Minutes of the Language Arts Department Meeting
August 17, 2005
9:30-10:30 a.m. Manaleo 116

Present: Robert Barclay, Marilyn Bauer, Kathleen Doss, Satoko Dung, Sherre Ftaclas, Ellen Ishida-Babineau, Frank Mattos, Kalani Meincke, Wendy Pollitt, Jean Shibuya, Ishamael Stagner, Laurie Tomchak, Lance Uyeda, Libby Young
Guest: Jerry Levinson

The meeting was called to order at 9:40 a.m. by Department Chair Ellen Ishida-Babineau. Members of the department introduced themselves.

Reports
a. DC Meeting
1. Fall 2005: 217 courses, 69 filled as of 8/12/05 (Fall 2004: 211 courses); 1,457 enrolled as of 8/12/05 (paid)
2. Assigned time completion reports are due August 26.
3. Travel requests:
   Submit paperwork in a timely manner, at least two weeks prior to travel is preferred.
   Go on-line to fill out the profile form if G-funds are to be used.
   Preparer: mattose kkiyono, or lkong
4. The budget allocation for Language Arts is $700. Submit your requests by September 1.
5. LA department has five hours of student help per week.

b. Faculty Senate: Kalani Meinecke is the LA senator; Laurie Tomchak is the recording secretary of the Senate.

c. CAAC: Frank Mattos is the LA representative.

d. Budget Committee: Libby Young is the LA representative. This committee is mandated by the AACJC for accreditation. Its purpose is to give input by faculty, staff, and students. The final draft of the policy is due in mid-September.

Old Business
1. Those who have not turned in their proposed spring schedule should do so by August 26.
2. Summer session: think of courses that will attract students. Twenty per cent of the department income will be given to the department.

New Business
2. Submit department goals for AY 2005-2006 by September 1. These goals will be mentioned in the 2006 End of the Year Report.

LA meetings will meet approximately twice a month on Thursdays from 12:40 to 1:20 in Manaleo 116.
Ellen will make sure that all lecturers are on the school facstaff e-mail list.
Announcements

1. Jerry Levinson is in charge of scheduling courses on Banner. He noted that many pre-requisites are incorrect. He will ask the CAAC to deal with this problem. He asked that departments look at their courses to consider course titles (30 letters allowed) and pre-requisites.

2. Jean Shibuya is the TLC coordinator. She announced that Hester Young is returning to be the resource teacher for Fall semester. She is available 19 hours a week.

3. Kalani Meinecke attended the NISOD conference in Austin this summer. He distributed materials from sessions he attended and suggested that Don Fraser from Durham College in Ontario might be a good person to have as a speaker for future staff development programs.

4. Robert Barclay asked that teachers help solicit campus stories for the Jubilee issue of Rainbird. The deadline is Sept. 23 for prose and Oct. 3 for art work.

LA meetings for next month will be on September 8 and 22.
The meeting was adjourned at 10:30.

submitted by Jean Shibuya