
Guests: Ardis Eschenberg

1. Approval of Minutes. The minutes of the 11/21/14 meeting were approved unanimously.

2. TCUP Grant (Ardis Eschenberg). WCC will partner with other UH colleges (Manoa, KCC, LCC) to submit a joint proposal for Tribal Colleges and Universities (TCUP) funds. If awarded, the proposal will fund development of programs in the oceanographic and geological sciences. John Rand will be the lead PI and Floyd will coordinate WCC efforts.

3. Windward District Science Fair. The Windward District Science Fair will be held on February 13th. The following faculty have volunteered to offer 45-minute educational activities in their respective fields for middle school and high school students. The activities will be held from 12-3 PM.
   - Letty (Chemistry)
   - Inge (Botany)
   - Joe (Imaginarium)
   - Floyd (Geology)
   - Dani (Veterinary Technology)

In addition, Hongwei, Carolyn, and Teena have volunteered to serve as judges for the science fair.

4. Course Repeatability Option- Course repeatability options were updated for AG 92V (10), AG 192V (10), and ASTR 294V (2).


6. Program Completion Rates. A total of 22 degrees and 40 certificates were awarded in the Natural Sciences area last year. Five programs did not have any graduates. The DC asked the discipline coordinators to offer ideas or strategies for improving completion rates for their respective programs.

7. IBC Requirements for Biological Labs (Reminder). All faculty using biological commodities including yeasts, bacteria, viruses, and transgenic tissues must register with the IBC by December 31st. They must also submit an inventory of biological materials.
8. **Annual Schedule.** The department submitted a draft of the annual schedule to the VC’s office for review.

9. **Summer Scheduling.**
   Scheduling of Summer, 2015 classes will begin soon. Discipline coordinators are asked to submit summer classes via the following link:
   [http://windward.hawaii.edu/Academic_Affairs/Scheduling/Edit_Scheduler.php](http://windward.hawaii.edu/Academic_Affairs/Scheduling/Edit_Scheduler.php)

   Please be aware that lecturers’ names may not be entered until dossiers are submitted and approved. Lecturer dossiers are due on April 1st.

10. **Lecturer Participation in Department Matters.** The VCs office is surveying the departments to determine what criteria are used for allowing adjunct faculty to vote in department matters. In the Natural Sciences department, lectures who are > half-time (= 8 or more credits) are permitted to vote. The NS faculty feels that the policy for each department should be the same and should be based on the faculty contract rather than department preference.

11. **Teaching Equivalencies for mixed LL classes (Addendum to UHCCP #9.237).** The department offered no comments on the addendum.

12. **DC Evaluation Questions & Format.** The evaluation of department chairs may switch from a paper survey to an online survey. The department was asked to provide input on the questions used in the surveys.

13. **Science Olympiad (Krupp).** The Windward District Science Olympiad will be held on February 7th. The Olympiad typically includes 10-12 events. These events are very similar to a lab practicum. Both middle school and high school students will compete. A minimum of two volunteers are needed for each event. Dave Krupp will solicit volunteers by email.

14. **Committee Reports.**

   a. **International Education (Ringuette).** International education week (November 17th-20th) was a great success. Participation more-than-doubled from previous years. Events that included food were particularly popular. The committee would like to encourage more faculty participation in the future.

   b. **Staff Development (Cradock).** HSI is holding an institute on Excellence in Education Day, which would may detract from participation in any WCC activities for that day. Staff Development would like to know how many people plan to attend the HSI event vs. attending a WCC event.

   c. **Faculty Senate (Krupp).**
      i. Online Labs- A proposal has been floated by Hilo to assign a special designation to online laboratory classes (e.g., BIOL 100L would be BIOL 100 OLL). This designation could potentially be used to discriminate against online classes. The NS faculty feel that the decision to create and offer online lab classes should be done on a case-to-case basis.
ii. Symbolic Reasoning Requirement- PHIL 110 will no longer satisfy the symbolic reasoning requirement for the AA degree. In order to satisfy the requirement, students will need to take a math class or PHIL 111 (Intro to Inductive Logic).

15. Future Meeting Dates

February 20th
March 13th
April 17th
May 8th

15. Other important dates:

February 7th (Saturday)- Science Olympiad
February 13th (Friday)- District Science Fair
March 6th (Friday)- Excellence in Education Day
April 1st (Wednesday)- Lecturer Assessments Due
April 18th (Saturday)- Chancellor’s Gala

Meeting adjourned at 10:30 AM

Respectfully submitted by Ross Langston.