Language Arts Department
January 20, 2012 Meeting Minutes

Present: Robert Barclay, Desi Poteet, Jenny Webster, Lance Uyeda, Mary Lewis, Timothy Cubero, Annette Priesman, Laurie Tomchak, Mary Segura, Jean Shibuya, Jill Dahlman, Kalani Meinecke, and Libby Young.

Call to order
The meeting was called to order at 12:38 PM by Jean Shibuya.

Reports

CCAC – Janine Oshiro. Nothing to report. Janine is attending the Wo Champions meeting.

Faculty Senate – Mary Segura

There are two policies currently on the Discussion Board; please visit and offer input.
1. Credit Curriculum
2. Charter Groups

Re: Policy of transfer credits.
Before a “C” was accepted as the transfer grade, but now a “D” is acceptable. Do we have any suggestions or input?
The Department suggests that Paul Briggs continue to research issue.

Re: instituting a school policy on prohibiting wireless devices in testing settings.
The Department suggests that teachers set and maintain their own policies.

Re: Credit by exam issue raised. The WCC policy is consistent with UHM and other CC in our system.

Vice Chancellor’s Advisory Council – Jean Shibuya

SMART THINKING – five hours of online tutoring is available for each student. Our campus only used a total of five hours last semester. We are being urged to encourage our students to try it out. It’s available through Cengage.

After BOR meets to confirm Ardis Eschenberg as our new V.C. of Student Affairs, the Dean I position will be advertised beginning March 1. Robert Barclay will be on the hiring committee and will represent the LA Dept.

Re: office supplies. A target budget will be based on what we spend on office supplies over this semester.

Re: assessment issues. Every department will be discussing assessment issues during each department meeting.

Re: lecturers, under UHPA contract/policy, can only teach 15 credits in the fall and 12 in the spring within the UH system. Questions and concerns should be sent to Lance, who is our UHPA representative.
Old Business

Castle Redesign Information:
Libby explained that the redesign is an ongoing challenge for Castle. Castle and King are the first to undergo this redesign strategy, so the Kaneohe schools are being held under a microscope.

At the PTA meeting held in December, Castle parents voiced concerns.
1. Castle on its own and under grant – trying to reinvent itself – trying to prove they are making an effort before the hammer falls.
2. Series of community meetings – Herb Lee. Urging WCC to attend meetings. Ardis point person. Herb thinks specific suggestions from faculty will be helpful. Since we have the students post graduation.

Consultants were hired by Lea Albert and tasked to address the issues. They have to come up with a proposal by May.

Haven’t made progress in ten years to their DYE.
There’s an upcoming meeting set for: Thursday, ______ 5:30 at Kokokahi Y.

Jean raised the possibility of our English people meeting with their English people, but the Castle folks haven’t followed up.

Re: Assessment –
We need to provide our artifacts: test questions, standards, rubrics, etc.
Lance explained that we separate out assessment of online and face-to-face.
Jean shared that she is working on tying assignments in with SLOs
Desi shared that Janine Oshiro is using SLOs in her rubric for English 19.
Annette asks her students: Which one have you mastered so far?

English 100 – portfolio

New Business

Re: Fall/Spring scheduling process. What worked? What could be better?
Robert said he’d like to see a first draft, so that the WI Advisory Board Chair has input regarding offerings and distribution.
MJ said that Speech 251 as WI will be offered in the summer.
Mary asked who does the scheduling. The answer is the department chair and the faculty who want to teach. Full-time faculty have first choice.

La`akea/Manaleo Building renovation –
Jean reported that she asked FT people to look at offices to see what they would like.
Michael Bowles and Mike Tom gave good insights and feedback regarding design and how it affects equipment placement and use.
Bowles explained that a projector is more cost effective, since there’s only a battery and bulb to change. (Whereas a Smart Board is more costly.) A high ceiling requires wiring and outlets.
So far, there are two computerized classrooms, but they are small and only have 19 computers with no center table, so we want to redesign to reflect Palanakila 124 set-up. High ceilings maintained; cabinets eliminated.
Plans on top of Lara’s desk and available to look at.

Libby asked about if there were any historical preservation concerns, but not as currently designed.

Other
M.J. announced that the Speech Lab opens next week and all are welcome. Currently only afternoon hours are available.
Libby shared that Ka Ohana will cover two Pro-Bowl events. We’re the only HI college to do so. Robert will represent the Film Club at WCC and train students on the film equipment.

Adjournment
The meeting was adjourned at 1:35 PM