Business/ICS Meeting

The meeting was called to order on September 9, 2011, at 2 p.m. by Peggy Regentine in No’eau 124. The following were present: Kay Beach, Vanessa Cole, Deacon Hanson, Yuki Horikiri, Dave Maxson, Peggy Regentine and Emi Troeger.

Budget & Purchasing—Peggy explained that we had approximately $3,800 out of $4,100. Some funds were used to purchase access codes for Dave’s class.

Procedure to purchase items—Research items and find the best prices at places that will take P-cards, which is the easiest way to make a purchase. Lara Kong has a P-card, which works like a credit card, for purchasing items. Check with Academic Affairs for catalogs or purchase from places such as Amazon.com. If possible look for items that do not have S/H charges. Use the form at this link: http://windward.hawaii.edu/forms/Requisition.pdf.

Vendors who do not take P-cards require purchase orders. Peggy needs to sign requisition.

Deacon is interested in a cart or possibly a cabinet if Brian Richardson cannot locate a cabinet for Deacon’s teaching material. Deacon will also look for space in another building since the Alakai rooms are not as conducive to learning.

Vanessa would like to have a small cabinet in No’eau 123 to secure her valuables in the classroom. Emi may have a possible solution. Vanessa will check on the cabinet in Emi’s office. Otherwise, Vanessa will look into purchasing a small cabinet.

Vanessa would also like to purchase a domain for ICS 107, which costs $82/year for 50 FTPs.

ABIT—Peggy developed a 9-credit Certificate of Competence based on the Applied Business and Information Technology program at Maui College.

Enrollment in ICS 115, one of the required ABIT courses was very low this semester. Also, there were no WCC ABIT graduates in May 2011.

Action: Peggy will monitor enrollment in ICS 115 in spring 2012 to see if it should continue to be offered in fall 2012.

Peggy reported on a former student who received an ABIT Cert. of Co. The student told her that he has made very good use of his ICS skills at UH Manoa –Shidler College of Business. He knows of other WCC students who are at Shidler. It was noted that we need to find out who these students are to document that they transferred for our own records.

Peggy reported that Maui College changed its program requirements so that ICS 115 and ICS 214 are no longer required. However, it was pointed out that many courses at WCC that could be applied to the four-year degree at Maui. See chart for courses offered at WCC which apply toward the ABIT degree. Emi’s note: Four more courses were found in the catalog.
ICS 214, which covers Dreamweaver and Photoshop, will be replaced with ICS 163, Desktop Publishing, in spring 2012. Jon would like to use InDesign. Even though Quark Express was once seen as the industry standard, InDesign is more affordable. There is also the possibility of Adobe InDesign certification for students. ICS 214, with its 11 SLOs, had unrealistic expectations.

Action: Delete ICS 214 and Add ICS 163 to spring 2012 schedule.

Discussion ensued on whether to delete the Certificate of Competence and replace it with a certificate of achievement or an articulation agreement with Maui College. A certificate of achievement would require BOR approval.

Action: Peggy and Vanessa will investigate the possibility of either a CA to transfer to Maui College OR an articulation agreement.

Low-enrolled Courses

It was mentioned that ICS 197 Social Web Tool Kit was canceled due to low enrollment. Also, the Web Apps class had low enrollment. Although enrollment is low and although there are many apps out there, there was a recent NPR broadcast about the need for web app programmers for appliances, etc. Also, nuns are creating web apps.

Online Course Information—It was mentioned that if faculty could add more information to the online listing of courses, WCC could draw more enrollment. Both Dave and Vanessa have special access to the site and could edit their posted course information. However, Brian Richardson was also adding material to the site. While Dave edited Brian’s text out, Vanessa didn’t know that she could edit Brian’s text. Deacon was not aware that he could do this at all.

Action: Peggy will contact Brian to clarify the process. Kay will bring this up in Faculty Senate because other online faculty may not be aware that they could modify the text at this site. (Note: Emi will let Letty Colmenares, who is WCC’s representative to the System Committee on Online courses, know about this.)

Online Course Development Course at LCC—Deacon and Dave will receive stipends to work on developing real world course content for yet unspecified courses. The program begins in fall 2011 and will continue to May 2012.

Wait List Procedure
The Business/ICS faculty would like to have the Wait List process explained since there was no explanation about the process to be followed.

Action: Peggy will ask Brian. Kay will ask in Faculty Senate in case other faculty have similar questions.

Courses for Deacon

Deacon has been approached by Brian Richardson to develop an entrepreneurship component for an aquaponics certificate. There may also be a similar need for an art entrepreneurship program.

The faculty felt that a new course, possibly using Quick Books would better fit the needs of small business owners. Vanessa suggested that Deacon look at what KapCC and LCC offered in this area. This course fills at both schools.

Action: The business faculty would support Deacon having reassigned time to develop a course to fit this need.

ICS 120 on spreadsheets is also a possibility. While it is not certain who would teach it if offered, it is possible that it would “go” if offered online. In the recent past there were not enough students to make it “go.” Using an online mode might make it go. (Note: There is an ICS elective in the Maui ABIT program.)

CCAAC Work

Peggy will convert ICS 197A Digital Image Editing (Photoshop) from an experimental course to a regular course.

Vanessa will check on the content of the ICS 200 Web Technology offered at Maui College. Based on the meeting held in June 2011, Jon and Vanessa were going to investigate the possibility of an ICS 207 on more advanced Web Design. Since this course is required for the ABIT degree at Maui College, offering ICS 200 might be a better fit.

Action: Vanessa will check on the contents of ICS 200 before starting to plan a 200-level course with Jon.

ICS XXX on Web Server Administration and ICS XXX on Human Computer Interface, which Dave was going to work on, will be shelved for now.

Action: Dave will prepare ICS 241, Discrete Math, Part 2 as a new course.

Carl Perkins Meeting

Peggy, Vanessa, and Emi attended this meeting earlier in the week.
If business/ICS faculty member has a grant idea, he/she needs to be ready by March 2012. Maui has used CP funds to hire an assessment coordinator to help with data gathering, assessment, student retention, etc. Also, culinary students at Maui College will have iPad2s to work on their projects.

Idea on helping students with learning disabilities through technology tools was brought up by Vanessa. It was mentioned that Gus Cobb-Adams had some insights on the percentage of incoming students who may have documented disabilities who might benefit from such training. Initially workshops could be offered. This would provide some data for a grant proposal. An example is when scanning printed items to create a PDF file, OCR capability should be used to convert the item to text and the resulting text should be proof read. Note that PDF files are readable by a screen readers, but not if it is scanned without OCR. This simple alternative could benefit dyslexic students immensely.

Action: Vanessa will work on preparing a workshop for teachers or students of this type to test the waters. Kay, in her role as professional developer, will assist in coordinating the workshop(s).

Schedule

Everyone was asked to check http://windward.hawaii.edu/Academic_Affairs/Scheduling/ and to turn in suggestions. Deacon will check his schedule to see what course could be used as back up if any of his courses are dropped due to low enrollment. There was discussion on the impact of low-enrolled classes on the annual report. Factors noted include enrollment numbers, completion numbers, and one other (possibly, retention).

These changes will be made:

Delete: ICS 214 and Add: ICS 163 for Jon

Add: ICS 50 on TTH in the 5:30 – 6:45 time slot for Yuki.

Action: Peggy will do this.

Ho‘olauleʻa

Hoolaulea is scheduled for Saturday, Oct. 1. Faculty are expected to help with various activities such as the auction, white elephant sale, etc. The Math/Business Department usually does a both on origami for children. Various activities were posed.

Dave suggested that PhotoBooth is very popular with young kids at St. Anthony. With a Mac, children (and parents) could pose for goofy pictures or videos. If the WiFi works from the Booth, and if we had more than one computer, this is doable. Rather than print the product or burn a CD, Vanessa suggested that the file be emailed.

Adjournment
The meeting adjourned at 4:15 p.m. The next meeting is scheduled for Oct. 7 at 2 p.m.