VICE CHANCELLOR’S ADVISORY COUNCIL
MEETING MINUTES

April 16, 2013, Alakai 118

Present: Ellen Ishida-Babineau, Brian Richardson, Leticia Colmenares, Toshi Ikagawa, Paul Nash, Ellen Nague, Elizabeth Ratliff, Peggy Regentine, Tara Severns, Michael Tom, and Libby Young

A. Timeline of all deadlines
   A revised schedule of all deadlines for the academic year will be distributed at the beginning of Fall semester. The Academic Affairs office will also work on a Department Chair’s Handbook. The DCs are encouraged to send in suggestions and contributions to the handbook. A timetable for lecturers will also be considered.

B. Department Secretaries (and Purchasing)
   Letty said that it’s very confusing to have to go to different staff in the Academic Affairs office for different tasks. It would be best if each department could have their own secretary. Ellen mentioned that we don’t have the budget to hire a secretary for each department. We currently have a secretary assigned to support each division dean and also provide support to their division faculty. The division secretaries have many faculty to service and need the proper lead time to process fiscal requests, such as purchases, travel, reimbursements, etc.

   The Academic Affairs staff is requesting that all purchase requests come in on a completed requisition and be accompanied by all the proper support documents. The Academic Affairs staff will be working on a system to get purchasing information back to the requisitioner in a timely manner so the departments can keep track of their own balance. Ellen will check with Kevin to see if the Fiscal Office could print out quarterly balances.

C. Discipline Coordinators (deferred to next meeting)

D. Hiring Tutors for Humanities Courses
   Humanities would like to have tutors hired for Humanities courses. Paul will take this request to the PBC.
E. Announcements

1. A reminder that the DCs should look at their evaluation and identify goals for next academic year. Ellen will be sending the form for this out. It is due back to their dean by May 3.

2. Brian and Mike Tom are working to establish a rubric for determining DC stipends. Peggy voiced her disagreement of the process, stating that establishing a rubric now is unfair since it’s being created after the fact. Letty thinks that stipends should not be based on a rubric, since the duties are basically the same regardless of the size of the department. Mike mentioned that a stipend is to differentiate the complexity of the job. The criteria should be done by May 3.

3. Overload will not be paid until the spring semester. This is due to the change in teaching equivalencies. Overload is now not paid until 27 credits are exceeded, and that won’t happen until the spring semester.

4. DC that would like to have their appointment renewed should submit a memo to the Chancellor, via their dean, stating so.

5. Lecturer assessments by the DCs should be complete by May 15 and transmitted to their dean.

6. Mike mentioned that Adobe no longer offers software maintenance for the CS6 applications (Dreamweaver, InDesign, Photoshop, etc.) and now restricts the use of concurrent-use licenses to classrooms and labs. Consequently, Computing Services is generally NOT able to continue offering new Adobe versions and faculty licenses free to departments. Departments will need to budget for the cost of any new Adobe versions that they wish to upgrade to in the future.

F. Next Meeting

The last meeting of the year is scheduled for Friday, May 3, 10:00 am in Alakai 118. Lunch will be served.