Math/Business Department Meeting
Wednesday, January 26, 2011
(Draft)

Present: Clayton Akatsuka, Kay Beach, Young-A Choi, Allyn Fetherolf, Deacon Hanson, Wei Ling Landers, Ellen Nagaue, Jean Okumura, Peggy Regentine, Johnny Singh, Jody Storm, Emi Troeger, and Vanessa Cole.

Call to Order
The Math/Business Department meeting was called to order at 3:00 pm in the Mana 107 Conference Room.

Approval of Minutes
The minutes for the December 3, 2010 department meeting were approved.

Committee Reports
1) VCAC – Clayton: Report attached. Announcement of the new SOC timeblock template for the next academic year, and VC Fulton’s desire to establish an ESL program at WCC as well as an Exchange program.

(2) Faculty Senate – Peggy: Report Attached. The UH system’s use of Google mail is still under review. An advantage of using Google mail is that it will save UH system money. Being explored are alternate UH academic calendars including 15 week semesters, 14 week semesters, and a trimester system (fall, spring, and summer).

(3) CCAAC – Johnny presented a motion to standardize the wording of contact and credit hours in the WCC curriculum for Spring 2011:

When expressing contact hours and credit hours, the following three categories will be acceptable:
“Lecture,” where 1 hour contact time = 1 credit hour
“Lecture/Lab,” where 2 hours of contact time = 1 credit hour
“Laboratory,” where 3 hours of contact time = 1 credit hour

Combinations of these the categories will be acceptable as appropriate for the course. Thus:
A 3 credit Art studio will be expressed as “6 hours lecture/lab”
A 4 credit language class will be expressed as “3 hours lecture, 2 hours lecture/lab”
A 4 credit science class/lab will be expressed as “3 hours lecture, 3 hours lab”

(4) IEC – Young-A: No report.

(5) Developmental Education Group – Clayton: No report.
(6) Foundations Board - Young-A: No report.

(7) HAP – Emi: No report.

(8) MaPSAC – Emi: No report.

(9) PBC – Clayton: No report.

**Other Business**
- Lecturer vote?

**New Business**
- Instructional Developer position (Brian Richardson’s former position) was funded by a Title III grant which has ended. (An Instructional Developer position, PBC Request #14, has been submitted by the Office of Academic Affairs)
- Prioritizing New Faculty Positions – Guidelines for new faculty positions was distributed by VC Fulton with a directive that requests for new faculty positions be made through the Deans. Positions will be classified initially as Tier One (more critical) or Tier Two.
- New Fall 2011/Spring 2012 template will have all classes beginning at 8:00 am and run in 1.5 hour timeblocks thereafter.
- Math Discipline and Business Discipline were asked to set up the e-café course assessment surveys.

**Adjournment**
The meeting was adjourned at 4:13 pm.

Recorder
Clayton K. Akatsuka