at 1 pm in Palanakila 117


- Approved course modifications:
  - THEA 101 - SLO modification
  - ENG 100X - contact hour modification
  - ENG 23 - prerequisite modification

- Approved course deactivations as of Fall 2016 (5-year review):
  - AG 52, AG 80, AG 82, AG 92V, ARt 208, ART 269C, CHEM 152L, ENG 102, HUM 100, HUM 269V, IS 97C, MUS 122D, PHIL 213, ZOOL 101, ZOOL 106
- FQ recommendation passed to Faculty Senate

**Foundations Board (Jody) No Meeting**

**Distance Ed (Jody) Met on 3/17/2016**

- Elizabeth reported on the system distance ed meeting. Some issues that came up:
  - Distance ed fees are not consistent between campuses. Each campus will look at how they determine fees and report at the next system meeting.
  - Most online courses are not ADA compliant (WCC is about 90% noncompliant). Additional support staff is needed for WCC to become ADA compliant.
  - There needs to be a concise definition for a hybrid course.
  - A 24-hr system tech support is needed.
- It was reported (by Brainfuse) that students who regularly utilize online tutors, such as Brainfuse:
  - Have an 18% greater pass rate than nonusers
  - Are 4% more likely to be retained from semester to semester.
  - Are 15% more likely to graduate on time.
- Still waiting on a response from Ardis regarding Executive policy on Intellectual Property.
- **Action Item:** Poll department to see what the top 5 issues are regarding distance ed (peer evals, student evals, instructor training, no shows ...).

*Department feels that training should be to get students involved in participating in their online classes.*  
*Mike mentioned that there may be a need to create a course that will prepare students to take online courses.*

**UHPA (Deacon) – No Meeting**

**MAPSAC (Deacon) Met on 4/1/2016**

- Doug requested the Master Plan with KYA Design Group be put on hold until a permanent Vice Chancellor for Administrative Services is hired.
- Hui O Koolaupoko presented a proposal for a second rain garden in the Palanakila parking lot. The purpose of the rain garden is to improve the water quality in nearby streams and to ensure rainwater becomes available to plants as ground water. The rain garden would not change the number of parking stalls, would be maintained by Hui O Koolaupoko, and the construction would be free of cost to WCC. The committee unanimously approved the construction of a second rain garden in the Palanakila parking lot.
- Vice Chancellor of Student Affairs, Amy Rozek, is requesting space for a Transfer, Career, and Job Placement Center. The center would
ideally have 3 small offices and 1 large meeting space.

- A question arose on whether MaPSAC should address space allocation for specific programs, such as a career center. A committee member suggested that program needs be vetted through PBC and not MaPSAC. In 2009 the chancellor clarified the function of MaPSAC as space requests and needs beyond 1 year. Historically MaPSAC has looked at recommendations for types of spaces and where they should go. The chair also reminded the committee that they were not recommending a specific space for a career center, but rather an appropriate building where the program should be housed.
- The committee recommended that space in Alakai or Akoakoa be considered as a short term solution for the Transfer, Career, and Job Placement Center. It was further recommended that a permanent space be considered in either Kakoo or Laakea.

- The committee needs a representative from Ke Kumu Pali.
- Update of state hospital land swap: In February the Kaneohe Neighborhood Board met and approved the proposed land swap with the Hawaii State Hospital. The offer remains on the table in the event the hospital’s elderly/mental health center falls through. Student representative, Kelli Acopan, informed the committee that ASUH was in the process of writing a resolution in favor of the land swap to present at the next neighborhood board meeting.

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

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**Creative Media (Mike) Met 3/30/16**

**A. Old Business**

1. **Gaming Showcase progress**: Scheduled for 5/5/16. Gabe will bring in professionals from the gaming community.

2. **IS 142 Gaming course progress**: Gabe submitted proposal to curriculum committee.

3. **Other courses**:
   - a. ART 112 (Intro to Digital Art)
   - b. ART 113D (Intro to Digital Drawing)
   - c. ART 126 (3D Computer Graphics)

4. **Potential CM classroom**: Alaka’i 129 Spring 2017

**B. New Business**

1. **Discussion**: FY17 purchase requests: Prioritize wishlist categories

2. **Proposed degree pathways from UHWO**

3. **Legal Stuff**: Students using copyrighted material, filming on campus, waiver forms, Intellectual Property of students.
   - a. Creative Media related permission forms (access, borrowing, posting files)
   - b. Copyright Issues
   - c. Liability Issues and Permissions
   - d. Equipment Insurance

**C. Announcements**

1. **Stories of Ko‘olaupoko**: Kim would like to create a website containing stories/videos about the history of Ko‘olaupoko. Would like website to serve as a reference for the community.
2. **Delegating for FY17 (Fall 2016):** Renee will possibly be leaving at the end of fall 2016. She suggested sub-committees to handle the responsibilities she is currently involved with.

### Aesthetics (Mike) Met 3/18/16

1. Approve February Minutes
2. Recommend a new Aesthetics Chair
3. **Mural on Campus/Bryce Meyers:** Bryce Myers presented a proposal to the committee to paint a mural (on the dormant wall on Akoakoa) in collaboration with the non-profit group 808 Urban. Issues/ideas that were brought up included:
   - Community involvement (e.g. keiki) painting the mural
   - Cost/Maintenance
   - Paul Nash asked if the mural would be appropriate with the mission of college
   - Joe Ciotti suggested a theme based around the crater that overlooks the wall
   - Transparency in design and planning of mural

### Staff Development (Laura) Met on 4/1/2016

- Awarded 6 more Staff Dev grants, only have enough money for a few more grants
- Upcoming workshops
  - Tues 4/12 @ 2:30 pm - Memory Palace by Nick Logue
  - Fri 4/15 @ 10 am - Financial Planning by James Soong
  - Tues 4/19 @ 2:30 pm - Gamification for Life & Education by Nick Logue
  - Thurs 4/21 @ 3 pm - Plant-Based Cooking Workshop by Alex Hamann
- Screening of the film “The Hunting Ground” on Friday 4/29

### WebAC (Jody/Laura) Met on 4/1/2016

- Looked at a few examples of outsourced designs for community college websites
- Discussed the web/media position.

### WAB (Clayton) – No Meeting

### Old Business

- Jean asked when will be fall 2016 schedule available for students since fall registration begin soon. Johnny will check on that with Carol.
New Business

- Service-Learning (Sharon)
  - Shared her prior experience with service learning from UH Manoa.
  - Shared tutoring opportunity in the community for our students in Math and Accounting.
  - Emphasized that service learning can help student with proper manners and procedures.
  - Distributed brochure with list of organizations that are requesting service learning help.
  - Students will get service learning completion certificate after 20 hours.
  - Sharon also mentioned that should be happy to write recommendation letters for students who completes Service learning.
  - Sharon offered to come to our classes at the beginning of fall semester to talk to students about service learning.

- Committee Assignment for AY2016-17
  - AAAC (Johnny)
  - PBC (Johnny)
  - IEC (Johnny)
  - Distance Ed (Jody)
  - Curriculum (Mike)
  - Foundations Board (Clayton)
  - Faculty Senate (Jody)
  - WebAC (Laura)
  - MAPSAC (Deacon)
  - Aesthetics (Mike)
  - Staff Development (Laura)
  - WAB (Kevin)

Mike made a request to switch to a better office. Johnny will check with admin to find out available space. Johnny also mentioned that we need to allocate space for potential fulltime Math faculty we may hire next year.

Announcements

Please complete your Fall 2015 assessment results so that we can discuss them at our last department meeting.

Meeting Adjourned at 4:36pm