Math/Business Department Meeting Minutes
March 16, 2011
(approved: 4/28/2011)

Present: Clayton Akatsuka, Kay Beach, Young-A Choi, Wei Ling Landers, Ellen Nagaue, Jean Okumura, Peggy Regentine, Johnny Singh and Emi Troeger.

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 February 23, 2011 department meeting were approved with correction.

Committee Reports
1) VCAC – Clayton: No report – next meeting is 3/17/2011.

   o Emi’s Resolution for VC of Student Services Lui Hokoana to remain at WCC, with minor corrections, was approved by the Faculty Senate.
   o CCAAC would like curriculum deadlines to be the decision of VCAA – although VC Fulton declined the responsibility.
   o The Excellence in Teaching Policy passed.
   o ICS 105 and Certificate in Bus Technology was deleted
   o Modifications for Math 101 and Math 112 was accepted.

   o The following moved through CCAAC: deletion of the Bus Technology CC, deletion of ICS 105, modification of Math 101 and modification of Math 112.
   o CCAAC will be exploring the possibility of limiting the number of credits that can be earned towards the AA degree by repeating a course.

   o Reminder of Excellence in Education assessment and data workshops being presented by VCAA and IR offices.
   o New Course Assessment form will be web-based.

(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: Report (2/25/2011; March 11, 2011 meeting cancelled) attached.
  o Cliff Togo submitted a Supplies Budget Allocation Adjustment Formula to adjust
    the budgets in accordance with enrollment increases. Additional money will be
    distributed to each area.
  o Review of PBC request forms #14 to #43 (out of 106 total requests).
  o Jeff Hunt submitted an updated PBC Flowchart and Timeline.
  o Ellen Ishida-Babineau was introduced as the “auditor”(new non-voting member)
    of the PBC by Chancellor Doug Dykstra.


  o A Writing Intensive Course Designation Form was approved by the board. This
    form will be used as a WI application form and as a recertification form.
  o Recertification will be required every five years. Recertification will require the
    inclusion of the WI hallmarks in the course syllabus, highlighting compliance of
    the hallmarks, and the requirement of individual student conferences with the
    instructor.
  o The committee will be conducting a review of the syllabi of WI courses being
    offered this semester (Spring 2011) – checking to see if the WI hallmarks are
    being met (compliance).

(12) Kapiko (formerly Tutoring Service Committee) – Clayton – Meeting scheduled for


Other Business

• Lecturer vote? A discussion of this issue included the following items:
  o Open vs Restricted – allow all lecturers to vote on certain items will
    restricting lecturer voting on other items.
  o Allow lecturers hired into half-time positions to vote on all items.
  o Allow lecturers hired into annual renewable positions to vote on all
    items.
  o Allow lecturers who regularly attend department meetings for at least
    three consecutive years to vote on all items.
  o Lecturers will not be allowed to vote on personnel matters.
  A vote was called for, and it was unanimously decided that full time faculty
  will determine, prior to voting, whether the vote being called for is restricted
  (ie. Lecturers are not allowed to vote on the motion).

New Business: Book Order forms for Fall 2011 was distributed to Wei-Ling (Math) and
  to Emi and Peggy (Busi).

Announcement: Next and last meeting: April 27, 2011
**Adjournment:** The meeting was adjourned at 4:13 pm.

Recorder: Clayton K. Akatsuka