Natural Sciences Department

Minutes of the January 16th, 2015 Meeting

Imiloa 122 9:00-10:30 AM

Members Present: Kathleen Baxter, Allison Beale, Joseph Ciotti, Letty Colmenares, Sam Craddock, Chris Guay, Lisa Hayashi, John Kaya, Dave Krupp, Ross Langston, Hongwei Li, Floyd McCoy, Teena Michael, David Ringuette, Inge White

Guests: Sarah Akina (Paipai o Ko'olau)

1. Approval of minutes- The minutes of the 12/12/14 meeting were approved with corrections.

2. Biological Science Class/Lab Needed for summer Pai Pai O’Koolau Program (Sarah Akina)- Paipai o Ko'olau is seeking an instructor to teach a biological sciences lecture and lab during summer session. (Paipai o Ko'olau provides support to students who are residents of Windward O'ahu and have demonstrated financial need). Teena Michael agreed to teach BOT 130, which is a combined lecture/lab class.

3. Class Cancellation Procedures- Members of the department expressed concern about the procedures for cancelling low-enrolled classes. Several faculty believe that the decision to cancel should be made later to allow more time for students to register. They also suggested that students be made aware of the purge and cancellation dates for low enrolled classes so that they can better plan their registrations. Finally, they suggested that the UH administration postpone Banner outages until after registration is complete and that admin perform a statistical analysis of enrollment patterns in order to better choose a date for cancellation of low-enrolled classes.

4. Lecturer Dossier Update- The DC reminded the department that lecturer dossiers are due to the VC’s office by April 1st. Guidelines and a rubric for the dossier can be found at http://windward.hawaii.edu/Lecturers/Assessment/.

5. Program Completion Rates- Discussion postponed.

6. Summer Scheduling- Discussion postponed.

7. Assessment Schedule for Spring, 2015- The DC provided the department with a draft Spring 2015 course assessment schedule provided by Jan Lubin. The department made several corrections. The revised list of courses is below:

| AG 152 | ANSC 271 | GG 214 | PHARM 203 |
| AG 158 | ASTRO 130 | HLTH 125 | PHYS 152L |
| AG 159 | BOT 105 | IS 201 | PHYS 170 |
| ANSC 191 | BOT 205 | IS 260A | PHYS 170L |
| ANSC 151L | CHEM 162 | IS 260B | ZOOL 142 |
| ANSSC 152 | EE 160 | IS 260L | ZOOL 142L |
| ANSC 152L | GG 103 | OCN 101 |
8. **Course Capacity**- Members of the department expressed frustration that the maximum capacity of classes posted in Banner does not always accurately reflect the maximum capacity of the classroom or course. The DC will circulate a copy of the annual schedule during the February meeting so that faculty members can update the maximum capacities of their respective classes.

9. **Garden Area in Imiloa Courtyard**- The department discussed the status of the garden area adjacent to the AEL. It was the consensus of the department that the garden is overgrown and difficult to maintain. The majority of members were in favor of removing the existing plants and converting the area into a pebble courtyard with tables and chairs. The DC contacted Winston Kong, who organized the relocation of most of the existing plants on 2/7/14. The department will discuss the next steps in the February meeting.

10. **ATD Conference (Feb 17th-20th)**- The DC reminded the department that Title III funds were available for faculty to attend the Achieving The Dream (ATD) conference in Baltimore. Please contact Ardis if you are interested.

11. **Frosh Cohort Nat Sci Class**- Joe Ciotti agreed to include Polynesian Voyaging (IS 160) as part of the Freshman Cohort for Fall, 2015.

12. **Imiloa 117 Audiovisual Update**- Much of the AV and computer equipment in Imiloa is old and unreliable. Although there are funds in Title III to upgrade most of the aging equipment, these upgrades will not happen for another two years. In particular, the computer in Imiloa 117 needs replacement. The DC will invite someone from computing services to attend the next meeting to discuss immediate AV and computer needs.

13. **Updated Committee Assignments (Curriculum & Foundations)**
   Sam Craddock will continue to serve on the Curriculum Committee and Hongwei Li will take John Kaya’s place on the Foundations Board.

14. **Science Olympiad (Krupp)**- Dave Krupp reminded the department that the Science Olympiad will be held on Saturday, February 7th. Several faculty and lecturers have volunteered to help with the various events. A total of 12 events are scheduled. Several Imiloa classrooms and labs will be used for the event.

15. **Committee Reports**

   **Faculty Senate (McCoy & Krupp)**-
   a. The majority of the department was in favor of keeping the “N” grade.
   b. A draft MOA between the UHPA and UH Faculty Senate has been circulated by email. The legislature is attempting to add a faculty member to the BOR as a non-voting member. This proposal may be amended to include a community college faculty member as well.
c. John Morton has refined the definition of STEM as it applies to community college programs. Agriculture, Vet Tech, and Nursing will no longer count as STEM fields. This will reduce WCC’s ability to obtain performance-based funding.

16. Future Meeting Dates

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

15. Other important dates:
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