Department of Natural Sciences  
Minutes of the Aug 30, 2013 Meeting  


1. Approval of Minutes. The minutes of the Apr 26, 2013 meeting posted on the website was approved.  
http://windward.hawaii.edu/Natural_Sciences/Documents.php

2. VCAA Updates:

A. Teaching Equivalencies (TE). There should be consistency in TE codes, and teaching equivalencies for the same class at different campuses. The UHCC system is seeking to rectify these inconsistencies. Reassigned Time for faculty will be sent out to DC’s.

B. Budget. Kevin Ishida (VCAS) handed out the current FY 2013-2014 budget allocation. Natural Sciences has $24,500 allocation* for supplies (same as last year). The $24,500 amount does not include Vet Tech program since it has its own separate account from tuition fees.

Kevin said that each department should start with only 25% of this allocation until September 15. Discipline coordinators who have to make emergency purchases beyond the recommended limit should justify their requests.

Kevin explained that our single biggest expense is $1.6 million in electricity and it will get bigger once the new buildings come on board. Another big expense for the college is the payment of the 25% lump sum payback (faculty) and the 3% salary raise, which the Legislature did not approve to be funded by the State. Additional financial obligations include the 75% lump sum payback and vacation payoff for faculty and staff who recently retired. Given the current fiscal environment, we need to be cautious. He needs to talk further with the Chancellor about the allocation. Admin will do their very best not to go below the previous year allocation.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>AY 2012-13</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P (Anatomy &amp; Physiology)</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>Biology &amp; Zoology</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>Chemistry</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>General Science</td>
<td>$1,300.00</td>
<td>$325</td>
</tr>
<tr>
<td>Microbiology &amp; Botany</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>MOP (Marine Option Program)</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
<tr>
<td>Geology &amp; Oceanography</td>
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<td>$725</td>
</tr>
<tr>
<td>Physics, Astronomy &amp; GIS</td>
<td>$2,900.00</td>
<td>$725</td>
</tr>
</tbody>
</table>
Discipline coordinators are requested to keep a running record of any requisitions and requests.

Student help allocation for Natural Sciences is $17,805 (same as last year). Admin will try to hold on to this allocation. Student help base salaries will rise by about 15 to 25 cents per hour.

Lisa Hayashi secured additional allocation for GENERAL SCIENCE, $3960.00 for supplies and $2500 for student help.

C. Anyone who needs to do any adjustment to the facilities and equipment should contact Kevin Ishida and Ellen Ishida-Babineau. Only licensed plumbers/electricians are allowed to work on these and safety policies must be followed.

D. Campus Highlights for KFVE Spots. Departments are asked to present some showcase items for WCC. Please present suggestions to Interim VCAA Ellen I-B. Should be visual.

3. Imiloa Skylight repair. Kevin Ishida (Vice Chancellor for Admin Services) informed the NS department that the bid for the Imiloa building skylight repair is now with the UH Procurement Office. He requested input from the department about the start date, whether to start as soon as possible or in the summer.

Joe Ciotti proposed that the Imiloa skylight repair be started as soon as possible. There was discussion. Cons: The noise and dust might be a problem and disrupt classes. Roofs are best constructed during dry season. Pros: Scaffolds will keep away some of the noise. We had too much rain this past summer. We need to repair the leaks as soon as possible. Money might run out.

Action: Approved. Unanimous.

4. Department Annual Report. The Chair informed the group that the annual report would be peer-reviewed. A copy of the rubric was distributed to everybody. It is due (to the Dean) on Oct 15, 2013. She reminded the group that the individual list of accomplishments (for Fall 2012 to Summer 2013) was due last Wed, Aug 28, 2013.

The Chair distributed copies of the demand, efficiency, effectiveness and resource sufficiency Indicators (per class). She drafted an analysis of the variance between AY 2012-13 and the previous year, and the variance within the last five years. The members reviewed the data and discussed the draft.

The Chair requested the faculty to turn in a written analysis of the dramatic changes that occurred in their respective disciplines. This would be used as
basis of what we will ask from administration (PBC requests). Deadline, Wed, Sep 4, 2013.

5. Info Lit assessment. The Info Lit Learning Outcome was assessed in the following courses in spring 2012: ANSC 258 (John Kaya), BOT 205 (Inge White), BOT 210 (Brad Porter), PHRM 203 (Allison Beale), PHYS 152L (Joe Ciotti), and ZOOL 142L (Ross Langston). Each will make a brief presentation of their assessment activity, rubric, results, analysis of assessment and suggestions for improvement next meeting, Friday, Sep 13, 2013.

6. Other outcomes assessments. Critical Thinking outcome assessment will be conducted in Fall 2013 in Chem 151 (B. Reeves), BIOL 100 (M. Smith and V. Nayyar), GG 210 (F. McCoy), AG 182 (J. Amoy), and ANSC 258 (J. Kaya). Global/Cultural Awareness assessment will be conducted in Spring 2014: BOT 105 (Ethnobotany), IS 160/160L (Polynesian Voyaging) and IS 201 (Ahupuaa).

7. Other Announcements:
   a. John Kaya mentioned that Interim Vice Chancellor Ellen I-B has grants for supplemental instruction. Ross Langston and Inge White signified interest in pursuing this strategy for ZOOL 141/142 and MICR 130, respectively.
   b. Dave Krupp requested volunteers for the Windward Science Olympiad to be held at WCC on Feb 2, 2013. More details will follow by email.
   c. NSF is soliciting proposals for the Bridges to the Baccalaureate Program. Deadline: Oct 18, 2013.
   d. Interim Vice-Chancellor Ellen-IB requested a volunteer from NS department to serve as peer-reviewer of annual reports. Ross Langston volunteered.

8. Meeting was adjourned at 10:30 AM.

Because we were unable to discuss the Info Lit Assessment, we will have to add an extra meeting to our schedule this semester.

Next meeting: Sep 13, Sep 27 (newly added), Oct 11, Nov 8 and Dec 13