Natural Sciences Department Meeting Notes

September 11th, 2015

Imiloa 122 9:00-10:30 AM

Members Present: Allison Beale, Joe Ciotti, Letty Colmenares, Sam Geiling, Lisa Hayashi, Jenny Kelly, Marv Kessler, Dave Krupp, Ross Langston, Hongwei Li, Floyd McCoy, Teena Michael, and Michelle Smith.

Guests: Charles Sasaki

1. Approval of minutes

The minutes of the August 28th meeting were approved as amended.

2. Welcome to Dean Charles Sasaki

The department welcomed Dean Charles Sasaki. Mr. Sasaki is a Fulbright Scholar who previously served as Dean of Arts and Sciences at KCC and also worked as Dean of Academic Advising and Personal Counseling at HPU. He has extensive experience with writing and managing grants in the sciences and was recently awarded an Early Concept Grant for Exploratory Research (NSF). The purpose of the grant is to investigate why students choose to go into STEM fields. A social scientist from KCC will be hired to collect the initial data.

Mr. Sasaki also described other initiatives he is currently working on. These include:

- A Substantive Change Request for an Online/Hybrid Veterinary Assistant Program
- BOR request for provisional-to-established for Vet Tech Degree & ASNS

3. Status of Ag Position (Charles Sasaki)

Dean Sasaki assured the department that agriculture will continue to be part of the curriculum at WCC but said that a new tenure track instructor will not be hired until he has a chance to assess the need for the program. Currently, there are six certificates offered in agriculture. Many of the certificates do not have majors or graduates. There are currently 12 students with declared agriculture majors. The first priority will be to offer needed classes (staffed by lecturers) so that these students can graduate. At some point, admin will create an advisory group to help determine the future of the program. Charles assured the department that Kelly Brennan’s position is secure. CTAR (UH Manoa) will assume the salaries for GoFarm personnel for the next two years.

4. De-conflicting of Spring, 2016 Schedule

Only one conflict was noted (BIOL 100 vs MICRO 130- both scheduled for Imiloa 123). This was resolved by moving BIOL to Imiloa 133.
5. Reminder about Course and Program Learning Outcomes Assessment

Ross reminded the faculty that all program outcomes must be assessed during AY 2015-2016. A list of courses for which SLOs must be assessed was included in the notes of the 8-28-15 meeting.

6. Classification of Courses by Program (Ross)

The previous year’s ARPD report underestimated the number of courses taken by ASNS majors. In part, this is because some courses taken by ASNS students were mistakenly counted as liberal arts courses. Unfortunately, the ARPD system cannot count a course towards more than one degree, even though many DB, DP, and DY courses can be taken by both AA and ASNS majors. Ross distributed a list of courses to the faculty so that they could indicate which degree was most appropriate for each of their courses.

7. Outcomes Assessment Rubric for ASNS

Ross distributed a draft rubric for assessment of the four ASNS program outcomes. During the discussion it was decided that the 3rd and 4th outcomes would be combined and that separate rubrics will be created for each of the three remaining outcomes. It was also decided that the rubrics would only include two categories (“meets outcome” vs. “does not meet outcome”). A draft of the revised rubrics will be distributed at the next meeting.

8. Timeline for submission of ARPD & Departmental Reports

Coordinators for the following programs should submit program reports to ARPD database https://www.hawaii.edu/offices/cc/arpd/ Due Dates: Initial (Oct 15th) Final (Dec 15th)

ASNS (Ross)
Vet Tech (Jenny)
Agripharmatech (Inge or Hongwei)
Agriculture (Charles)

ALL full-time faculty should submit the following materials to Ross by October 5th. These will be included in the 2014-2015 annual report.

Evidence of Quality
Student Learning
Strengths and Areas for Improvement
Resource Sufficiency

Recommendations for Improvement
Analysis of previous action plans
Budget Requests
Supporting Documents

A draft of the previous report can be found at https://windward.hawaii.edu/ir/PBCouncil/2014/PBC%20Form/PBCForm_10-10-14.pdf
9. Correction of PBC Five Year Funding Summary

Beginning this Spring, the PBC will begin tracking the status of budget requests for the previous five years. Ross distributed a draft list for review and asked the faculty to make any corrections or changes directly on the sheet by 9/18/15. The list is currently located in Imiloa 122.

10. Preparation of PBC Requests (Ross)

Please submit draft budget request forms to Ross by October 5th. The forms can be found at the link below. Please do NOT complete the check-boxes individually, as these will be decided by the department.


12. Faculty Senate Representatives

Hongwei is unable to serve on Faculty Senate due to a class conflict. Sam Geiling agreed to fill the vacant seat.

13. Funds for Autoclave Repair (Langston)

The autoclave was recently serviced to resolve a persistent malfunction. Lisa inquired with Admin about obtaining additional funds to cover the cost, however, she was told to pay for it using existing departmental funds. Accordingly, programs using the autoclave (Chemistry, Microbiology, Vet Tech, Anatomy & Physiology, Biology) will be asked to donate ca. $188 from their discipline funds to help cover the cost of the repairs.

14. Community Colleges Bridge to Baccalaureate/LSAMP Proposal (Krupp)

For several years, the UH community colleges have received funding through the Louis Stokes Alliances for Minority Participation (LSAMP). In the past, UH Hilo served as the coordinator for grant submissions, however, it was recently decided that the community colleges should submit their own request. The current initiative focuses on increasing the number of students transferring to four-year colleges, with the goal of obtaining a BS degree. John Rand (KCC) will serve as coordinator. Although NSF doesn’t recognize allied health as STEM, Rand is receptive to including these programs as part of the proposal. Joe Ciotti remarked that the LSAMP program may be a good way to continue the IKE program.

15. Vet Tech Academic Standards (Kelly)

The Veterinary Technology Program will be submitting a proposal to the Curriculum Committee to request that students complete all courses with a “C” grade or better in order to graduate from the program. The department had no comments or concerns.
14. Committee Reports

Faculty Senate (Krupp, McCoy)- Dave Krupp was reelected co-chair of the All Campus Council. Recent discussions included concerns about the quality of online labs and the financial status of various campuses (CC’s are in good shape whereas Manoa is not). UH is also working on strengthening ties with Kamehameha schools to create place-based education.

Staff Development (Geiling)- The committee is collecting garage sale items for Hoolaulea. Chancellor Dykstra recently increased staff development funding from 12-14K. All faculty, staff, and lecturers are eligible to apply. Anyone interested should visit the link below to download an application

https://windward.hawaii.edu/Committees/Staff_Development/Grants.php

15. Miscellaneous

- The World Conservation Congress will be held in Hawaii in September, 2016. Those teaching environmental classes may want to consider ways to align their classes with topics to be discussed at the congress.
- The department asked about the status of the renovations to be completed under title III (Hale Uluwehi renovation and Imiloa 123 conversion). Ross will inquire with Ardis.

16. Meeting Dates for Fall, 2015 Semester:

October 9th  November 13th  December 11th

Meeting adjourned at 10:45 AM

Respectfully submitted by Ross Langston