Department of Natural Sciences
Minutes of the Mar 15, 2013 Meeting

Members Present: Joe Ciotti, Sam Craddock, Dave Krupp, Floyd McCoy, Brad Porter, Ross Langston, Chris Guay, Dave Ringuette, Allison Beale, Letty Colmenares.

Guest Present: Dean Brian Richardson
Members Excused: John Kaya, Inge White

1. Approval of Minutes. The minutes of the Feb 22, 2013 meeting posted on the website was approved. [http://windward.hawaii.edu/Natural_Sciences/Documents.php](http://windward.hawaii.edu/Natural_Sciences/Documents.php)

2. ASNS Curriculum.
   Dean Brian Richardson presented the AS in Natural Science program proposal at the CCAO (Council of Chief Academic Officers) meeting last Wed, Mar 13, 2013. Science faculty, Letty Colmenares (WCC) and Stephen Taylor (Kauai CC), were also present. It was strongly recommended that Math 103 be replaced with Math 205 as FS requirement. No other changes in the curriculum were proposed. The NS department considered this a minor change since Math 205 is also a required course. The CCAO recommendation was accepted.

   The next step is to present the AS in NS program proposal at the UH BOR meeting in April at Kapiolani Community College. Dean Richardson requested for Letters of Support.

3. Testing Center. Allison Beale requested a discussion of the testing center procedures and wait time for final exam week. The Chair shared the following information from Testing Center Coordinator Ellen Nagaue:
   • an alternate site is set up for finals week (1st floor LLC)
   • wait time had never been more than 20 min
   • waitlisted students sit outside the testing center, and are called when a seat opens up
   • students are allowed to begin tests during the last hour with a warning that the Testing Center closes promptly at 6 p.m. (M/T), 8 p.m. (W/R), and 4 p.m. (F)

   Due to an increase in the number of online courses, the Chair will suggest to Ellen that additional computers be reserved for finals week, and to set up another alternate site outside the LLC.

4. Course Revisions.
   BIOL 100, OCN 101 and ZOOL 200. Dave Krupp proposed to remove the prerequisites and recommended preparation courses for these introductory
freshman-level courses to make them consistent with other 100-level Natural Science classes for non-science majors.
Action: Approved.

BIOL 101. Dave Krupp proposed the splitting of BIOL 101 into stand-alone lecture (3 credits) and BIOL 101L (1 credit) lab courses. Proposal will be circulated to the department later.

4. Committee Reports:

a. Faculty Senate (Floyd McCoy)
   o Mandatory Freshman Cohort. There was discussion on the pros and cons of the mandatory nature of the program. Floyd polled the NS department members to determine how he should vote on the issue in the next FS meeting. Results show that 2 favored and 7 did not favor having a mandatory freshman cohort in fall 2013.
   o Common Course Alpha/Numeric classification, Common Placement Scores and Prerequisites, and Common Student Learning Outcomes resolution. Pros and cons were discussed.
   o WI Draft Policy. It was pointed out that the 2-week Writing Intensive workshop is not required in other campuses.

b. MAPSAC (Dave Krupp).
   A proposal has been made by Joe Ciotti to install a bronze sundial in the lawn outside the Imaginarium near the walkway to the LLC. Dave Krupp polled the members of the NS department. The proposal was approved unanimously.

5. UPDATES.

a. Teaching Equivalency Policy.
   o The policy applies to all regular faculty regardless of tenure status but does not apply to Lecturers
   o The stand-alone labs have the same teaching equivalency basis as the labs within a combined lecture-lab class.
   o A 3-hr science lab will be counted as 2.5 teaching credits.
   (Note: TE Policy will be presented at 4 pm, Friday, Mar 22, 2013 in Akoakoa 103)

b. PBC Updates
   o Per Doug Dykstra, requests for Lab Conversion, Water Bath Replacement, FTIR, and Electron Detector should be combined and submitted as a NSF Grant proposal. Department Chair should meet with
Dean Richardson and discuss the possibility of submitting a grant and hire a grant writer. However, all PBC forms so designated should continue to be valid for consideration during the prioritization process.

- Woody Garrison informed the PBC that i-Clickers are widely used in UH-Manoa. Students buy the clickers and instructors get free software and receiver. Department chairs that are interested in clickers will look into this option.

- Oceanography Lab Display Wall. Work order should be submitted to O & M. Floyd McCoy agreed.

c. JC Controls Monitor
   Bonnie Beatson will get training on how to manage the JC Control monitor in the Imiloa hallway. According to Andy Li, the College did not officially "accept" the JC monitors yet, as there are some problems with the unit in the Library. This monitor is supposed to provide actual energy consumption data.

d. Roof Leaks
   According to Interim VCAS Kevin Ishida, the skylight project will be revised. The painting job will be separated from the skylight repair, so it can now go for bidding to address the roof leak repair

e. Sewage Smell in Imiloa Lab.

   Lisa reported eggy smell near the autoclave in room 105 first detected on Friday, February 15, 2013. Sewage odor was noticeable the whole week last week. The floor drain near the autoclave was flushed with Clorox and enzymatic cleaner. The plan was to flush the floor drain twice a day and contact a plumber next week who has a camera to find out the cause of the odor.

f. Dave Ringuette updated the department about the water source issues for the C3T project. Hook-up to WCC instead of to the hospital is being sought.

6. Meeting adjourned. Next meeting: April 5, 2013