Natural Sciences Department

Minutes of the February 20th, 2015 Meeting

Imiloa 122 9:00-10:30 AM


Guests: K.C. Collins & Mike Tom.

1. Approval of minutes- The minutes of the 1/26/15 meeting were approved unanimously.

2. Chancellor’s Gala (K.C. Collins)- The Chancellor’s Gala, originally scheduled for April, has been postponed until WCC can recruit more ambassadors. Currently, WCC has 13 ambassadors, but 25+ are needed in order to sell a sufficient number of tables for the event. Contact K.C. if you would like to nominate an ambassador.

3. Lecturer Dossier Reminder- Lecturer evaluations are due to the Vice Chancellor’s office by 4:30 PM, April 1st. The next training session is 3/2, 2:30-3:30. Guidelines can be found at the link below:

   http://windward.hawaii.edu/Lecturers/Assessment/

4. Summer Scheduling- Current schedule is 50% of last year. More classes are needed in order to accommodate student need and raise funds for new furniture and equipment. Please use the change request form to add or modify classes. The current scheduling form does not include summer I or summer II options, so please indicate these in the “notes” section.

5. Scheduling of Fall, 2015 classes: Regular Fall scheduling will open until March 6th. After that, faculty will need to use the change request form (see link below) to add, delete, or modify classes.

   http://windward.hawaii.edu/Academic_Affairs/Scheduling/Change_Requests.php

6. Parking and Use of Imiloa Loading Dock: The department discussed the competing needs of faculty parking and loading-dock access. Ross asked the department to PLEASE leave adequate space around the vet tech annex and rear door of Imiloa 105 so as to accommodate frequent deliveries and pick-ups. David Ringuette also requested that department members refrain from curb parking in faculty parking lot as this interferes with delivery of equipment and supplies to Hale Uluwehi. Ross will invite Rick Murray to the next meeting in order to discuss ongoing parking concerns.

7. Classroom Capacity: The DC circulated a copy of the annual schedule so that faculty could indicate the maximum capacity for each class. The completed list will be forwarded to admin in order to ensure efficient scheduling.

8. Program Completion Rates- The department briefly discussed program completion rates. In previous meetings, the D.C. had asked coordinators to present plans for improving the performance of programs with low graduation rates. None have been presented. Among the low-performing degrees is the ASNS. Upon completing the annual review for this program, the D.C. noted that almost 30% of eligible natural science classes were missing from the analysis. Despite this, the majority of majors
appear to be taking insufficient numbers of natural science classes in order to graduate on-time. Several department members speculated that the lack of graduates for the ASNS may also be due to students who transfer to four-year institutions without certifying to graduate. The D.C. will inquire with admin about the application of the “reverse transfer” procedure to the ASNS and present additional data on the ASNS during the next meeting.

9. **Hawaii P-20 Initiative** - Starting this year, students graduating high school in Hawaii will complete the Smarter Balance Assessment (link below). This is an adaptive, computer-based assessment that will evaluate students on their comprehension of English/Language Arts and Mathematics. Students who take the assessment will receive a 1-4 score in both subject areas (where 4 = college ready). It is assumed that the smarter balance assessment will eventually replace the COMPASS test in determining the placement of incoming students into English and Math classes.

http://www.hawaiipublicschools.org/TeachingAndLearning/Testing/StateAssessment/Pages/home.asp

10. **Plans for Imiloa Courtyard** - The Imiloa courtyard has been cleared of brush and debris by Winston Kong. The department plans to cover the area with pebbles/stones similar to those found in the Palanakila courtyard. The D.C. will check with Kevin Ishida to see if additional stones are available. He will also obtain a cost estimate for the required permeable plastic underlayment.

11. **PBC Budget Update** - A total of 47 funding requests have been forwarded to the PBC, including 13 from Natural Sciences department. The Chancellor warned that the sum total of the requests greatly exceeds the funding available and that he is likely to favor “revenue generating” positions (e.g., instructional faculty) when evaluating personnel requests. He also warned that that John Morton may eventually remove the tuition increase for summer classes, which could further reduce the College’s ability to generate discretionary funds.

12. **Imiloa Computers and Audiovisual Equipment** - Mike Tom (Computing Services) was on-hand to answer questions about Imiloa AV equipment. The computer in Imiloa 113 was recently replaced due to an unforeseen hard-drive crash. As a result of the replacement, a few faculty members had to spend valuable class time re-loading their files onto the new computer. Mike Tom said that there was no way to anticipate the failure, but said that computing services would be sure to warn faculty of any equipment changes in the future so that faculty could plan accordingly. Faculty are encouraged to maintain backups of all files kept on classroom computers.

13. **Ecafe** - All course evaluations are turned on. The department can add a questions up until Feb 26th. Faculty who wish to offer a customized evaluation for their online classes should contact Elizabeth Ratliff.

14. **Dean Search** - The search for Division II Dean has been reopened (Jean Okumura Chair). Two finalists were selected for the position during the previous search, however, one accepted a job at another institution and the other was offered the position but declined.

15. **Miscellaneous** -

   a. The department requests additional guidance (FAQ’s or clear guidelines) on the use of the IEC site for uploading the results of SLO assessment. The D.C. will convey this request to the IEC.
the meantime, anyone with questions about the website should contact Ross or Jan Lubin for assistance on uploading their assessment results.

b. The D.C. will inquire with admin about the rationale for removal of the STEM designation from the AG, Vet Assisting, and Veterinary Technology programs.

16. Request for Merit-Based Salary Adjustment- The D.C. emailed all members who were >0.5 FTE in order to provide input on a merit-based salary adjustment request. The members were asked to contact Lara Kong to review the request and provide input to the D.C. via an anonymous online survey. The survey concluded on 3/6.

17. Committee Reports-

   a. Staff Development- Hongwei Li distributed surveys to the faculty in order to identify staff development needs.

18. Future Meeting Dates

   March 13\textsuperscript{th}
   April 17\textsuperscript{th}
   May 8th

15. Other important dates:
   April 1\textsuperscript{st} (Wednesday)- Lecturer Assessments Due
   April 22\textsuperscript{nd} (Wednesday)- Administrative Professional’s Day