Language Arts Meeting Minutes for November 30, 2012

Present: Libby Young, Desi Poteet, Robert Barclay, Jeannine Buckley, Lance Uyeda, M.J. Lewis, Kalani Meinecke, Jean Shibuya, Annette Priesman, and Jenny Webster.

Call to Order: Libby called the meeting to order at 1:20 p.m.

Approval of the Minutes: Lance moved to approve, M.J. seconded, and all voted in favor.

Committee Reports:

Vice Chancellor’s Advisory Council – Libby

Course Cancellation: Libby explained the process for Spring 2013 course cancellation will begin December 3 when the Vice Chancellor and Deans meet to review courses with “obvious” low enrollment. They will meet again on December 10 to review other classes that should be cancelled. This provides enough time to cancel classes before December 14, the last day staff will be on campus before winter break. In addition, students who haven’t paid by December 7 will be automatically dropped from any classes in which they are enrolled.

Class Cap Override: Faculty are encouraged to NOT override the class cap.

Summer Schedule: The summer schedule is still being worked on and will depend on course demand and availability of faculty.

Lecturers Attendance/Absence: When a lecturer misses a class, a new form must be filled out and submitted. The lecturer will NOT be docked pay, as before, because 1. the college doesn’t money and 2. currently, there is no consistent policy in the UHCC system.

During duty periods, faculty must inform department chairs of whereabouts/plans, in case the department chair needs to contact faculty members.

The next VCAC will meet on December 7. Please e-mail any questions for the committee to Libby.

Curriculum Committee (CCAAC) – Janine

Janine had another meeting, but forwarded the following report via e-mail:

CCAAC met on Nov. 27 and approved the following changes:

1. Changes were made to the Hawaiian Studies AA to expand the courses that count as electives.

2. The Hawaiian Studies Certificate had to change due to courses that are not offered often. They expanded the list of courses that can be used to fulfill the ASC.

3. ICS207, formerly an experimental course, was approved.
4. Many changes were made to animal science courses, mainly related to splitting courses into lecture and lab sections and more rigorous prerequisites.

5. AG171 Farm Renewable Energy Sources was approved.

6. We approved a proposal for a Certificate of Completion in Sustainable Agriculture.

7. We approved a modification for the Applied Business and Information Technology Certificate of Completion. The modification will give students more course options.

Faculty Senate – Mary

No report.

Institutional Effectiveness Committee – Libby

A workshop is being planned for Jan. 3 convocation to review the Gen Ed information rubric and the “Form B” that departments will use to discuss the outcomes of their communication assessment. Results from that discussion are due Feb. 8. The IEC will then plan for an all-campus dialogue in March on ways to improve communication skills for students across disciplines.

GSIEC (Governance Subcommittee Institutional Effectiveness Committee) – IEC members voted to keep the GSIEC as a subcommittee of the IEC. Discussion continues on ways to improve GSIEC’s efficiency and implement recommendations from the earlier report submitted by consultant David Mongold.

MaPSAC – Lance

Lance reported that the committee hasn’t met; nothing to report.

Planning Budget Council – Libby

The next meeting will be held in January.

Old Business:

Common Core Curriculum to College—Gear-Up

Libby reported good news that DOE will pay for substitutes so that teachers may attend a Friday conference to meet with WCC faculty to discuss ways to work together. Doug will cover lunches. Brian and others will work to develop the Web site. Libby will coordinate with DOE to schedule the Friday conference.

If anyone is interested in working on this committee let Libby know.

The goal is to have as many people in our departments participate in this.

New Business:
Assessment for Information Literacy Scheduled for Spring 2013

Tentatively members agreed that one section of the following courses will be assessed:
English 100 (Jean Shibuya)
English 100 (Jenny Webster)
English 209 (Annette Priesman)
Speech 151 (M.J. Lewis)
Linguistics (Laurie Tomchak)

M.J. shared that in her learning communities class with Carla Rodgers, Carla calls students if they miss classes or assignments.

Annette asked if we found out any new information about students who don’t show up on the first day of class. This issue is still being discussed in faculty senate.

Jenny asked about attendance policy, and members shared various strategies. Several agreed that allowing students to miss three weeks of school is more than reasonable. Jean said that she announces on the first day that if a student has a trip planned in the middle of the semester, “this is not the class for you.”

Announcements:

Libby announced that Ka Ohana will be coming out December 10, both online and in print.
Libby will e-mail the Spring 2013 schedule for department meetings soon.

Adjournment:

Libby adjourned the meeting at 2:10 p.m.