VICE CHANCELLOR’S ADVISORY COUNCIL
MEETING MINUTES

Friday, May 3, 2013
Alakai 118

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

A. Department Chair Stipend

Michael Tom shared draft calculations of teaching equivalencies and stipends for Windward's five academic department chairs based on the 'Guide to Determine Minimum Teaching Load for Division/Department Chairs' rubric from the 10/2011 UHCC Teaching Equivalencies Policy and the old 'Guide to Determine Compensation of Division/Department Chairs' rubric from the 7/1998 CCCM #2500. In the absence of a designated formula for determining DC stipends, it was thought these rubrics might provide a reasonable starting point from which any appropriate adjustments could be negotiated. While various concerns were raised with aspects of the rubrics, all department chairs found the proposed monthly stipends of $350 for Language Arts, Math & Business, and Social Sciences, and $400 for Humanities and Natural Sciences to be acceptable. Ellen Ishida-Babineau will seek retroactive payments for DCs paid less than those amounts in AY2012-2013, and the new stipend amounts will be in effect for AY2013-2014. Assigned time for Windward's DCs will continue to be 6 Fall & 6 Spring in AY2013-2014.

B. Discipline Coordinators – Definition and Selection
Deferred.

C. Meeting Days and Times for Next AY

The first meeting, only, will be on August 21, 2013 at 11:30 am. All meeting thereafter will be on the second Wednesday of the month at 11:30 am.

D. Announcements, Reminders, Information Sharing

a. Ellen wants the annual reports to be turned in earlier this year than their usual due date of November 15.

b. Renovations for the old La‘akea and Na‘auao will not be done till January or February.
c. Typically low enrollment Fall classes are not be cancelled till early August, after a preliminary meeting with DCs and AA meeting with Charles Whitten. Brian suggested that this process be moved up to the end of July to allow enough time to adjust the schedule and allow students enough time to sign up for alternate classes. Fall classes need between 12 and 15 people enrolled.

d. Summer classes need around 8 or 9 people enrolled. First round to cancelling classes will be 5/13 to cancel classes that have 0-1 enrolled. Final round to cancel classes with less than 8 enrolled will be on 5/20.