Minutes of the Language Arts Department Meeting  
Friday, November 19, 2004 in Manaleo 116,  

Present, Libby Young, Aileen Yim, Robert Barclay, Jean Shibuya  

A. The meeting was called to order at 12:45 by Libby Young.  
B. Minutes of the 11/4/04 meeting were accepted as submitted.  

C. Reports  
   1. Faculty Senate—Aileen Yim  
      a. Four new physics courses were approved.  
      b. Chancellor Englert wants UH-M to focus on the last two years of undergraduate education; this might result in the community colleges having more freshman and sophomore classes and students.  
      c. According to the Council of Faculty Senate Chairs, students may be using the Banner format to search on other campuses for a course that does not have prerequisites in order to avoid that course, with prerequisites, on their home campus.  
   2. Budget Committee—Libby Young  
      a. Answers to questions from the previous Language Arts meeting.  
         1. What is the amount for assigned time?  
            There is a pool of money whose sum is not determined from which assigned time is allocated.  
         2. How can we use Wo Champions money at WCC? WCC could request the funds. Many faculty do not understand how it is used. WILD activities on campus were funded from the Wo Fund. Louise Pagotto is the overall coordinator of the Fund.  
            Aileen Yim will ask Senator Paul Briggs, Staff Development Chair, to provide information on how Wo Fund distributions can be requested.  
      b. WCC’s budget priorities are Technical Support and Critical Infrastructure; there are three other items (of lesser priority) in the budget request listing (distributed the previous LA meeting). When new initiatives are proposed, there must be justification for the requests.  
      c. Alan Ragains submitted his concerns in writing that there is no systematic and consistent policy for sabbatical leaves. The sabbatical review committee reports to the chancellor.  
            Robert Barclay suggested that the Staff Development Committee work toward providing faculty (or a Sabbatical Committee) with options and guidance regarding applying for and structuring sabbaticals.  
      d. At WCC there are individual UH foundation accounts for specific uses. Inquiries can be made to KC Collins, development officer, who keeps the list and amounts. There is an account for staff development. Aileen Yim asked if we could find out if the staff development committee has access to the fund, and whether there could be an amount announced at the beginning of the school year so the committee could make a budget early.  

The meeting was adjourned at 1:30 p.m.  
Submitted by Jean Shibuya