Department of Natural Sciences  
Minutes for the January 20, 2012 Meeting

Present: Jan Chouijian, Joe Ciotti, Letty Colmenares, Lisa Hayashi, Toshi Ikagawa, Marvin Kessler, Dave Krupp, Ross Langston, Floyd McCoy, Dave Ringuette, Inge White, Michael Wong.

1. **Budget Spending**  
Inge mentioned that Vice-Chancellor Richard Fulton at their last VCAC meeting said to spend your funds from the general budget accounts soon as there will be a deadline in April for submitting requisitions.

2. **Smart Thinking Committee**  
Inge also said at the same VCAC meeting Ellen Ishida-Babineau talked about forming a Smart-Thinking Committee in February. Inge said those who teach writing intensive and online courses could benefit from such committee. Marvin said it is an enhanced learning, maybe similar to a learning community.

3. **Summer Annual Report**  
Inge said there will soon be two annual reports: one for Fall-Spring semesters, and the other for the summer sessions. The Vice-Chancellor of Academic Affairs' office will be responsible for the annual report.

4. **Writing Across the Curriculum (May 21-June 5)**  
Inge said that WCC and KCC will be sponsoring the 25th Community College Writing-Across-the-Curriculum Institute Plus, from May 21 to June 5, 2012 at WCC. It is an intense workshop that meets daily from 8:00 am to 3:30 pm. $200 stipend is available to faculty who attend, please contact Brian Richardson (brian.richardson@hawaii.edu).

5. **Online Scheduling for Fall 2012-Spring 2013**  
Inge said for the upcoming academic year (Fall 2012-Spring 2013) use the schedule that starts at 8:30 AM. She said her advice to the incoming department chair is to not schedule your classes on T-Th 12:40 PM-1:30 PM as you’re expected to attend meetings at that time. She said anyone who wants to offer a class that starts at 7:00 AM can do so. She also said Dean Brian Richardson encourages scheduling evening classes that start at 7:00 PM. Inge reminded the faculty to remember to consider your credit load for fall semester as 15, and 12 for spring. She also said faculty cannot teach more than 6 credits of overload in the entire academic year. In the summer faculty can teach up to and including 6 credits of overload, same for lecturers. Inge asked the seven full-time faculty/discipline coordinators submit their class schedules to her and that each faculty/discipline coordinator speak with their lecturers and then submit their lecturers' schedules to her. Ross said there are four options currently being discussed at the campus level via the discussion board: 1) individual faculty input schedule; 2) coordinators and full-time faculty input schedule; 3) department chair input schedule for the department; 4) coordinators and full-time faculty create a schedule that is then reviewed by the department chair before inputting the schedule. Dave K. asked if there is a process in our department if a scheduling conflict occurs. Inge encouraged the faculty to talk it over if there is a room/schedule conflict. After some discussion, Floyd requested e-mail feedback on these choices.

Letty mentioned that the Teaching Equivalency (TE) Committee's final draft is being circulated to all of its' members. She is hoping that early next week the draft will be finalized and eventually distributed to all campuses. She said at this time, TE credit for faculty does not cover lecturers.

6. **CCAAC**  
Dave K. said the committee hasn't met yet so there is nothing to report.

7. **IEC**  
Inge mentioned her e-mail asking for input on the consultant's (David Mongol's) report on the GSIEC evaluation. She said the IEC hasn't met yet so there is nothing to report.
8. Faculty Senate Floyd said he will send via e-mail information about faculty housing, common course numbering, acceptance of transfer credits with "C" vs. "D" grades, and banning the use of wireless devices during classroom examinations. This last item may be put on the discussion board.

9. AA Learning Outcomes Task Force Dave K. said the task force is looking at the AA learning outcomes. He said the question is whether to revise what we have already or to start anew. Either way the learning outcomes will have to be assessed. The next question is how to assess them. There was a suggestion that the general education learning outcomes and the AA learning outcomes be the same. The first task for this group is to look at other similar colleges if they have associate degree learning outcomes and general education learning outcomes. Most were California community colleges and many did not have an AA degree in Liberal Arts. Instead, they have AA degrees in particular disciplines, each of them having discipline learning outcomes. Dave K. said he asks that we look at the AA learning outcomes and to give him feedback. Dave K. distributed handouts of both the WCC general education student learning outcomes and the WCC AA degree learning outcomes. He said the general education learning outcomes is the same as the institutional learning outcomes. AA and AS degrees fall under the general education learning outcomes and their learning outcomes must be mapped to the general education learning outcomes.

10. Science Olympiad Dave K. said the Windward Regional Science Olympiad will be held at WCC on Saturday, February 11, 2012. He said he sent an e-mail as he is still looking for volunteers to help. The winning teams will advance to the state level and then the winners at the state level will advance to the national level. Dave K. said he is trying to arrange a meeting with the Science Fair coordinators to see if the Olympiad results could be announced in the Akoakoa atrium.

11. Windward District Science Fair
Inge said on Friday, February 10, 2012 morning the science faculty will be hosting a science open house. According to Kalaheo Vice-Principals Gary and Tom 150 students from grades 6-12 will be participating in the open house. She said 3-4 groups will visit all seven disciplines from 9:30 AM-12:00 PM, 2:00 PM-2:45 PM (Kaneohe Marine Base adult students). Dave R. said he will be a judge so Steven Moulden will stand in his place.
Windward District State Science Fair displays will be in Hale Akoakoa. Judging for this event will be on Friday, February 10, 2012. The award ceremonies will be on Saturday, February 11, 2012 in Akoakoa.

11. Announcements:
Security-Today the snack vending machine was vandalized.
e-cafe-Letty said they are revisiting the questions for e-cafe. If there are no changes, then the criteria will be the same.

Respectfully submitted by Lisa Hayashi; edited by Inge White