Language Arts Department Meeting Minutes for May 3, 2013

Present: Jeannine Buckley, M.J. Lewis, Janine Oshiro, Desi Poteet, Jean Shibuya, Akiko Swan, Laurie Tomchak, Jenny Webster, and Libby Young. Guests: Kevin Ishida and KYA Consultants

Call to Order: Libby called the meeting to order at 12:10 p.m.

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

Committee Reports:

Vice Chancellor's Advisory Council—Libby

Libby reported that Ellen is officially the acting Vice Chancellor. The search for a VC will begin in the fall; the new VC could be on board by January 2014.

The Council discussed slight adjustments to stipends for department chairs, among other items. (See attached draft minutes from May 3, 2013 VCAC meeting).

Curriculum Committee—Janine

Janine reported that there was nothing new to report.

Faculty Senate—M.J.

M.J. passed out her report, highlighting the following:

CCAAC has been changed to the Curriculum Committee. The three sub-committees of the CCAAC (Hawaiian, Asian & Pacific Board; Writing Advisory Board; and the Foundations Board) have been relocated as standing committees directly under the Faculty Senate.

Institutional Effectiveness Committee—Libby

Libby reminded faculty members responsible for assessing Information Literacy in their courses to report this data by May 14.

MaPSAC—Lance

On behalf of Lance, Desi reported that MAPSAC has not met and neither have they had any input into the Planning Review Use (PRU) that will be discussed in today’s department meeting by KYA and Kevin Ishida.

Distance Education Committee—Lance

On behalf of Lance, Desi reported that at the last meeting of the year, they discussed the need for student/course survey options better suited to online courses than the typical e-café evaluation,
which is more or less tailored to classroom instruction. WCC has its own online course evaluation survey, but its use is not standardized.

In the fall, the committee will formally recommend to the faculty senate and chancellor a standardized online course evaluation procedure similar to the WI procedure where a separate survey tailored to specific course features (in this case online features instead of writing features) must be administered by all instructors.

*Planning Budget Council – Libby*

Libby reported the Council finished prioritizing; the requests by the Language Arts Department were ranked high, with the English Instructor position ranked at #2.

A critical needs request was submitted (and granted) to fill the position vacated by Leslie Lyum, who retired this semester. The position is currently being advertised with a closing date of May 20. In addition, Jean Shibuya’s retirement will potentially open up another English Instructor position.

In addition, a critical needs request was submitted (and granted) to fill the position vacated by retiring Alan Ragains.

*Developmental Education—Janine*

Janine handed out information regarding the LRU requirements for English 22.

**Old Business:**

*Core to College Alignment Workshop April 26.*

Libby thanked faculty for helping make the Workshop a success. The teacher feedback was very positive.

Jenny reported that according to Chad Miller, she was the only person to date to have contacted him to follow up with him offering a professional development course covering p4c for teachers.

**New Business:**

*LRU Requirement for English 22*

Members discussed the advantages and disadvantages of the LRU requirement for English 22 students. Janine will discuss with Tara possible suggestions on how to improve it. It was agreed to discuss the issue further in the fall in order to include other English 22 instructors’ feedback.

Libby forwarded by e-mail Annette’s report covering the UH Standing Committee on Written Communication and UH Composition Directors meeting on April 19, 2013.

KYA Design Group and Kevin Ishida attended to gather feedback to help as they develop a comprehensive master plan for WCC. Overall, members were asked to consider two basic questions:
1. Where does WCC want to go in regards to campus growth and development?
2. How does WCC want to get there?

The discussion included a wide range of topics including suggestions for student dorms (Hale Awa), child care facilities, faculty lunch room, health room, additional computer labs, a central answering system that is operated by people, to name a few.

Announcements:

A retirement/aloha party is schedule for Jean Shibuya, Alan Ragains, Leslie Lyum, Peggy Regentine, Margie Coberly, Elaine Manuel, Trudy Miyagi, Avelina Corpuz (retirement), and Pam DaGrossa (aloha) Friday, May 10, 11 a.m. – 1 p.m., Kuhina 115.

The LA department will wear ties in honor of Alan and scarves in honor of Jean.

Libby requested that full- and half-time faculty submit accomplishments and goals by May 15.

Libby announced that Ka Ohana will be available on May 6.

Desi announced that Rain Bird’s “Love Issue” launch will take place Thursday, May 9. The doors will open to the LOVE BAZAAR at 6 p.m., and the program will begin at 6:30 p.m. The program will include belly dancers, interactive activities, readings, and prizes, as well as food.

Adjournment: The meeting was adjourned at 1:53 p.m.