Language Arts Meeting Minutes for November 9, 2012


Call to Order: Libby called the meeting to order at 12:49 p.m.

Approval of the Minutes: Jenny moved to approve, Robert seconded, and all voted in favor.

Furniture and equipment for the new building Manaleo—Mike Tom and Woody Garrison

Mike explained that his priority was to equip the renovated classrooms to serve and support any course. To best serve the teaching needs of our members, he asked for feedback regarding equipment preferences. In addition, he also presented different options for the future classrooms: including the benefits and costs of Macs, PCs, laptops/carts, and Thin Clients.

In addition, Woody discussed various media options for the future classrooms including Smart Boards, Ladybugs, monitors, projectors, etc.

Committee Reports:

Vice Chancellor's Advisory Council – Libby

Libby said the Council will meet next week.

Curriculum Committee (CCAAC) – Janine

CCAAC approved AERO 150 Introduction to Rocketry. Right now many courses are up on the discussion board for the last minute rush to the finish line, including two minor prerequisite changes for ENG19 and ENG21.

Faculty Senate – Mary

Members discussed the drop policy and supported adopting a standard policy that all departments would follow.

Desi shared that one of her students had passed away last month. She had discovered this when she was e-mailing students to remind them about the withdrawal date, and she saw “Deceased” in her student’s record (UH Portal). She e-mailed Ardis to see if there was a policy in place to notify teachers, and Ardis said there was none. Desi asked members if this might be something Faculty Senate could discuss, and they agreed Mary should ask.

Institutional Effectiveness Committee – Libby

Libby reported that she has been assigned to work on a committee tasked to create workshops/training sessions regarding the assessments for SLOs. During the regularly scheduled department meeting on November 30 (from Noon to 1 p.m.), we will be going over the assessment procedures for the Gen. Ed. rubric on communication. Next, the campus will be
tasked to move onto the second phase: Information Literacy. For spring, our department will need to find five sections of a course, or a combination of five courses to evaluate on a rubric.

Jean suggested using English 100 regarding LRU and M.J. suggested using Speech 251.

*MaPSAC – Lance*

Nothing to report.

*Planning Budget Council – Libby*

Libby reported that they meet every two weeks. The annual report is due on November 15 and needs to include the department’s budget priorities. The three top budget goals the members approved last meeting are:

- Request for a full-time, tenure track position for English
- Request for a full-time, tenure track position for Speech.
- Furniture and equipment for the new building “Manaleo.”

**Old Business:**

*Summer Session Scheduling*

Libby reminded members to e-mail her with requests to teach summer classes.

**New Business:**

*Developmental Ed system wide – Janine*

Janine met with those who teach development and will continue to meet to work with alignments across the system.

*New course proposal – ENG 204B/Intro. To Creative Writing (Poetry) – Janine*

Prior to the meeting, Janine had e-mailed out the new course proposal for English 204/Poetry. She also passed around copies for review. After a discussion, Robert moved to approve, Jenny seconded, all approved. Janine will submit ENG 204B Intro to Creative Writing (Poetry) to the message board, seeking feedback and then approval from CCAAC.

*Hawaii Graduation Initiative Academy Committee - Jean*

Libby asked members who are interested in being a part of this committee to contact Jean.

**Announcements:**

No announcements.

**Adjournment:**

Libby adjourned the meeting at 2:22 p.m.