Natural Sciences Department Meeting Minutes
January 22nd, 2016
Imiloa 122 8:30-10:00 AM


Guests: Charles Sasaki, Dean of Division II & Johnny Singh, Chair of Math and Business

1. Approval of minutes from 12/11/16 meeting: The minutes were approved unanimously.

2. Updated Schedule for Science Fair Activities (1/29/16): The DC distributed the final schedule for the science fair activities to be held on Friday, 1/29/16.

<table>
<thead>
<tr>
<th></th>
<th>12:15 – 12:55</th>
<th>1:00 – 1:40</th>
<th>1:45 – 2:25</th>
<th>2:30 – 3:00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Imaginarium</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Groups 1, 2, 3</td>
<td>Groups 4, 5, 6</td>
<td>Groups 7, 8</td>
<td></td>
</tr>
<tr>
<td>Floyd McCoy (Geology)</td>
<td>Group 4 (Imi 113)</td>
<td>Group 7 (Imi 113)</td>
<td>Group 1 (Imi 113)</td>
<td>Group 5 (Imi 113)</td>
</tr>
<tr>
<td>Letty Colmenares &amp; Chris Guay (Chemistry is Fun)</td>
<td>Group 5 (Imi 111)</td>
<td>Group 8 (Imi 111)</td>
<td>Group 2,6 (Imi 111)</td>
<td>Group 1,7 (Imi 111)</td>
</tr>
<tr>
<td>Hongwei Li (Agripharmatech)</td>
<td>Group 6 (Imiloa 106)</td>
<td>Group 1 (Imiloa 106)</td>
<td>Group 3 (Imiloa 106)</td>
<td>Group 2,8 (Imiloa 106)</td>
</tr>
<tr>
<td>David Krupp (Environmental Science)</td>
<td>Group 7 (Imiloa 123)</td>
<td>Group 2 (Imiloa 123)</td>
<td>Group 4 (Imiloa 123)</td>
<td>Group 3,6 (Imiloa 123)</td>
</tr>
<tr>
<td>Svenja Munar Castaneda (Veterinary Technology)</td>
<td>Group 8 (Imiloa 1)</td>
<td>Group 3 (Imiloa 1)</td>
<td>Group 5 (Imiloa 1)</td>
<td>Group 4 (Imiloa 1)</td>
</tr>
</tbody>
</table>

3. Proxy for 1/29/16 PBC Meeting: Floyd McCoy agreed to serve as proxy for Ross Langston at the upcoming PBC meeting, since Ross will be teaching the ANSC 142 laboratory on Maui.

4. ASNS Articulation with HPU: Ross has been working with David Horgen at HPU to create an articulation agreement which will allow ASNS graduates to transfer to HPU after graduation. A draft of the agreement was circulated by email.

5. Overdue Assessments: The following SLO assessments were scheduled to be completed in Fall, 2015. Please complete these assessments ASAP and submit them to the IRO website at http://iroppe.windward.hawaii.edu/assessment/

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 140</td>
<td>ASTR 110L</td>
<td>BOT 101</td>
<td>GG 101</td>
</tr>
<tr>
<td>ANSC 142</td>
<td>ASTR 130</td>
<td>BOT 160</td>
<td>GG 210</td>
</tr>
<tr>
<td>ANSC 142L</td>
<td>BIOC 141</td>
<td>CHEM 151</td>
<td>SCI 160</td>
</tr>
<tr>
<td>ANSC 253</td>
<td>BIOL 171</td>
<td>CHEM 151L</td>
<td>MICR 130</td>
</tr>
<tr>
<td>ANSC 261</td>
<td>BIOL 171L</td>
<td>CHEM 161L</td>
<td>MICR 140</td>
</tr>
<tr>
<td>ANSC 261L</td>
<td>BIOL 275</td>
<td>CHEM 272</td>
<td>PHYS 151L</td>
</tr>
<tr>
<td>ASTR 110</td>
<td>BIOL 275L</td>
<td>CHEM 272L</td>
<td></td>
</tr>
</tbody>
</table>
6. **New Assessments for SP 2016:** The following courses are scheduled to be assessed during the Spring, 2016 semester.

   ANSC 151  | AQUA 201  | OCN 120  
   ANSC 152  | BIOL 100  | PHYS 152  
   ANSC 162  | BIOL 100L | PHYS 152L  
   ANSC 162L | BIOL 172  | PHYS 170  
   ANSC 266  | BIOL 172L | PHYS 170  
   ANSC 290  | CHEM 161  

7. **Imiloa 122 AV (McCoy):** The department agreed to have a digital monitor installed in Imiloa 122 to take the place of the aging video projector. The installation will necessitate the removal of the old couch, which will be discarded.

8. **Lecturer Evaluation Workshops:** Lecturer assessments are due by April 1st, 2016. All lecturers should plan to attend one of the lecturer evaluation workshops (below) so that they can receive guidance in preparing their dossiers.

   - Wednesday, February 3 at 5pm in Alakaʻi 118
   - Tuesday, February 9 at 2:30pm in Alakaʻi 118
   - Friday, March 18 at 10am in Alakaʻi 118

9. **No Eating/Drinking Policy for Laboratories:** The DC asked all department members to adhere to the no eating and drinking policy for all laboratory rooms. This will help to ensure compliance with EHSO regulations, which classify all laboratories where microbiological organisms are used as BSL 2 labs.

10. **Preferred Name Policy:** UH system has submitted a memo to all departments asking faculty to refer to students by their preferred names rather than the official names on the class roster.

11. **Should WCC bring back the MWF schedule?** BOR is looking at classroom use efficiency. The current MW/TR schedule means that many classrooms are entirely vacant on Fridays. BOR may hold back capital improvement funds if classrooms are not used on Fridays. Faculty are urged to consider scheduling labs and hybrid classes on Fridays in order to fill-out the Friday schedule. Another option is to reinstate a MWF schedule, although this would create conflicts with various campus meetings.

12. **Archival of Infrequently Taught Classes:** The DC circulated a final draft of infrequently offered classes for faculty review. These classes will be archived at the end of the 2015-2016 academic year.

   AG 45, 52, 80, 82, 171  | MET 101L  
   AS 101, 201  | NREM 250  
   ASTR 294V  | OCN 220  
   BIOL 171B  | SCI 121, 122, 123, 124,197  
   CHEM 152L  | SSCI 297  
   GEOG 122  | ZOOL 101, 105, 106  

13. **Summer Lecturers:** Lecturers scheduled to teach summer classes are asked to submit a memo to Carol Okimi indicating their intent to teach during summer. They will also need to submit their lecturer evaluation before their name can be added to banner.
14. **Maximum Teaching Load (Langston):** 9-month faculty are asked to adhere to a maximum teaching load of 28 TE when scheduling classes for future semesters. Scheduling of excessive overload should be avoided.

15. **AG Update (Sasaki):** Dean Sasaki reaffirmed the College’s commitment to Agricultural education, but said that the program would have to be substantially revised in order to meet workforce needs. Kelly Brennan is currently teaching all Ag classes. Two students graduated last semester. After the remaining students graduate, most of the existing program courses will be stopped out. Charles will be holding an advisory meeting in February to determine the future direction of the program.

16. **ASNS Modifications (Sasaki & Singh):** The Math/Business department will be submitting a proposal to add a computer science concentration to the ASNS during AY 2016-2017. This will bring WCC in line with the other CC’s, many of which have already added a computer science concentration. All of the computer science classes required for the concentration are already taught at the College, so no new classes would need to be developed. Students would be required to take CHEM and PHYS classes, and Dean Sasaki assured the department that this would be a legitimate STEM degree. If approved, the changes would take effect for AY 2017-2018. The department was agreeable to the proposed change, though some faculty questioned why WCC was always required to fall in-line with changes instituted by other campuses.

17. **Grants (Sasaki):**

   a. **Bridges to Baccalaureate:** Dean Sasaki is working with Dave Krupp on the LSAMP/ Bridges to Baccalaureate grant. The purpose of this grant is to give undergraduate students experience with scientific research.

   b. **AANAPISI Grant:** The College was recently awarded an AANAPISI grant to improve and expand WCC’s capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

   c. **TCUP Grant:** The College is applying for another PAIGE grant to establish partnerships for geoscience education.

   d. **USDA Grant for Biomass Gasification (Guay):** Chris Guay is working with Dean Sasaki to submit a grant to lease a biomass gasification generator which will be used for sustainability-based classes. If funded, the grant would yield $150,00/yr for two years, which would be used to lease the generator from a German company. The generator could be used as backup power for Imiloa and Vet Tech, but would need to be located in an unobtrusive area to reduce noise pollution (approx. 50 dB). The processor would be able to utilize several types of green waste including mangrove. Chris is working on obtaining additional funding to purchase or lease pelletizing equipment which will be needed to process wood prior to gasification.

   e. **Vet Tech Outreach Grant:** The College recently received grant funding for Animal Science faculty to travel to South Carolina to learn how to create outreach materials for the vet tech program.
18. Vet Assisting & Veterinary Technology (Sasaki):

   a. ACCJC recently approved a substantive change that will allow veterinary assisting classes to be taught on Maui. Lectures will be taught using DE and Hybrid formats whereas labs will be taught as fast-track classes on the UH Maui College campus and at Maui Humane Society.

   b. We are submitting a proposal to the BOR to move the AS in Veterinary Technology from “provisional” to “established” status.

19. APT Positions (Sasaki): Nyan has been hired as a full-time APT for AY 2015-2016, however, this is only a temporary position. Faculty are encouraged to ask Nyan to help with their classes so that we can justify continuation of the position. In future, APTs will be cross-trained so that can cover a variety of positions.

20. Committee Reports

   a. Faculty Senate (Geiling):
      
      i. Digital Contract Renewals: FS is asking whether department support digital contract renewals and lecturer evaluations. The proposal will allow reviewers more flexibility in their evaluations. Overall, the union is in favor of the proposal, assuming concerns about document security and confidentiality can be addressed. The NS faculty were in favor of the proposal.

      ii. $ designation: FS and the curriculum committee is encouraging those who teach courses with a substantial sustainability component to apply for an “$” designation. Anyone who is interested in applying for the designation should visit https://windward.hawaii.edu/Committees/Sustainability_Curriculum/ or contact committee chair, Christian Palmer.

   b. Foundations Board (Jenny Kelly): Foundations Symbolic Reasoning (FS) designations have been renewed for ICS 141 (Discrete Mathematics for Computer Science I) and ICS 241 (Discrete Mathematics for Computer Science II). At the February 15th meeting, the committee will evaluate foundations designations for ART 175-176 (Survey of Global Art I-II). Contact Jenny Kelly with any comments or concerns.

   c. Aesthetics (Ciotti): A proposal has been submitted from the Rian Garden consultants to renovate the Palanakila parking lot. The proposal would adjust the landscaping and structure of medians, but would not affect the number of spaces. It was recommended that the proposal be forwarded to MAPSAC.

   d. ACCFSC (Krupp): The eCafe survey is being substantially revised to provide more meaningful input to course instructors. In addition to revamping the question database, aggregate results from the surveys will be automatically distributed to higher-ups (either DC or Dean). The system continues to encourage faculty to utilize open-access educational resources in lieu of expensive textbooks.

   e. HPLC Equipment (Colmenares): Letty will be withdrawing her PBC request for HPLC equipment as she expects this can be purchased with INBRE funds.
21. Meeting Dates for Spring, 2016 Semester

March 18th
April 22nd
May 6th

Meeting Adjourned at 10:00 AM.
Submitted respectfully by Ross Langston.