VICE CHANCELLOR’S ADVISORY COUNCIL
MEETING MINUTES

February 21, 2013
Alakai 118

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

A. Annual Schedule Review
The DCs agreed that the annual schedule was fine.

B. Moving up Registration Start Date for Summer 2013
The original start date was 4/8/13, which is the same date as the start of registration for Fall. Since this has caused some confusion in the past, the start of registration for Summer will be moved up to 4/1/13. The last day to register for a class is usually the second day of the term.

There is proposal in the works for Phi Theta Kappa students to get $125 off per credit for non-developmental classes during Summer.

C. Summer Session Lecturers
Clarification of information discussed during the meeting will be forthcoming.

D. Charter for the Council
VCAC is supposed to update its charter. There was discussion on the membership of the council. Richard voiced an opinion that since this is an advisory council, the membership should not be limited to only department chairs, but should include other offices under Academic Affairs to gather the widest range of information and opinions possible.

E. Posting of Office Hours on the WCC Website
DC should remind their faculty to post their office hours on their website page.

F. Cancelling Classes the Week Before the Start of the Semester
Paul said that Humanities wants to wait until the Friday before the semester starts to be the final day to cancel classes. The last day to cancel classes has generally been the Thursday before the start of classes. Richard pointed out that this gives students a Friday and weekend to find another class. The group agreed that the Thursday before the start of the semester will generally be the last day for class cancellations, unless the
DC or designee agrees to make phone calls to students who are enrolled in the cancelled classes.

G. Teaching Equivalency Policy
John Morton has told the chancellors that the new policy will go into effect next Fall for full-time faculty. There is a formula used to figure this out. Letty will find out from UHPA if this policy will affect lecturers also. Richard will send the letter from Sandra Uyeno regarding TEs, out to the DCs.

H. Selection of Discipline Coordinators
There has been no policy to formally appoint discipline coordinators to assist with scheduling. Some people get paid for assisting with scheduling and others don’t. Coordinators are usually assigned by course alpha. No conclusion was arrived at regarding selection process, nor has there been a clear definition of who is a discipline coordinator. This topic will be addressed again in April.

I. Announcements
1. DCs please remind your faculty, and especially lecturers, to call the VCAA main phone number at 235-7422 if they are going to call in sick.
2. Book order deadline for Summer is March 1st and for Fall is April 1st.
3. Revisions have been posted for the full and half-time positions in Hawaiian Studies and for the Duplication Manager, as per the PBC’s request.
4. Brian announced that there is an ad hoc committee to look at the scheduling of night classes and he is looking for members.
5. The faculty need to take a close look at their Summer and Fall classes to make sure everything has been entered correctly.