Minutes of the Language Arts Department Meeting
March 9, 2006
12:40-1:00 in Manaleo 116

Present: Libby Young, Jean Shibuya, Frank Mattos, Alan Ragains, Robert Barclay, Laurie Tomchak, Reid Sunahara, Satoko Dung, Kathleen Doss, Kalani Meinecke, and Ellen Ishida-Babineau

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

II. Minutes of February 23, 2006 approved.

III. Reports
A. DC Meeting:
   1. Ellen IB reported that our Institutional Researchers, Jeff Hunt and Scott Masuno, will be providing some data soon.

B. Faculty Senate:
   1. Kalani Meinecke reported that the revised Budget Committee is seeking new members. Assigned time is being offered as an incentive.
   2. Meinecke also reported that by this summer we will know what the legislature might grant us in terms of funding the new library/TLC and our increasing electric bill.
   3. Lastly, Meinecke reported that faculty members are being sought to fill three positions: two Faculty Senate Chairs (the Presiding Chair and the Recording or Correspondence Chair, each to receive "one" credit of release time per term) and for the election of the Curriculum Committee (CAAC) Chair (to receive "three" credits of release time per term). Interested faculty should contact Phil Hagstrom

C. CAAC:
   1. Jean Shibuya reported that the Faculty Senate approved 51 courses for deletion from the catalog.

D. Budget:
   1. Libby Young reported that we might lean soon if the legislature will release design funding for the library/TLC.

IV. Old Business:
A. Ellen IB reminded faculty that SLOs for all courses still need to be created. The deadline is April 1, but we might anticipate having just a little longer. Additionally, Ellen threw down the challenge that we beat the Math Department in completing our SLOs.

V. New Business:
A. Alan expressed his desire to have the department purchase a video recorder, which might cost between $700 and $1000. He intends to consult with Elizabeth Ratliff regarding further specifics.

B. Ellen IB shared Franny Oliver’s desire to have the department purchase a $60 Wireless Presentation Remote Control. Ellen also expressed her concern as to who might take command of insuring the safe-keeping of such a small device.

C. A discussion of Lillian Cunningham’s request for money to support Poet Ted Kooser’s visit identified the budgetary imperative of spending the money within the Fall 06 semester. Cunningham will be forthcoming with more information.

VI. Announcements:
A. Ellen IB announced that faculty salary data is available; document will be routed.
B. Ellen also announced that the March 28 assessment workshop may change from a full day to a half day event.
C. Libby announced that Governor Lingle will speak at Windward as part of Women’s History Month. Her speech will take place on March 23 in Paliku theatre.

The meeting adjourned at 1:00 p.m.
Faithfully submitted by Robert Barclay