Math/Business Department Meeting
March 21, 2012

Present: Clayton Akatsuka, Kay Beach, Vanessa Cole, Deacon Hanson, Wei-Ling Landers, Jean Okumura, Peggy Regentine, Johnny Singh and Emi Troeger.

Call to Order: The meeting was called to order at 2:25 pm in Manao 107.

Approval of minutes: The minutes for the February 22, 2012 meeting was approved as corrected.

Committee Reports:
- VCAC – (Clayton). 3/15/12 meeting. VC Fulton wants more evening classes and more full time instructors teaching evenings rather than lecturers. He also wants a review of evening course offerings to ensure students can earn a degree through our evening program.
- Faculty Senate – (Beach). 3/20/12 meeting. Three items were discussed: (1) policies and procedures for online discussion boards including the use of a moderator and how the results of the discussion boards are being used, (2) Google server issues – the department seem “ok” with the Google server as is, and (3) Use of SLO assessment results for faculty promotion and tenure – should there be a formal statement from Faculty Senate to affirm that assessment results (such as completion rates) not be used for promotion/tenure.
- CCAAC – (Johnny). 2/28/12 and 3/13/12 meetings. Approved by CCAAC include new course BUS 122B, and Course Modifications for ICS 107, ICS 115, ICS 121, ICS 123, ICS 163, MATH 19, and MATH 28.
- IEC – (Clayton-DC). 3/5/12 and 3/19/12 meetings. A discussion of GSIEC results including its very small number of responses (n=5 or 6) was conducted. The Mongold report and the subcommittee’s self-assessment review may affect the 2011-2012 GSIEC procedure when the survey is administered in April 2012. Status reports from the various subcommittees were made. WASC is sponsoring a Degree Profile Workshop to review what a degree means – the definition should be consistent across the USA. The 3/19/21 meeting focused on the Gen Ed Workshops held on March 9 and March 16. A summary of the results from both workshops were reviewed.
- IEC/SLO Subcommittee-(Clayton). 2/22/12 meeting. The subcommittee met to review SLOs for ICS 121, ICS 115, ICS 107, ICS 123, ICS 163, ICS 203, ICS 119, MATH 19 and MATH 28.
- IEC/AA Task Force Subcommittee-(Vanessa). 3/7/12 meeting. The department unanimously agreed that the assessment of the General Education learning outcomes would inherently assess the AA SLOs.
- Developmental Education Group – (Clayton-Chair). No meeting.
- Foundations Board – (Johnny, Jean-Chair). No meeting.
- HAP – No meeting.
- Staff Development – (Vanessa). No meeting.
- Master Planning and Space Allocation Committee (MapSAC)– (Deacon). No meeting.
Planning and Budget Council – (Clayton-DC). 2/24/12 and 3/9/12 meetings. A draft of the University of Hawaii System 2013-2015 Biennium Budget Policy Report was presented. The purpose of the paper is to set forth guidance for the preparation of the UH biennium budget requests. The three strategic initiative areas identified were The Hawaii Graduation Initiative, Innovation, Technology Transfer and Workforce development, and Stewardship of Facilities. The remaining PBC requests (#59-67) were presented.

Ka Piko – (Clayton). 2/8/12 and 3/13/12 meetings. Surveys for specific areas were reviewed. Suggestions were made on the short-term survey. TRiO presented their student data collection and tracking system (SARs). No decision was made on what system Ka Piko will be using for data collection and student tracking. Kai Noa Lilly, as the designated coordinator for the Ka Piko Learning Center, will assume the responsibility of conducting future meetings.

WAB – (Emi). No meeting.

Aesthetics – (Peggy). 3/16/12 meeting. Paul Nash was unanimously re-elected as chair for 2012-2013. Bonnie Beatson’s Marketing comments: (1) a sample of the mission statement posters written in both English and Hawaiian languages that will be posted in each classroom was shared, (2) plans to hang a banner on the front row of our campus entry for the 40th anniversary and grand opening of the library on 9/4-9/7, 2012. The planned date for the new library opening is 9/4/12, and (3) five digital signage displays will be placed in Alakai, Akoakoa, Palanakila and Imiloa buildings and the library. This programmable digital signage will could possibly display deadlines and program content, for example. The timeframe for installation will be before fall.

Old Business

New Business

• Discussion of results from Gen Ed March 16 Workshop – Form 4 with summary of what actions the institution could take to improve student learning outcomes in general education. Items brought up in the discussion included (1) student attendance policy – utilize biometric readers in every classroom to log students’ attendance, reinstitute a First Day Attendance Policy, how does attendance tie in with course SLOs; (2) the need to hire an Instructional Developer – should be a service through media. For example, the Instructional Developer will assist instructors with distance education course offerings; and (3) institutionalizing of the Supplemental Instruction (SI) program. Should attendance in SI sessions be mandatory?

Announcements:

• Emi announced that there are currently 24 WI classes being offered in Fall 2012/Spring 2013. If you are interested in offering a writing intensive course see Emi.

• IEC Workshop on April 27 11:30 am – 12:30 pm to focus on the General Education assessment and the assessment task.

Adjournment: The meeting was adjourned at 3:45 pm.

Recorded by Clayton K. Akatsuka