Math/Business Department Meeting Minutes
April 28, 2011
(Draft)


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 March 16, 2011 department meeting were approved with corrections.

Committee Reports
1) VCAC – Clayton: Report (March 17 and April 14, 2011) attached.
   - Chancellor Dykstra announced that beginning AY2011-2012, department chairs will receive 6 credits assigned time per semester instead of the current 3 credits per semester. The DCs will become active members of IEC and are expected to lead their departments in SLO assessment, especially the utilization of third party assessment (assessment by someone other than the instructor or students of the class).
   - The Agenda for the March 17 meeting was sent out the day before. Fiscal Year End Deadlines were included: March 18 for purchases over $25,000 and April 15 for purchases under $25,000. The minutes for this meeting was sent out April 26. Clayton apologized for “dropping the ball” on this important matter and not informing the department in a timely manner of these deadlines.

   - Course level SLO assessment: Distance Learning (DL) courses must be done separate from F2F ones. Hybrid courses are not considered DL or online, but anything over 50% online is considered online.
   - Jan Lubin stated that her gut feeling is we would be put on warning for accreditation. She mentioned that 80% of schools are put on warning now because of Governance or SLOs. She believes we have the Governance component but not the SLO component. She points out the gaps in our SLO development: not using SLO assessment to make curriculum changes, and not showing how the SLO assessment has affected our programs.
   - The Assigned Time Committee (Charles Whitten, Ross Langston and Kate Zane) reviewed 124 applications for assigned time. All applications were already approved by both Deans. The Committee agreed who were they to rank the applications when the Deans approved all of the 124
applications. The committee therefore approved and accepted all applications for assigned time.

   • Several course proposals or program modifications were reviewed by the committee including MATH 206L (archived).
   • Motion to standardize the wording for repeatability of credits that count towards the AA degree was approved: “This course may be repeatable for up to XX credits applicable to the AA degree.”
   • The Word forms for course submissions will be retired, effectively immediately, and the online system will be used.

   • The new Course Assessment form will be web based and may therefore be printed using either legal or letter size paper.

   • A system-wide Developmental Math Discipline meeting took place on April 2 at Honolulu CC. ARRA funded developmental Math projects were presented by Maui C, Hon CC, Lee CC and Kapiolani CC. Other presentations made: Gates presentation was made by LaVache Scanlan, Accelerated ABE and Pre-Algebra Math Course by Vee Nguyen (Kauai CC), and Reading/Math project by Marilyn Bader (Hawaii CC). In attendance: Jean O., Wei-Ling L., Johnny S. and Clayton A.

(6) Foundations Board - Young-A: No report.

(7) HAP – Emi: No report.

(8) MaPSAC – Emi: No report.

(9) PBC – Clayton: Report (April 1 and April 15, 2011) attached.
   • Ellen Ishida-Babineau submitted a draft of a PBC Summary Sheet rating rubric.
   • A review of PBC requests #87, #15-#95, and #97-#106 was conducted.
   • The motion to fund 0.5 of the Equipment requests (PBC #4, #16 and #28) was passed. This action allows the requestors to begin the process to secure items being requested. PBC#4= $50,000 for Operations and Maintenance (Cliff Togo); PBC#16=$200,000 for Computing Services (Mike Tom); PBC#28=$155,818 for Media and Duplication (Elizabeth Ratliff).
   • PBC members will be ranking 62 of the 106 requests for possible funding utilizing Zoomerang.
   • Chancellor Dykstra is calling of volunteers from this committee to serve on a PBC “Rump Council” on an as needed basis throughout the summer months.
  • A review of the recent workshops was conducted – Creating Rubrics by Tara Severns and Analyzing Data by Kristine Korey-Smith.
  • A discussion of future workshops needed included one for the non-instructional area, especially Administrative Services, and another for using the revised Course-Level Assessment Template.

(11) WAB – Clayton – No Report.


Other Business
  • None.

New Business:
  • Committee Assignments for AY2011-2012:
    Faculty Senate – Kay Beach
    CCAAC – Johnny Singh
    IEC – Clayton Akatsuka/DC
    Foundation Board – Young-A Choi/Jean Okumura-CHR
    HAP – Ellen Nagaue
    MapSAC – Deacon Hansen
    Kapiko – Young-A Choi
    WAB – Emi Troeger
    Aesthetics – Peggy Regentine
    Dev. Educ. – Clayton Akatsuka-CHR
    IEC-SPDA – Clayton Akatsuka
    PBC – Clayton Akatsuka/DC
    VCAC – Clayton Akatsuka/DC

  • WAB Poll – Should WCC require all WI courses to have a prerequisite of “C” or higher in ENG 100? A brief discussion preceded a unanimous vote in favor of this issue. The results will be sent to WAB Chair Robert Barclay.
  • Feedback for the Philosophy of Assessment document. A review and discussion of the document resulted in the following recommendations:
    - In paragraph 4, the word “entire” which appears before institution in the first line should be deleted. Also check if institution should be capitalized.
    - In paragraphs 3-7, replace the colon with the em dash.
    - In paragraph 6, rewrite the last line. Consider using “We hope to engender innovation through continual, consistent assessment.”
    - In paragraph 7, rewrite the-next-to-the-last line.
- In the document, use the English words with the Hawaiian words in parenthesis.
This feedback will be sent to Jan Lubin.

- An update of the Math and Business Assessment Worksheets (courses to be assessed) was conducted with the results sent to Jan Lubin. BUSN 20B, ICS 105, Math 21A and Math 21B were archived. The following courses were assessed in AY2001-2010: MGT 120, Math 111, Math 115, Math 203, Math 231, and ICS 115. Math 20 and Math 101 will be assessed in AY2011-2012.

**Announcement:**

- Course Level Assessments for AY2010-2011 are due to the Math&Business DC on the new template form by May 17, 2011.
- Emi announced that a retirement party for Jerry Levinson and Ben Moffat is being planned for May 13th at 9:30 am. If you would like to contribute towards a gift for one or both men, see Emi.

**Adjournment:** The meeting was adjourned at 4:25 pm.

Recorder: Clayton K. Akatsuka