Natural Sciences Department

Minutes of the October 10th, 2014 Meeting

Imiloa 122 9:00-10:30 AM

Members present: Kathleen Baxter, Allison Beale, Joe Ciotti, Sam Craddock, John Kaya, Marvin Kessler, Dave Krupp, Ross Langston, Hongwei Li, Floyd McCoy, Teena Michael, Sean Moroney, Carolyn Naun, David Ringuette, & Inge White

Guests: K.C. Collins (UH Foundation), Andy Li (Facilities), Jan Lubin (Institutional Effectiveness Committee)

Meeting called to order 9:05 AM

1. Approval of Minutes. The minutes of the 9/12/14 meeting were approved unanimously.

2. Spring 2015 Scheduling.
   - New course changes must be made using the change request form
   - Textbook adoptions are due by October 24th. textbook adoption form

3. Title III Grant. Vice Chancellor Eschenburg was unable to make the meeting but will come next time to discuss the new grant which include funding for a child-care center as well as several STEM initiatives (amphitheater, lab conversion for Imiloa 123, remodel for Hale Uluwehi, and a resource specialist position). Overall, the department supports the initiative but would like a chance to read the proposal and would also like administration to describe how the child care center will be funded after grant funding lapses.

4. IEC training (Jan Lubin).

Jan Lubin showed the department how to complete matrices that are designed to show how course- and program SLOs align. Jan will email out a web address for the matrices as well as the SLO website. IEC will also provide training on the forms and analysis sometime in November.

Jan reminded the department that both adjunct- and full-time faculty are expected to complete course-level assessments. A link to the SLO assessment website can be found here. Anyone who has trouble with the form can contact Jan or the DC.

5. Chancellor’s Gala (KC Collins).

KC indicated that the Gala committee prefers to hold the Gala in Akoakoa (rather than Imiloa), as this would allow for a bigger audience and would make it less likely that donors would wander off prematurely. Possible dates for the Gala are March 14th, April 4th, and April 18th (Saturdays).

6. Fire Alarm and Skylight (Andy Li).

Contractors will resume work on the fire alarm and skylight later this month. There are still several leaks associated with the skylight, particularly in the area of the vending machines that need to be repaired. In addition, the existing catwalk (needed to service the skylight) is also in
need of work. Finally, Andy reminded the department that a campus-wide rekeying effort will begin in Spring, 2015.


Please email all required files (including PBC requests) to Ross by 5 PM 10/15/15.

Carolyn Naun has volunteered to serve as third party reviewer for annual reports.

ARPD Deadlines - Data for ARPD reports has not been released yet, however, you may begin entering text at the ARPD WEB SUBMISSION LINK . White, Ringuette, and Kaya are required to submit ARPD reports.

8. PBC requests.

Please submit copies of all PBC requests to Ross by 5 PM 10/15/15. We will rank them by email on Friday 10/17/15.

http://windward.hawaii.edu/ir/PBCouncil/2013/PBC%20Form/PBCForm_9-12-13.pdf

9. Committee Reports.

a) International Education Committee (Ringuette). International Ed week is the second week in November. Faculty should encourage their students to attend.

b) Faculty Senate (McCoy). The department provided input to the senate regarding the dismissal of Dean Richardson. According to Floyd, the Senate will discuss several issues pertaining to his dismissal: 1) How can the 360° and administrative evaluations be improved? 2) Why didn’t the administration have a plan for covering the duties normally provided by Brian before he was discharged?

c) Faculty Senate (Krupp). Dave Krupp briefed the committee on several system-wide initiatives involving the Senate including a) the possibility of having a UH faculty member present within the executive session of the BOR b) the differing roles of the Senate and Union in negotiating with administration and c) the possibility of instituting a “prior learning assessment” in which a student has the opportunity to challenge a comprehensive exam in order to obtain credit for the class.

10. Annual Schedule.

Academic Affairs is requesting that each department create a draft annual schedule of the minimum number of classes typically needed to satisfy program requirements and student needs. Having a schedule in place in advance will allow students to better plan their degrees.

The VCAA provided a rough template that departments should use to create their draft, adding or deleting classes as appropriate. Click here to view the draft and make changes using google docs.

11. Departmental email address and phone number:

The department now has a departmental email address and phone wccnatsi@hawaii.edu; 236-9101. This address and phone number can be transferred between incoming and outgoing department chairs so that contact information on promotional materials related to the ASNS
does not need to be continually updated. If there is interest, the DC may also create a facebook account for the department.

12. PBC Strategic Plan Motions and Third Party Reviewer

The department unanimously approved four motions related to performance outcome funding for the strategic plan. If approved by the PBC and Morton, these motions will increase the proportional weight of STEM success in determining performance outcome funding and will also allow WCC to be credited for transfers to non-UH institutions.

10. Future Meeting Dates:

November 21st
December 12th

Meeting adjourned 10:30 AM

Respectfully submitted by Ross Langston