Members Present: Allison Beale, Joe Ciotti, Letty Colmenares, Sam Geiling, Jenny Kelly, Dave Krupp, Ross Langston, & Teena Michaels

Guests: Sharon Maqoid (Service Learning), Ellen Ishida-Babineau & Malia Kong (GPS), Tara Severns (Library)

1. Approval of minutes from 1/22/16 meeting: The minutes were approved as amended.

2. Science Fair Activities & Science Olympiad Wrap-up: The department hosted another successful Science Olympiad and also hosted several schools as part of the regional science fair. Unfortunately, the Science Fair activities coincided with other K-12 outreach initiatives, which meant that many faculty could not attend. In the future, we will ask if DOE schools can coordinate to make sure outreach activities are not held on the same day.

3. Suggestion for setting future agendas and department notes: Ross suggested that the department use a google document to draft future meeting agendas and allow for editing of meeting notes. The members present agreed unanimously.


5. ASNS Articulation with HPU- Ross and Charles will be meeting with Dave Horgen to discuss a proposed WCC-HPU articulation agreement on 3/2 at 2 pm in Imiloa 122. Interested faculty are encouraged to attend.

6. Overdue Assessments: The following course-level assessments are overdue and should be completed ASAP. Please submit your completed assessments to http://iroppe.windward.hawaii.edu/assessment/. Any faculty or lecturers that require assistance with their assessment should contact Ross.

   - ANSC 140
   - ANSC 253
   - ANSC 261
   - ANSC 261L
   - ASTR 130
   - BIOC 141
   - BIOL 171
   - BIOL 171L
   - BIOL 275
   - BIOL 275L
   - BOT 101
   - BOT 160
   - CHEM 161L
   - CHEM 272
   - CHEM 272L
   - GG 101
   - GG 210
   - SCI 160
   - MICR 130
   - MICR 140
   - PHYS 151
   - PHYS 151L

7. Reminder about New Assessments for SP 2016:

   - ANSC 151
   - ANSC 152
   - ANSC 162
   - ANSC 162L
   - ANSC 262
   - ANSC 290
   - AQUA 201
   - BIOL 100
   - BIOL 100L
   - BIOL 172
   - BIOL 172L
   - CHEM 161
   - OCN 120
   - PHYS 152
   - PHYS 152L
   - PHYS 170
   - PHYS 170L

All assessments should be submitted to http://iroppe.windward.hawaii.edu/assessment/
8. **Lecturer Evaluations**: Lecturers are required to submit evaluations by April 1st. All lecturers are encouraged to attend a lecturer evaluation workshop. The next one is on Friday, March 18 at 10 am in Alaka‘i 118.

9. **Providing Input on the Draft Strategic Plan (Geiling)**: Faculty Senate and the College departments have been provided with a rough draft of the new strategic plan/strategic directions. Some sub-committee additions (e.g., creation of a tuition threshold and free tuition) would be difficult to implement without negatively impacting the budget. It was suggested that WCC reduce summer tuition to normal levels to encourage more summer enrollment. Please let Sam know ASAP if you have any further input on the strategic plan.

10. **Service Learning Opportunities**: Sharon MaQoid (Service Learning Coordinator) briefed NS members on the various service-learning opportunities currently available to students and encouraged faculty to consider creating SL opportunities for their own classes. Current SL opportunities include internships at the Museum of Art, Hina Mauka, and others. Faculty can encourage service learning by offering extra credit or by allowing students to substitute service learning for other tasks or assessments in their syllabus.

11. **Assessment of the ASNS for SP 2016 (Langston)**: The program learning outcomes for the ASNS need to be assessed this semester in order to submit for the fall ARPD. The department agreed that the assessment should focus on classes that are common to all concentrations (e.g., PHYS 152/152L and CHEM 161/161L). Ross will present an updated draft of the assessment rubric to the faculty at the next meeting and work with instructors of these courses to implement the assessments for Spring, 2016.

12. **Guided Pathway System (GPS)**: Malia Kong and Ellen Ishida-Babineau briefed the department on the new GPS system which will be used to advise students and help keep them on-track for their various degree and certificate pathways. As part of their presentation, they dispersed copies of program sheets (created by Patti Chong) which will be used as the basis for the respective pathways. Currently, the following programs are being added to the pathway system: AS in Vet Tech, CA in Veterinary Assisting, ASNS, CA in Agripharmatech, & AA in Hawaiian Studies. Some department members expressed concern that faculty were contacted too late to provide meaningful input. Others were concerned that the paths may be too rigid and discourage students from taking classes which are off-path. Letty was concerned that some requirements of the ASNS pathway were inaccurate. Ellen and Malia stressed that they are still working out the kinks. They encouraged all faculty to review the pathways and program sheets and let them know if there are any errors so the pathway can be updated.

13. **Librarian Visit**: Tara and Liz visited the department to remind them of the various library services available to faculty and students. Liz is the new interim-instructional librarian. A new head librarian will be hired soon. Tara reminded the faculty that funds are available to purchase new library books for each discipline. In order to receive the funds, they ask that interested faculty members visit the library and help them to weed-out obsolete references in their respective disciplines. Tara also reminded the faculty that she is available to teach students about information literacy and how to properly conduct a literature review for STEM classes. Dave Krupp asked if the library would consider expanding access to online journals, similar to UHM. Tara replied that online journal access is costly, and that only a limited amount of funds were available for library resources. If faculty or students need a reference that is not available through the WCC system, they should contact Tara or one of the other librarians who have greater online access or can request the needed reference through interlibrary loan.

14. **Committee Reports**
   a. **Distance Education (Allison)**: Alex and Elizabeth are developing templates for development of future online courses. Allison warned that future online courses may have to follow a prescribed format. Allison also suggested that WCC create a clearly-defined policy which identifies that the creator of online content retains ownership of the content, providing it was not developed with grant funds (in which case, the College would retain ownership of the curriculum). This will ensure that the College does not improperly commandeer curriculum designed by lecturers on their own time.
b. **Staff Development (Sam):** The SD committee is hosting another SLO assessment workshop on March 8\(^{th}\). Attendance at the workshops has been low, despite the fact that several faculty and lecturers have overdue assessments. Anyone who has questions about the assessment process is encouraged to attend the workshops.

c. **Faculty Senate (Sam, Krupp):**
   
i. FS has expressed concern with the lack of communication between the state hospital and College regarding the periodic escapes (aka “elopements”) of patients. The department felt that all members of the College should be notified of any future elopements promptly via email and that a photo of the escapee should be included in the email.
   
ii. S Designation-
   
iii. Concerns w/ Open Access Resources-

15. **Remaining Meeting Dates for Spring, 2016 Semester**
   
March 18th
   
April 22nd
   
May 6th