Members Present: Joe Ciotti, Sam Craddock, Dave Krupp, Floyd McCoy, Brad Porter, Chris Guay, Dave Ringuette, Allison Beale, John Kaya, Lisa Hayashi, Letty Colmenares.

Guest Present: Kevin Ishida

1. Approval of Minutes. The minutes of the Apr 5, 2013 meeting posted on the website was approved. http://windward.hawaii.edu/Natural_Sciences/Documents.php

2. Maintenance repair updates. Kevin Ishida, Interim Vice Chancellor of Admin Services gave an update on the following:
   - Odor problems. There are two different odor problems in Imiloa: sulfur and dead animal odor. Flushing with disinfecting agents does not seem to work. Because the odors are intermittent, more monitoring (by Lisa Hayashi) is needed to determine the cause and mitigation of the problem/s.
   - Skylight repair will be initiated soon. The estimates for the cost of the project will be completed by the end of April. After this, a request for bids will be sent out.
   - The bids for the Vet Tech Annex are already done. The construction will start soon.
   - The low water pressure problem in Uluwehi and BMGC will get a temporary fix. The irrigation of the golf course project, funded by the UH System, will start soon. (Kevin updated the Chair that it will take place on April 18-26, 2013) Although the main reason for the project is to provide irrigation to the golf course, this project will also serve as a temporary fix to the water shortage in both AG and BMGC areas.
   - Admin Services will create a website to update progress of maintenance projects in the campus.

3. Curricular changes: Joe Ciotti informed the group that the Polynesian Voyaging courses, IS 160/160L and IS 260/260L, were originally housed in the Natural Sciences Department, and students used to get DP and DY credits for these courses. Seven years ago these courses were transferred to the Humanities department and the DP credits were dropped, despite the fact that the course contents of these remain to be ⅔ physical science and ⅓ humanities. Additionally, the canoes and related equipment are now in bad shape and need repairs. The following were proposed:
   - submit a curricular proposal to the CCAAC to add DP designation to IS 160 and IS 260. The student can choose whether to receive DH or DP for the course/s.
• rehouse the courses IS 160/160L and 260/260L in the Natural Sciences Department

Action: Passed (7 Ayes; 1 Abstained) for both proposals.

4. Committee Reports:
   • IEC (by Inge White)
     There will be a workshop on Program Level Assessment for CA Vet Assisting/AS Vet Tech and CA Agripharmatech on April 5, 2013 in LLC Computer room (1st floor) from 11:00 am - 1:00 pm. The Committee on Governance Assessment is in the process of creating the modified Governance Assessment Survey for the Offices of the Chancellor, the VC of Academic Affair, the VC of Student Affairs, the VC of Administrative Services, and the Director of Career and Community Education. The survey will be taken by faculty, staff and students.
   • Vet Tech Accreditation (John Kaya)
     The Vet Tech Accreditation Team who conducted their visit last Mar 13-15, 2013 came up with 7 critical, 4-5 major and some minor recommendations. The Vet Tech program was given a 20-day window to respond. A number of critical recommendations were addressed. The decision is expected by the end of April.
   • CCAAC Minutes showed that BIOL 171 & 172 Change in SLOs and Course Description were approved.

5. Updates (Letty Colmenares)
   • AS in NS Update. The AS in NS curriculum proposal will be presented in the May 16th BOR meeting to be held in KCC. The Chair will be out of town during this time, and requested faculty to volunteer to attend the BOR meeting.
   • JCI Monitor. Bonnie Beatson can now arrange the Johnson Control digital display to include rotating images and text, and links to video. Bonnie proposed the following ideas for the display:
     o Natural Sciences overview...6-12 photos/very general information rotating
     o Specific area video (Floyd's volcano expedition, Inge’s student success, Letty's research project, PaCES program)
     o Upcoming events section
     o Special offers or tutoring opportunities
     o Scholarship recipients (Leslie Baker video)
   The department will be suggesting the following ideas:
     o NS footage will also be displayed in other buildings campus-wide.
     o Each discipline should decide what to include and contact Bonnie to schedule photo shoots with specific settings, days and times.

   Accreditation Stuff
   The ACCJC Follow-Up Report is due on October 15, 2013.
The Committee on Governance Assessment (Renee Arakaki, Chair) will conduct assessments during:

- Spring 2013: assessment on the Chancellor’s Office, the Office of Academic Affairs, the Office of Administrative Affairs, the Office of Student Affairs, and the Office of Career and Continuing Education
- Fall 2013 Convocation: on Curriculum Committee, Faculty Senate, Institutional Effectiveness Committee, Ke Kumu Pali, the Planning and Budget Council, and the Master Planning and Space Allocation Committee
- Spring 2014: Humanities, Language Arts, Mathematics and Business, Natural Sciences, and Social Sciences Departments

The Non-Instructional Units are also developing assessments.

**New courses:**
- Summer: Chem 273/273L (Organic Chem 2)
- Fall: BIOC 141 (online)

**Book Orders reminder for Fall:** deadline April 1, 2013

6. Other announcements:

Rain Garden: Floyd McCoy solicited comments and concerns regarding the Rain Garden project that will start in summer 2013. Inge White voiced her concern regarding the possible use of pesticides and weed-killers. This will affect the BMGC herbs and vegetables that are supposedly organically grown. She also requested that the native Hawaiian ‘soap berry’ tree not be removed.

Film Showing: The Chair announced that Toshi Ikagawa sought the NS collaboration in co-sponsoring a film showing of “A King in China” about Joseph Rock, a leading Hawaiian botanist.

MOP presentation: Jim Berles will present his sabbatical project (GIS work in Waikalua fishpond) at 10 am Apr 8 in Imiloa 113.

7. Meeting adjourned.
Next meeting: April 26, 2013. Potluck to follow.