1. Status of Anthropology 151 Foundations Proposal  
   a. Explanation of the Foundations Requirements  
      i. 6 credits, each course selected from 2 different groups within Foundations (FGA, FGB or FGC).  
   b. ANTH 151 Foundations Course Designation Proposal  
      i. The proposal must make sure that the course addresses all six of the FG hallmarks.  
   c. Foundations Board response  
      i. The FB had some issues with the assignments that were to meet the FG hallmarks.  
      ii. FB would really like to wait until FT person comes on board, Social Sciences is in agreement.  
         1. The ANTH 151 Foundations Proposal will be shelved until Fall 2014 semester.  
      iii. There also needs to be an agreement that there not be too many FG courses in the schedule so that enrollment will not drop too drastically any of the FG courses.  
         1. In this case, there would need to be a conversation between the Religion, History and Anthropology instructors and the Humanities and Social Sciences department chairs.  
   d. Scheduling of ANTH courses for Fall 2014  
      i. SS Department will offer two WI ANTH 200 courses, one face to face ANTH 200 course and one ANTH 150 course. Total of four ANTH courses for Fall 2014  

2. Scheduling for the Fall 2014 Semester  
   a. Deadlines  
      i. Discipline Schedulers can enter in their classes for Fall 2014 now.  
         1. Deadline is February 14-Valentines Day.  
      ii. AAAC meeting on February 19 to look over schedule.  
   b. Learning Communities and Cohorts  
      i. There will be eight freshman cohorts  
         1. Two grant projects and 6 other  
         2. Pairing IS 103 course with theme course
3. Is there any interest in having either a Freshman cohort or a Learning Community among SS faculty.
   a. Difference between cohort and Learning Community.
      i. Cohort-back to back
      ii. LC-Blended
         1. Some release time offered, 3 credits for implementation, 1 credit thereafter.
         2. LC are preferable to simple cohort due to increased student success.
         3. Frank Palacat and Sarah Inouye want to do a LC
            a. IS 103 and PSY 100 back to back. More of an afternoon slot
               i. 11:30-12:45 pm
               ii. 1-2:15 pm
            b. Frank Palacat will check on this.
   c. Entry Process for Discipline Schedulers
      i. No changes right now, could tweak the process in the future.
      ii. Any issues? None right now, easy process.

3. Summer Session
   a. Scheduling
      i. Only FT entered so far, lecturers added after April 1 evaluations turned in.
         1. Changes to Lecturer evaluation-How often does the Dossier need to be submitted.
            a. Step A-every year.
            b. Step B-every other year
            c. Step C-every four years
         2. Discussion stage whether lecturers should share peer evals with DC.
            a. DC reads the dossier submitted by the lecturer.
            b. Faculty teaching load during summer
               i. 6 credit default-otherwise by exception from the VCAA.

4. Recurring textbook shortages and suggestions for cost-effective ways for textbook ordering
   a. Faculty will order for Fall 2014 around April.

5. Hiring Summer lecturers
a. Current lecturers in the lecturer pool just need to submit a memo to Dean. Lecturers not in the lecturer pool need to make use of Hirenet Hawaii.

6. Teaching Equivalency applications
   a. Refer to Ardis letter-She will send out to all faculty soon.
   b. The TE application needs a DC signature.

7. Independent study project term selection
   a. Refer to handout on Independent study projects-if SS faculty want to do this, they need to choose start and end dates.

8. WCC requisition form-
   a. This is a new form, fill it out completely, especially account code.

9. WCC travel request form,
   a. This is a new form, fill it out completely as well, especially account code.

10. Service Learning position
    a. Proposal to have a faculty member to do this. Hired an APT to do this, has student experience but not faculty experience. This was a one year contract position.
    b. The AS office is looking to hire a Service Learning Coordinator.
       i. 6 credits of release time. Prefer full-time faculty member, curriculum design experience. Please send names to Ellen IB.

11. Department Chair evaluation-
    a. The DC evaluation will be in the mailbox, no changes this year, AS office will consider changes next year.
    b. Will be sent out, but aggregated, DCs will meet with respective Dean to discuss the evaluation.
       i. Goes out Feb 12 along with a letter, survey goes back to AA office.

12. Meeting adjourned at 2:00 pm. Next meeting is February 24, 1014 in Imiloa 122 at 1 pm.
    a. Discussion will be about proposed AA degree in Social Science.