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

Guests Present: Frank Palacat, Kevin Ishida, KYA Glenn and Ardis Eschenberg

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. Critical Thinking Rubrics. IEC Subcommittee Chair, Frank Palacat presented the rubrics for the assessment of critical thinking. He also informed the department of the following deadlines:
   - May 14, 2013 to complete Form 2 of Info Lit
   - Sep 27, 2013 to meet as a department for Info Lit.

3. Updates:
   a. IKE project Update. Funds are available to support pre-engineering student internships and travel, faculty release time to develop pre-engineering courses, develop innovative strategies for pre-engineering curriculum and mentor student internships. Interested faculty should inform Weiling Landers, WCC IKE faculty coordinator.
   b. VCAC Updates.
      - A revised schedule of all deadlines will be distributed at the beginning of Fall 2013. For example, deadline for submission of dossiers of Lecturers, deadline for purchase orders, etc.
      - The Academic Affairs Office will work on a Department Chair’s Handbook to include a timeline of all deadlines.
      - Faculty overload fee will not be paid until spring semester, until 27 credits (yearly teaching load) are exceeded.
      - The Office of Academic Affairs Staff is reminding all NS faculty when turning in requisition forms that these MUST be complete, with approval signatures and proper support documents.
      - Academic Affairs staff will be working on a system to get purchasing information (final invoice copy) back to the requisitioners in a timely manner.
      - Discipline coordinators should keep track of their own budget balance.
      - Interim VC Ellen Ishida-Babineau will check with Kevin Ishida if the Fiscal Office could print out quarterly balances.
   c. PBC Survey. The members of the Planning and Budget Committee have done their prioritization rating of all budget proposals. The survey results have been tabulated and are found in the PBC website. The NS department budget requests, Imiloa 123 Conversion and Physics
Instructor, each received an average of 3.11 points, placed #24 in the priority list.

4. Plan Review Use (PRU). Kevin Ishida (Interim Vice Chancellor for Admin Services introduced representatives of KYA Design Group (consulting group). One of the representatives, Glenn, spoke about the need for a master plan and PRU of our campus and requested the NS faculty and staff to complete the Master Planning Stakeholder Questionnaire survey.

5. Freshman Cohort. Vice Chancellor Ardis Eschenberg distributed a FAQ sheet about the Freshman Cohort, updated the group on the changes in the proposal, and, answered questions from the NS faculty. Issues that were previously raised by the department were addressed. Only first-time, full-time freshmen who are pursuing AA in Liberal Arts and Hawaiian Studies, and, who desire to enroll full-time are affected. BOT130 is added to become part of the Freshman Cohort in fall 2013. She announced that ASTR110 will be considered next time based on the percentage of cohort who enrolled (8%) in ASTR110, freshmen success rate (65%) and pass rate (77%) during their first year (Fall 10 and Fall 11). Other courses that were popularly subscribed by freshmen are the following: MICR130 (6%, 34%, 49%), CHEM100 (5%, 52%, 62%), BIOL 100 (3%, 58% 68%), GEOG101 (3%, 22%, 33%) and ZOOL141 (3%, 77%, 88%).

After discussion, the NS faculty voted on the Frosh Cohort proposal. Action: Ten voted yes, 1 voted no. Proposal approved by NS department.

6. Committee Reports.
   a. Foundations Board. The NS representative to the Foundations Board (Dave Ringuette) is termed out. John Kaya volunteered to succeed Dave R. as NS representative. The group happily agreed.
   b. IEC. Inge White reported that NS programs (Agripharmatech and Vet Tech) are required to conduct a program review. Inge White and John Kaya will be meeting with Jan Lubin to discuss the procedure.

7. Updates and other news.
   a. The NS lecturers’ dossiers (11) were forwarded by the Office of Academic Affairs to the Department Chair for recommendation for renewal. If lecturers do not hear any news about their dossiers, they should consider that as good news.
   b. The Aesthetics Committee approved the security fence requested by Inge White for the BMGC. Funding request was approved by C3T.
   c. Lisa Hayashi was nominated and selected for the 2013 Chancellor’s Service Award. This will be presented during the WCC Commencement Ceremony on May 11, 2013.

8. Meeting was adjourned at 10:45 a.m., followed by potluck lunch.