Language Arts Department Meeting Minutes

Friday, Sept. 19, 2014

Present:
Robert Barclay, Jeannine Buckley, Carol Cunha, Janine Oshiro, Desi Poteet, Susan St. John, Tim Cubero, Laurie Tomchak, Lance Uyeda, Jenny Webster, Libby Young, Akiko Swan, Kalani Meinecke, Audrey Mendoza

Guests: Mike Tom and Jan Lubin

A. Approval of Last Department Meeting Minutes

B. New Business: Mike Tom

Mike presented on the computer options for the third classroom in Manaleo.

Chromebooks
- Least expensive
- Don’t run Microsoft Word
- Look like laptops
- Currently being used in the remedial English classroom in the library
- Those using the Chromebooks are satisfied with their word processing capabilities. Students simply use Google Drive for creating documents. Additionally, they seem to have less problems accessing the UH library system and Laulima.

Thin Clients
- Can run Microsoft Word (and that is usually necessary for business writing classes)
- Looks like a desktop
- Can not run the adobe software
- There is a sample Thin Client currently in the Manaleo lobby
- We currently have 20+ Thin Clients.

Macs
- The most expensive computers to buy
- Can run Word and Adobe
- With Macs we run the risk of courses in other disciplines needing computers with Mac capabilities, thus, giving those classes priority over English classes to use the Mac classrooms.

The plan for which computers are going in which room currently looks like this:
- Chromebooks on a rack in Manaleo 111
- MacBooks Pros in 112
- ChromeBooks in 125
- Thin Clients in 126

For the furniture in Manaleo, we need to choose between cherry or gray mist. Likewise, we need to choose between cherry or white tables for the inside seminar-style tables in 126. The furniture committee will meet with Tom after the meeting to make some decisions.
C. Assessment Training: Jan Lubin
Jan Lubin trained us on assessments.

D. Committee Reports

Academic Affairs Advisory Council (Robert)
Robert is going back to Ardis to point out that the new sequence is not reflected in the Master Schedule. Robert urged everyone to look at the sections we are planning on offering in the Spring 2015 and to let him know how many sections we want.

IEC (Robert)
Robert reported that online courses do not yet have an assessment tool. They will be working on an assessment handbook. Likewise, Robert reported that the meta-assessment subcommittee is working on meta assessments.

Planning and Budget Council (Robert)
Robert reported that the English position we requested has been funded but our speech position was not funded or mentioned in the budget. It appears that a math position opened up instead; thus, we will have to resubmit our request for a speech position.

CCAAC (Janine)
The Curriculum Committee met on Sept. 23rd, 2014. The following proposals were approved: The new ACT placement score for English 100. Modifications were approved for Animal Science 140, 142, 142 Lab, 191, 262. A new Animal Science 262 Lab, Art 202 and Hawaiian Studies 140 have also been approved.

Faculty Senate (Jenny)
Jenny reported that Faculty Senate requests for feedback on how Worklife survey may be used and what the metrics mean. A hardcopy of the 2014 Worklife Survey Report can be found online at the UH VP Academic Affairs website. Jenny also reported that she will continue to accept anonymous or non-anonymous feedback on the Brian Richardson issue. The feedback will be presented to Faculty Senate in the next meeting on October 21st, 2014.

Master Plan Advisory Committee (Lance)
Lance reported that the committee would like feedback on alternate cafeteria options. Likewise, Lance reported that the CCE program’s storage container request is on the discussion board.

C. Old Business

1) Update from ad hoc furniture committee
   - A meeting will happen directly after the language arts meeting.

2) Update from ad hoc writing lounge committee
   - Renamed the writing lounge to Manaleo lounge
   - Goals for lounge were outlined

3) Update on MJ memorial effort
   - Desi reported that we have raised enough money to get a 5-year cat condo named
after MJ. Likewise, we have an anonymous donor who has agreed to match any donated dollar amount up to $1000.

4) Update on progress of creating Kahuku Eng. 100
-Susan is waiting on response from Kahuku.

5) HAW 221 Status - pending
-Kalani will write up the report and bring it to the next meeting.

D. New Business

1) We have one section of English 22 MW 1-2:15
   Instead of filling it now, Robert suggests that he'll hold it open until we see what classes get cut in the spring

2) One full-time tenure-track English position is closing on Oct. 14th

3) Budget priorities: we have two people leaving and thus their positions will have to be advertised in the fall.
   Jeanine is leaving at the end of the spring semester.
   Libby is leaving next semester or the next and looking for someone to replace her.
   In total, our PBC request includes two English positions (one is half English, half journalism), one speech position, and tutors for English and speech.
   Request to PBC will be in the following order:
   1. journalism instructor and speech instructor positions
   2. English instructor position
   3. tutors

5) WCC Captain Complete Game – Susan explained the games and provided handouts for students to try.

F. Announcements

- Desi announced that the LCC reading summit is coming up on Saturday, October 25th.
- Audrey announced that the debate tournament is tomorrow, Saturday, September 20th on campus
- The Rain Bird deadline is October 15th.
- There is a RAD workshop at KCC on 11/22/14 & a reading workshop at WCC on 11/8/14.
- Ka’Ohana will be published soon. Please use it as a resource in your classes.
- Next Language Arts meeting is Friday, October 24th

Minutes submitted by: Jenny Webster