Minutes of the Language Arts Department Meeting  
September 8, 2005  
12:40-1:20 p.m. Manaleo 101

Present: Robert Barclay, Marilyn Bauer, Kathleen Doss, Satoko Dung, Sherre Ftaclas, Ellen Ishida-Babineau, Kalani Meinecke, Wendy Pollitt, Jean Shibuya, Ishmael Stagner, Lance Uyeda, Libby Young, Alan Ragains

Excused: Laurie Tomchak, Frank Mattos,

I. The meeting was called to order at 12:40 p.m.

II. Minutes of August 17, 2005 meeting approved with the following corrections:
   Meincke corrected to Meinecke; Ishmael corrected to Ishmael

III. Reports
   A. DC Meeting: None. Next DC meeting scheduled for September 15, 2005.
   B. Faculty Senate: Senator Kalani Meinecke reported that:
      1. WCC is on warning by AACJC; Kapiolani CC, Leeward CC, Kauai CC are off warning.
      2. Interviews for new UH president are planned for January/February
   C. CAAC: Curriculum Review has begun. Each department needs to look at the Master Course List. The purpose is to delete courses that have not been offered since 1995, add back courses that were inadvertently deleted, and modify course student learning outcomes for courses that have not been offered but need to be updated. A form was given to all department chairs and CAAC representatives. Deadline for report is October 7, 2005. Faculty are asked to look at the list and identify these courses so action can be taken.
   D. Budget; no report

IV. Old Business
   A. Since no discipline representative requested a portion of the Language Arts $700.00 budget allocation, any requests for funds will be first-come, first-served and will be charged to the English account.
   B. Alan Ragains presented a strong case for maintaining 75-minute class sessions for Speech courses. The following motion was unanimously approved by the department: *The Language Arts department supports the teaching of speech classes in the 1 hour, 15 minute format as a matter of curriculum.* This motion will be presented to the Dean of Instruction.
   C. Instructor vacancies: With the retirement of Jean Hanna and Aileen Yim, we have two full-time positions open. Given the data provided by the DOI office, the department voted to fill Aileen’s position with an individual who can teach remedial, developmental reading and writing, as well as study skills and create two half-time positions: Japanese and English composition/literature. A memo will be sent to the DOI office.
   D. Strategic Planning Committee: As a result of accreditation, the strategic planning committee will now be a standing committee under the chancellors’s office.

V. Announcements
   1. The Student Literature Competition material will be made available soon.
   2. Robert reminded everyone about the *Rainbird* deadlines to submit material.

VI. The meeting was adjourned at 1:25 p.m.

Recorded by Ellen Ishida-Babineau