Department of Natural Sciences
Minutes for the September 21, 2012 Meeting

Members Present: Joe Ciotti, Dave Krupp, Floyd McCoy, Inge White, Ross Langston, John Kaya, Sam Craddock, Brad Porter, Lisa Hayashi, Letty Colmenares.
Member Excused: Dave Ringuette

1. The department welcomed John Kaya, new director and instructor of the Vet Tech Program.

2. Approval of Minutes. The minutes of the Aug 31 meeting was circulated by email on Sep 5, 2012. There were no comments. The minutes was approved. In the future, a draft of the meeting minutes will be circulated by email after the meeting to solicit comments for revision. After one week, if there are no comments, the minutes will be posted on the NS department website.

3. 2012-13 Vet Tech Budget. The 2012-13 budget of the Vet Tech program in the amount of $16,800 was approved. This brings the total budget of the NS department to $41,300.

Ross said that the Vet Tech program is self-liquidating, that the student fees are sufficient to run the program. The reason the Vet Tech program requested for funds this year is because the students’ fees were not collected this semester.

4. Book orders. The discipline coordinators have the option to file the book orders online or by hard copy for spring 2013 but it will be compulsory to do online starting summer 2013. The following were distributed:
   • Instructions for online filing
   • List of Username/passwords
   • Training Sessions: Oct 2, 2012 (3-4PM) and Oct 8, 2012 (3-4PM) in AKOA01A 113
   • Deadline to file: Oct 15, 2012

   Past due: List of Evidences (on template form) & Accomplishments (Dave R., Dave K., Floyd M., Ross L. (not yet submitted)

SLO assessments due AG 159, ANSC 141, ANSC 142L, ANSC 151, ANSC 151L, ANSC 152, ANSC 152L, ANSC 190 ANSC 251, ANSC 252, AQUA 106L, AQUA 201L, BIOL 100L, BIOL 172, BIOL 265, BIOL 265L, FSHN 185, GG 103, GG 210, GG 211, GG 214, HLTH 125, OCN 101, OCN 201, OCN 201L, OCN 260, OCN 260L, ZOOL 105, ZOOL 254 (not yet submitted)
Due Sep 28: Budget Requests (template forms distributed by email) and Department Goals Review

In the next department meeting, there will be a discussion of what the new goals of the department will be.

6. Associates In Science Degree in Natural Sciences (ASNS) Proposal. According to the ATP ASNS, the planning committee is made up of Dean Brian Richardson and members of the NS Department (Inge White, Joe Ciotti, Dave Krupp, Dave Ringuette, Ross Langston, Floyd McCoy and Letty Colmenares). A copy of the LCC Proposal and the ATP will be distributed to the members by email. The planning committee will be meeting to discuss at 9-10 AM on Friday, October 12, 2012 (Imiloa 123). Math representative, Dean and VCAA will be invited to the meeting.

7. Committee Reports
   a. IEC. Inge reported that classes below 100 level and remedial courses will not be Gen Ed assessed. Fall 2012 is the time to assess Gen Ed “Communication”. Spring 2013 for Gen Ed “Information Literacy”. Fall 2013 for Gen Ed “Critical Thinking and Creativity”. Spring 2014 for Gen Ed “Global and Cultural Awareness”. Fall 2014 for Program Review assessment. Spring 2015, to start a new cycle of course assessment. If each department assesses 5 different courses per semester, the minimum 95% confidence level will be reached (338 students enrolled in those classes are assessed). Since some departments might assess more than 5 disciplines per semester (i.e. NS Department assesses 7 disciplines for Gen Ed “Communication” this semester), the confidence level will be higher than 95%.
   b. CCAAC. Ross reported the following:
      1) A new course, ICS 108, was approved by the committee at the September 11th meeting.
      2) As a reminder, the current process for course submission is as follows:
         a. The proposer creates a draft of the proposal on the CCAAC website and distributes the link to the proposal to the department and any other stakeholders for review.
         b. Upon departmental approval, the proposer will then submit the proposal for review by the campus using the discussion board. The proposal should remain on the discussion board for 2 weeks.
         c. The proposer is responsible for answering questions about the course on the discussion board. After the 2 week period has closed, the proposer should revise the proposal, integrating any relevant suggestions, and re-post at least 1 week in advance of the CCAAC meeting in which it will be considered.
         d. The Curriculum Chair will inform the proposer that their proposal will be considered at the upcoming meeting. The proposer should
attend the CCAAC meeting so they can answer the committee’s questions about the proposal.
e. Upon CCAAC approval, the new course proposal will be submitted to faculty senate for review.

All signatures will be collected electronically. The department proposing the course should be aware that the committee may recommend changes after the initial departmental approval. It is the responsibility of the department representative to decide whether the recommended changes are substantial enough to warrant a second review by the department before the proposal is voted on by the CCAAC.

In line with Ross’ report, it was moved by Dave Krupp and seconded by Joe Ciotti that the NS department request the discussion board requirement be removed from the Curriculum Review Process. The vote was unanimous in favor of the motion.

The department feels that the CCAAC committee should have sole authority in recommending modifications to submitted proposals and that the discussion board requirement just prolongs the review process. Ross will bring this information to the CCAAC at its next meeting (9/25).

c. Faculty Senate. Floyd’s report was based on the Minutes of the faculty Senate meeting held last (see attachment).

d. Rain Garden. Floyd’s report was based on the handout he circulated by email (see attached).

e. PRU Master Plan. Sam Craddock reported that Ross and Sam began sitting on the Plan Review Use Committee this summer. The purpose of the committee is to work with Master Planning and Space Allocation Committee (MaPSAC), the Aesthetics Committee, and the Planning Budget Council (PBC) to develop a campus master plan with the KYA Design Group. The master plan will be a guide to direct expansion and changes for the future of the campus. Improvements and new construction will be guided by curriculum strategic plan, community demographics, projections in enrollment, adjacent land use, and economic outlook. As the committee continues to meet and begins drafting the plan, faculty and staff will have opportunity to provide input via the discussion board.

8. Repairs on the horizon: Flood Mitigation at Hale Uluwehi, AC in Bioprocessing Facility, Skylight (spring 2013). The JC monitor in the Lobby is scheduled to be moved next week. There are questions about the skylight,
repainting and roof leak repair. Will invite Cliff Togo to come to next meeting.

9. Inge White reported about the theft in the Bioprocessing Facility. This time the thieves dug out a 7-foot high cashew nut tree and two 3-foot high beach sandal wood bushes planted as friendship trees for the Shenzhen Institute of Tsinghua University, Sanya Lihe Investment and Development Co. td. on August 24, 2011.

10. Next meeting – will be at 9-10 AM, Friday, October 26, 2012.
Faculty Senate Report – for 21 Sept. 12

CCAAC
- ICS 208 approved

- Curriculum Central – changes can be input at any time, however based on the policy – if there are changes to the proposal then it will be important that the proposal goes back to the CCAAC and the Faculty Senate for review and approval. New procedures and policies necessitate the need to reassess and determine the most appropriate timeline for proposals. Important – faculty/staff should review proposals in a timely manner (proposals should be posted for at least one week) – so that the proposal can move through the review process more efficiently and effectively.

- CCAAC is open to feedback and flexibility to the policies with the discussion board. The discussion board will host program proposals, course proposals, modifications to a course, etc. Process includes the discussion board posting (one week) for review and feedback, then the CCAAC votes on the proposal based on the feedback, the Faculty Senate votes on the proposal, and then the VCAA votes on proposals.

ACCFSC/CCCFSC
- Streamline pathway to complete a degree – Kaieie program (KapCC and UHM); some effort to centralize transcript evaluation and review. UHM reviewed degree requirements and mapped out what courses to complete a degree in four-years. If student completes two years at CC then transfers to UHM – History is the only major that can be completed in four years. All other degrees need additional three-years versus two years to complete. Discussion will continue between CC and UHM regarding course sequencing and the timely completion of degrees.

- Discussion on lack of comment or concern by faculty senates for censure of the UH President in response to current fiscal irregularities and lack of leadership.

Assigned Time Committee
- Discussion if this should be a subcommittee of faculty senate, or a duty for department chairs. Decision will be made after additional discussion at the next FS meeting.

- Re-elected Ross to serve as FS representative on the Master Planning Committee.
Project Background
Urban development including impervious coverage such as roads, paved parking lots, sidewalks, roof tops, individual driveways and other hardscape surfaces convey storm water pollution into storm drains and result in the direct conveyance of nonpoint source (NPS) pollution and excess levels of runoff into streams and eventually the ocean. NPS pollution is a leading cause of stream and ocean degradation and impact coral reef health.

Proposed Project
HOK is implementing a project on Hale Imiloa to capture and infiltrate storm water via a rain garden before excess water has an opportunity to flow across grass, impervious surfaces and reach the storm drain. The image below shows a conceptual design of the project.
Opportunities
Several opportunities exist to involve Windward Community College Students in the pre and post construction monitoring. The following are a few activities that need to happen before, during and after the construction of the rain garden:

- **Infiltration testing:** this consists of determining the rate at which collected storm water will infiltrate into the rain garden. This is critical to know if existing soils are permeable enough water to drain within 72 hours following a rainfall event.

- **Storm water volume:** this consists of determining the amount of storm water expected to be generated following various rain storm events. This can be accomplished both by modeling and in real-time data collection.

- **Water quality monitoring:** this consists of taking “end-of-pipe” water quality samples following rain storms to determine potential pollutants. Additionally, post construction samples can be collected and analyzed for pollution constituents.

- **Rain garden capacity:** this consists of determining if the rain garden is functioning as designed, if and how often storm water overflows following heavy rains and determining post construction infiltration rates.

- **Vegetation:** this consists of developing a planting plan, monitoring growth, determining cause of plant mortality and photo-point monitoring.

This is not an exhaustive list but provides an understanding of the monitoring needs and opportunities for the Hale Imiloa Rain Garden at Windward Community College.