Minutes of the Language Arts Department Meeting
February 23, 2006
12:40-1:25 in Palanakila 122

Present: Libby Young, Jean Shibuya, Frank Mattos, Alan Ragains, Robert Barclay, Laurie Tomchak, Reid Sunahara, Franny Oliver, Jody Helfand, Lillian Cunningham, Satoko Dung, Kathleen Doss, and Ellen Ishida-Babineau
Guests: Paul Field (ALO) and Linka Mullikin (DOI)

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

II. Minutes of February 9, 2006 approved with the following correction: Reid Sanakaro to Reid Sunahara

III. Guests:
Paul Field and Linka Mullikin shared with the department the Progress Visit Team Report for Windward Community College. Several points were made:
1. The college needs to continue working on course SLOs; instead of 20% of courses each year for five years, the IEC is speeding up the timetable and attempting to have all course SLOs completed this academic year.
2. Everyone on this campus needs to be knowledgeable about our program review policies, the planning and budgeting cycle, etc.

IV. Reports
A. DC Meeting:
   1. Ellen IB reported that the department has not spend its $700.00 allocation thus far; $654.00 from summer school profits has been added to the total allocation. Action: submit information on items that might be purchased with this money. At the next meeting, we will prioritize them if necessary.
   2. The department agreed that the one-week late registration policy be enforced.
B. Faculty Senate: Laurie Tomchak reported: two surveys are being conducted by Manoa—a morale survey at all campuses and a facilities survey at Manoa; and a discussion about ITS coming under Manoa instead of the UH system.
C. CAAC: Frank Mattos reported the approval of the following:
   1. Course modifications: Math 111, ISC 101, BUSN 20B (from OAT 20B), BUSN 89 (from OAT 025B), BUSN 121 (from OAT 21 B, C, D), BUSN 188 (from BUS 55), BUSN 193V (from OAT 093V).
   2. New course addition: BUSN 166 and MATH 112.
D. Budget: Libby Y. distributed the Biennium Budget Requests.

V. Old Business
A. The proposed course outline template: no further suggestions.
B. There were no responses to the Foundations Wishlist.

VI. New Business
A. Summer school revenues and department allocation for the year totals $1,354.00. By the next meeting, send possible items to purchase. At the upcoming meeting, we will prioritize items if necessary.

VII. Announcements
A. Lillian announced the Kooser visit and workshop in the Fall; perhaps some of the department monies can help subsidize this event. Help will be welcome.

VIII. Meeting adjourned at 1:25 p.m.

Submitted by Ellen Ishida-Babineau