Language Arts Department Meeting Minutes February 17, 2012

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

Call to Order:  
The meeting was called to order at 12:37 p.m. by Jean Shibuya.

Lance moved to approve the Minutes, Jill seconded, and all voted to approve.

Committee Reports:

**Faculty Senate** – Mary  
Geri Imai explained the $15 transcript fee would be charged to each new student when he/she first enrolls. The money would stay with the home campus. The one-time fee will provide lifetime transcripts for the student.

**CCAAC** – No report.

**VC Advisory Council** – Jean  
The VCAC met February 16, 2012.  
The Budget Forecast for next year: $140,000 deficit, due to rising electricity costs.

Chancellor Dykstra will send a memo out requesting we reduce our electrical use. (For example, no personal refrigerators.) In addition, we shouldn’t buy supplies or equipment this academic year unless necessary. ($2500 and up is considered equipment.) Also, Administration will enforce cancellation of low enrolled classes (15 is cut off); will rethink second sequence of two semester classes; and will monitor evening class enrollment.

Lecturers interested in teaching this summer must inform Dean.

Due to renovation of two Noeau classrooms, there will be room scheduling crunches affecting Palanakila 122 and Akoakoa 113, both of which will be used for computer labs.

The Paliku Arts Festival is scheduled for March 31 and sponsored by the Humanities dept. If anyone is participating and needs to purchase supplies, please use P-card, because there will be no personal reimbursement.

**WILD Day**  
There will be two assessments sessions  
1 – How to use focus groups in assessment  
2 – How faculty have “closed the loop” in their assessments.
Two mandatory workshops on Gen. Ed. will be conducted

- March 9: Demonstration/practice how last year’s course-level assessments can fit in Gen. Ed. Assessments; analyzing results.
- March 16: Preparing for 1st Gen. Ed. assessment in Fall 2012: Communication

Kagawa College will visit in the last week of February. There will be a singing performance on February 29. Some students may visit WCC classes.

A lunch wagon from Maria Bonita will be on campus: M, T, W, TH 2:30 – 6pm.

**Planning and Budget Council** - Jean
The council is making priorities for seventy-five items, but with projected budget deficit, it’s a moot point.

The library has its own budget.

**Writing Advisory Board** – Robert
After the preliminary course schedule is drawn up, the board will review to make sure the WI courses are offered at various days and times.

The board reviews members for recertification.

WAC will be held at WCC in May and will be co-chaired by Lance and Davin Kubota (KCC)

**Old Business**

**Progress of AA degree task force** – Jean
Once all faculty units approve the recommendations, the AATF will send a letter to Chancellor Dykstra. As a courtesy, a copy will be sent to Faculty Senate. AATF is working independently at Chancellor’s request. After review, the AATF determined that the recommendation could not fit into the procedure as we are looking at AA/Gen Ed, not individual courses.

The Ad hoc group reviewing the Eng 100 course description will meet after this meeting. Richard Fulton requested that we change the title from Expository Writing to Composition I to be in compliance with the UH system.

**New Business**

Akiko Swan submitted a new course proposal for Japanese 120: Immersion Speaking Japanese. The members discussed the proposal and Jean will take suggestions and ideas back to Akiko. The item was tabled.

**Announcements**

Libby – Ka Ohana is taking new items – 2/3 deadline; Put in mail box or email to Ka Ohana.

**Adjournment at 1 p.m.**