Language Arts Department Meeting Minutes for February 14, 2014

Present: Robert Barclay, Jeannine Buckley, Carol Cunha, Desi Poteet, Karyl Reynolds, Susan St. John, Lance Uyeda, Jenny Webster, and Libby Young.

Call to Order: The meeting was called to order at 11:40 a.m.

Approval of the Minutes: The minutes of the January 24, 2014 meeting were approved.

Committee Reports:

Vice Chancellor's Academic Affairs Advisory Council—Libby

Libby passed out minutes (included at the end of the minutes) from the February 7, 2014 AAAC meeting and covered key points:

• Service Learning: The search continues for a coordinator.
• Scheduling: Libby thanked everyone for submitting their preferences for classes and schedules; she has been working on the fall schedule.
• WCC Travel Request Form: Please use the new pink form, which will stand out in the “sea of white.”
• Summer Session: If anyone is interested in offering a course, contact Libby.

CCAAC—Lance

Lance reported that the committee approved a memo Janine wrote last semester that clarified campus-wide prerequisite changes related to ENG courses in the remedial/developmental sequence.

The committee approved the transfer of authority over IS 103 from Social Sciences to Student Affairs. This was a bit contentious because no other course on campus is housed outside of Academic Affairs. There is precedent for Student Affairs hosting courses on other campuses. Patti Chong has taken charge of making sure the logistics of the handover are transparent and organized.

Other curriculum modifications were unanimously approved on 2014-01-28:

ICS 101: the course description changed to exclude mention of degree requirements fulfilled by course

CO in Plant-Food Production and Technology program modified to include additional courses on class selections that can be used to meet certificate requirements

IS 103 Introduction to college: the sponsoring department will change from social sciences to counseling

EE211 this new course covers basic circuit analysis
Other curriculum modifications approved on 2014-02-11

The course descriptions of Math 24 and 25 were changed to meet system-wide uniformity.

ANSC and 140 (Introduction to Veterinary Technology), 142 (Anatomy and Physiology of Domestic Animals), 142L (Anatomy of Domestic Animals Laboratory), the core courses in the veterinary technology program, are now co-requisites.

An unnecessary SLO was removed from ANSC 263, Laboratory and Exotic Animal Procedures.

A new course, THEA 296, Special Topics in Theatre, was approved.

The SLOs of SOC 251, Introduction to Sociology of the Family, were updated.

Faculty Senate—M.J.

Via e-mail and included at the end of the minutes.

MaPSAC—Lance

The committee has not yet met.

Distance Education Committee—Lance

The Committee has been tasked by Ellen to create a distance learning education plan.

Planning Budget Council – Libby

They will be meeting today.

Doug sent an e-mail to the WCC community, providing an update on our accreditation status. In short, although we have a few areas still requiring attention, no future visit is required.

Old Business:

Libby has prepared the office assignments in the new building.

We have $1500 left in our budget. Suggestions: grammar games, furniture, clock, furniture.

New Business:

Lance proposed that we delete the LRU quiz requirements for English 22. A discussion followed. Robert moved to remove the requirement; Jeannine seconded; and all approved.

Jenny shared upcoming opportunity regarding program proposals and grant applications for dev-ed. On Tuesday, March 4th, at 11:00 am, in Kuhina 115, Suzanne Robinson from LCC will show us how to fill out the new universal proposal forms and follow up forms. These forms can be used to apply for grants for dev. ed., student employees, and Achieving the Dream.
Libby asked for feedback regarding textbook issues we have encountered; members agreed to bring favorite texts for 22 and 100 to department meeting February 28.

Announcements:

Desi announced that the RAD@WCC hui will meet in 'Akoakoa 201 on Wednesday, February 19. Two sessions will be held: 10-11 and 11-12.

Jenny announced that “Out Loud in the Library” will be held April 2, 7-8 p.m.

Libby announced that the new Ka 'Ohana will be available March 17.

The department meeting has been changed from March 14 to March 21. We will continue to share writing assignments after the meeting on March 21.

The Excellence in Education day (Hawaii Strategy Institute) will be held at WCC March 7 & 8. It’s free, but registration is required.

Bring your favorite English 22 and 100 texts to the next department meeting on February 28.

Adjournment: The meeting was adjourned at 1:03 p.m.

Attachments:

*Vice Chancellor's Academic Affairs Advisory Council—Libby*

AAAC Meeting Notes
February 7, 2014
Kuhina 106, 11:00 am to 12:30 pm

Convenor: Ardis Eschenberg, Vice Chancellor for Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I, Paul Briggs, Social Science Chair, Letty Colmenares, Natural Science Chair, Deacon Hanson for Emi Troeger, Math and Business Chair, Ellen Nagaue, Academic Support, Paul Nash, Humanities Chair, Elizabeth Ratliff, Academic Support, Brian Richardson, Dean of Division II, Tara Severns, Academic Support, Michael Tom, Academic Support, Libby Young, Language Arts Chair

A. Service Learning
There was no faculty interested last fall to fill the Service Learning position vacated by Pam DaGrossa, so Sharon MacQuoid was hired as a Casual Hire for this year. While Sharon is doing a good job minimally maintaining SL, she does not have much experience working with faculty on curriculum. We are interested in having an instructor or lecturer with curriculum development experience take over. Preference is for a full-time instructor, but lecturers
will be considered. The faculty would receive six (6) credits teaching equivalencies for the work.

B. Department Chair Evaluation
While there will be no change to the evaluation sheet or process, suggestions for changes will be welcomed for the next round. Michael Tom suggested that the evaluation be put on Google Docs.

C. Scheduling

a. Fall
A handout was distributed with notes on scheduling for Fall 2014, freshman cohorts and a chart on learning communities. Ardis Eschenberg asked that a strong rough draft for Fall 2014 be in place by February 14. Brian Richardson said that webpage to input the classes is up and running. The DCs will meet on February 19 at 1:00 pm to go over the schedule.

Cohort classes are two classes back to back with the same students in both. Learning communities are two classes where instructors work together to integrate topics and materials to create a larger class. Faculty who are interested in participating should be referred to Winston Kong, Counseling Coordinator, and Ardis. They will also receive an additional credit for their efforts.

A handout was also distributed on capacity defaults. The enrollment caps listed will be entered into Banner, unless we are informed of corrections and/or additions to the list. If there are any variances, DC approval will be required.

The scheduling process will currently remain the same, but any suggestion for improving the process is welcome.

b. Summer Session
Only instructors are currently on the schedule. Lecturers will be added after their lecturer evaluation has assessed. Lecturer evaluations are due April 1. The DCs are encouraged to have a discussion with their lecturers to ask them to share their eCafe evaluations with them. The new lecturer evaluation policy requires Step A to turn in an evaluation yearly, Step B to turn in an evaluation every other year and Step C to turn in an evaluation every four (4) years. Any lecturers who have had academic grievance filed against them in the past year should be asked by the DC to turn in an evaluation regardless of their step level.

Lecturers who teach summer session courses must be hired on a casual appointment basis. All casual appointments of three days or longer must
be posted on the HireNet Hawai‘i system. You will be notified of all applications collected through the HireNet posting and all applications must be given consideration, including a review of applications and possible interviews.

Your assistance is requested in notifying your current lecturers who may be interested in teaching a summer session course of the HireNet process. If a current lecturer is interested in teaching a summer course, they must apply by one of the following methods:

1. Submit a memo to their respective department chair indicating interest in teaching a summer session course (form memo attached). This method is allowable only if the lecturer is in the active lecturer pool files in the Academic Affairs Office; or

2. Register with HireNet Hawai‘i at https://www.hirenethawaii.com/default.asp, to create an account to apply for the lectureship.

c. Faculty Teaching Load During Summer
   Six (6) credits will remain as the default faculty load. Anything above that will be by exception only.

D. Start of Semester Textbook Shortages

A statement from Debra Goto, Bookstore Manager, was distributed. It listed several helpful suggestions. Other suggestions to deal with start of the semester book shortages from the group are:
   • Use textbooks with electronic access, so temporary codes can be used;
   • Use e-books;
   • Put a copy on reserve at the library;
   • Duplicate the first few chapters; and
   • Allow students to use older editions.

E. Room Access for Lab Assistants During Breaks

Paul Nash asked that his lab assistants be allowed to have their keys remain activate during breaks. The current policy is that keys for lecturers and student assistants are deactivated during breaks. Ardis will take up the issue with Kevin Ishida, VC for Administrative Affairs.

F. Announcements, Reminders, Information Sharing

a. Hiring Lecturers for Summer – see attached memo to department chairs.

b. Teaching Equivalency (formerly Assigned Time) Applications – see attached memo to faculty that will be distributed via email to facstaff and
hard copies in all faculty mailboxes – note that the applications form has been revised.


d. WCC Requisition Form – previously distributed and found on the Academic Affairs Forms webpage. The form needs to be filled out completely to aid in the efficient processing. Incomplete requisitions will be returned to the requisitioner. DCs are asked to watch out for incomplete request forms.

e. WCC Travel Request Form – found on the Academics Affairs Forms webpage and attached. Due to a change, the approval process of travel requests has become lengthier. Airfare and other expenses cannot be purchased prior to the approval of travel request being granted. Travel requests need to be submitted at least six (6) weeks prior to departure. The new WCC travel request form needs to be filled out completely to aid in the efficient processing of the request. Incomplete travel request forms will be returned to the traveler.

f. Kevin Ishida requested that names of new or returning committee members for MAPSAC be submitted to him by the department chairs.

g. Prior Learning Assessment – we received money to assist faculty members who are interested in creating an exam or task to assess whether a student should be given credit for a particular course. The meeting is on Monday, 2:30 pm – 3:30 pm in Ākoakoa 107-109.

h. Ardis would like to meet with all the department chairs, then with full-time faculty and then interested lecturers.

G. Next meetings: A scheduling meeting will be held on Wednesday, February 19, 2014 from 1:00 pm to 3:00 pm in Kuhina 106. The next AAAC meeting will be Friday, March 14, 2014, from 9:30 am to 11:00 am in Kuhina 106.

Faculty Senate Notes—M.J. Lewis

Faculty Senate, Tuesday, Feb 4, 2014 by M.J. Lewis

1) New business

A. Acceptance of credits in Transfer (ACT) Policy Draft Approval (Patti Chong)

Students must complete a minimum of 12 credits at WCC for an AA degree, and at least 50% of required courses for Certificates.
ACT policy added verbiage regarding students transferring credits from institutions that may be accredited by specialized or professional associations, stating that these students may seek credit for these work through the College’s Credit-by Examination and/or Prior Learning Assessment policies.

Reverse Transfer Credits (SZPART1) – Patti explained that students taking classes at sister campuses can have their credits transferred to WCC. In the past, WCC only accepted a maximum of 48 transfer credits and only those credits pertaining to students’ major. The revised policy eliminates reference to those statements.

Jamie Boyd asked if a student doesn’t request a grad certificate, would WCC automatically grant them the AA degree. Patti explained the Reverse Transfer Process, noting that A & R will send students an email asking if they would like to have their AA degree posted on their STAR transcript. If there is no response, it will be posted. Patti explained that KCC has been doing this for 3 years with positive feedback.

Heipua pointed out there is no additional cost for students opting to receive their AA but not wanting a diploma or cover.

The revised Acceptance of Credits to Transfer Policy was accepted.

B. Selection of Ryan Koo as the MC for graduation passed.

C. Curriculum Committee Approved Curriculum from Jan. 28, 2014. All three courses below were approved for modification.
   
   Modification of course description: ICS 101 Digital Tools for the Information World are aligned with other colleges.

   Modification in course offerings: COC in Plant-Food Production and Technology

   New Course EE211, Basic Circuit Analysis

   All three courses above were approved for modification.

   Modification of sponsoring department IS 103 Introduction to College course was approved by the Curriculum Committee, to move the course to Student Affairs from Social Sciences. Questions that came up regarding Academic Affairs were voiced. It was decided that Academic Affairs and Student Affairs will figure out the details.

D. ACCFSC (Off Campus Chair, Dave Krupp)

   The “55 by 25” program designed to increase to 55% the number of adults with college degrees by 2025 was presented.

   Cost of Higher Education Workshop on 11/1/13; Legislature is not willing to increase our General Ed funds.
Action Item: Committee voted to ask US admin to publish a quality of work life study for faculty.

Concerns over legislative initiatives that affect UH; course credit equivalences for life experiences. UH campuses considering allowing elderly students to receive credits as reduced tuition rates. Concern was expressed over the ability of UH to float revenue bonds impeded by legislative actions.

PHIL 110: UH will no longer accept PHIL 100 as fulfilling the symbolic reasoning (FS) requirement, they will use PHIL 111 instead. This action is being mandated by WASC.

UHPA is filing a law suit for unfair labor practices against UH administration. UHPA feels that Admin should not consult with FS regarding work life issues. UHPA wants to take control over issues regarding faculty workload.

Example: Chancellor cannot come to FS to discuss the 5-year post-tenure review process.

UH President search: BOR will take over the search process.

ANNOUNCEMENTS
2nd Annual Hawaii Sustainability in Higher Education Summit – March 13 – 15, 2014 @ WCC

Participants will come from the U of Hawaii 10 campus System, HPU, Brigham Young University- Hawaii, Chaminade University, U of Phoenix, as well as invited politicians, state & federal officials, local and national sustainable business representatives, non-profit organizations, and community members.