1. Acceptance of Notes from September 18, 2014 meeting
   a. Motion, seconded and accepted unanimously by all present.
2. Assessment Matrix-Jan Lubin
   a. Switch from General Ed AA degree to course assessment. Brian started a program to keep track of course SLOs but we need to figure out how to access it. Psysco-social Development Studies and course SLO matrix to see where they match. That way we can do a course and program assessment at the same time. We need to do one for every single certificate and degree that we have. To do a matrix of everything it is a little unmanageable so we’re doing it by degree and course. Used to align course SLOs and different degrees. Within the form we need to describe how we link the course to the program SLOs and how it relates to common outcomes (General Ed AA degree). If you wanted to, you could assess all three at once: course SLO, Program SLO (Outcomes), General Ed SLOs (GLOs). We should each find a signature assignment that catches everything. Eliminates the need to do different assessments. What is happening with the creation of an assessment database that will measure everything and keep track of the information that is being created. TK20 is an assessment database. Leeward isn’t very happy with it.
   b. We should create matrix soon but the analysis and assessment won’t need to be done until the next of the semester.
3. GLO Assessment-Department Discussion- Discussion about the purpose of GLO assessment. Providing two priorities for GLOs.
   a. Critical Thinking and Creativity-
   b. Global and Cultural Awareness- We’re already providing this. For many courses that are working for these courses they are already providing this. Sociology is basically looking at American culture, hard to fit your course into a specific rubric around cultural awareness. There was a general discussion about how to best include these into the annual report.
4. Furniture Update-Paul and Frank P.-
   a. Went to System Center to look at furniture options, decided on a type of table and chair for classrooms. She will lay it out on an architectural drawing and we can add our wish lists. Next meeting we can learn about bid-specifications and super quotes. In our request for a bid we will furnish all three classrooms, center area, and mixed use classroom. Should we add chairs and office furniture. We should emphasize classroom furniture, including multi-purpose room,
center area and then finally our offices. If we put in bid specifications and someone else comes in lower then we need to accept them.

   a. Request from Ross Langston to teach two vet tech courses in Naauao 104, Animal Sciences 1 and 256. What times? Ultimately it’s Ardis’ call. She will be happy to have them there for this semester. It’s hard for them to get courses within the natural science building. Also is harder to get them office space. We’re fine with them being in there as long as we’re not using this space.
   b. Still need to put in courses for Spring. Need to see FacStaff, course scheduling, then view schedule for Fall 2014, go under general resources and entering the schedule. Brian used to send email with term to change them. Need to communicate with Roy to see the schedule in print. Frank said the Pscyh courses were in and Roy did the FAMR. Need to see why Psych and FAMR courses aren’t listed on the Naauao schedule for other places in Alaka’i. We need to just change the classrooms and make sure that none of the classes overlap.

6. Annual Report-Paul
   a. There is a soft deadline of Oct 15th. Toshi delivered his portion. Kathleen finished and will get it in. Christian will get it done in a week.

7. Foundations update-Christian and Roy
   a. The application wasn’t approved and revisions were suggested. The revisions were made and resubmitted and will be discussed tomorrow at the Foundations Board meeting. Toshi hasn’t gotten a response yet.

8. P-Card Whiteboard purchases-Frank P.

9. Any other topics
   a. Look into getting business cards for people. How to do it and where the money comes from it? Christian will look into it. Ask about including other people.
   b. Mental Health Hui is trying to get into classrooms to do a presentation about reducing stigma and show that mental health exists and help people and give them resource information in the community.