Department of Natural Sciences
Minutes of the Sep 13, 2013 Meeting


1. Approval of Minutes. The minutes of the Aug 30, 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. VCAA & IEC Updates:
   a. Purchase requisitions - only hard copies of requisitions with supporting documents will be accepted, must have account number (provided to members in the meeting). Training on how to complete requisition form will be provided.
   
   b. Independent Study: Typically, students/professors can choose any start and end date, but this creates a nightmare for the registrar’s office. So we have to choose the start and end dates from below:
      - 8-26-13 to 12-20-13
      - 8-26-13 to 9-27-13
      - 8-26-13 to 10-18-13
      - 9-09-13 to 12-20-13
      - 9-30-13 to 11-01-13
      - 10-21-13 to 12-20-13
      - 11-04-13 to 12-12-13
   
   c. Prior Learning Assessment- award credit for high-level experience (life and academic). Faculty who would want to participate in this program, willing to develop an assessment in advance, please contact Carla Rogers. Possible PLA training on Portfolio Assessment will be on March 17, 2014 in the afternoon.
   
   d. Service Learning. An APT will coordinate “Service Learning” this semester. Admin is looking for a full-time faculty to coordinate starting spring 2014 to be given 6 credits reassigned time. Contact Interim Vice Chancellor Ellen Ishida-Babineau.
   
   
   
   g. Campus-wide meeting on Info Lit will be on Oct 18, 2013
h. The Committee on Governance Assessment (CGA) is conducting surveys on committees. Deadline: 9 PM, Sep 27, 2013. Please use the link sent by Jan Lubin (email). The next round of surveys will be on departments.

i. If you wish to change your course SLO’s, please do a CCAAC course modification.

3. Department dialogue on Info Lit Gen Ed SLO Assessment. The Info Lit Learning Outcome was assessed in the following courses in spring 2013: 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).

John, Inge, Allison, and Ross presented the tasks, rubrics used, and results achieved in their respective classes. They shared that the assessment provided good results and that some students really liked doing the activities, e.g. patient fact sheet. It is somewhat useful it that some of the posters from the assessment are being utilized for recruitment. They also shared problems encountered with the common rubric (in that it has only 3 categories) and it was agreed that instructors could modify it.

A group discussion followed. To summarize, problems and recommendations are as follows: 1) Two of the courses assessed required peer-reviewed articles and our Library has limited subscription to peer-reviewed journals. (Request budget for subscriptions.) 2) Students do a poor job in writing reports when they rush to meet deadlines. (Instructor revise course schedule.) 3) Topical research leads to plagiarism. This is minimized using Turnitin.com. Other faculty are interested in using Turnitin. (Bring a resource person to present turnitin.com to the department.)

The results and proposed changes are summarized in attachment. The Chair will record the results of the discussion in Form B online. The deadline is on Sep 27, 2013.

4. Part V of NS department annual report (Qualitative Indicators). A draft of Part V of the NS Department Annual Report was circulated and presented to the group. A discussion was held. Some of the comments/revisions:
   a. Include lecturers in “strength.”
   b. The “collaborations” need to be updated.
   c. A number of disciplines have not turned in their information.
   d. Have a department meeting to re-evaluate space allocation.
   e. Certificate programs that are not producing graduates need to be evaluated: overhaul or delete.
   f. Inge decided to dissolve the ASC in Plant BioResources. It is more beneficial to concentrate on CA Agripharmatech, one track of which is Plant BioResources.
   g. Bottom line: The annual report is not to paint a rosy picture. It is a needs assessment. The main purpose is for the department to discuss, assess and agree on what our real needs are to support our funding requests.
Members were provided due dates of their contributions for the annual report (with email follow-up):

a. List of accomplishments due Aug 28
b. Comments on Part II (quantitative indicators) due Sep 6
c. Comments on Part V (qualitative indicators) due Sep 20
d. Goals already met due Sep 20
e. Goals for the coming year due Sep 25
f. PBC requests due Sep 25

5. Committee Reports. None.

6. Termite issues. a) The two glass display cabinets in the Imiloa lobby are heavily infested with termites. It has become a safety issue since the structures are already hollow inside. The displays made by Dave Krupp and Joe Ciotti have to be removed (within 30 days) so that the maintenance crew can dispose the cabinets. b) The other cabinet in the lobby (donated by Women’s Circle) and the one inside Room 117 are also mildly infested. It is suggested that these pieces be tented and fumigated. For safety, it is best to move these items outside the building for termite treatment.

7. Furniture issues. Issues regarding filing cabinets in shared office spaces, keys to cabinets to secure laptops and other stuff are being addressed.

8. Floyd McCoy proposed that a bulletin board be installed in the lobby for posting of STEM activities (only). This site will serve as a central location for our students to view available STEM internship positions.
Action: Approved.

9. Others:
a. Hoolaulea is on Saturday, Sep 28, 2013.
b. Bon Dance is on Saturday, Sep 14, 2013.

10. Meeting was adjourned at 10:30 AM. Next meeting will be on Sep 27, 2013