Department of Natural Sciences
Minutes of the Sep 27, 2013 Meeting

Members Present: Allison Beale, Leonard Young, Chris Guay, Floyd McCoy, Sam Craddock, Ross Langston, Dave Krupp, Dani Carico, Dave Ringuette, Joe Ciotti, Lisa Hayashi and Letty Colmenares.

1. Approval of Minutes. The minutes of the Sep 13, 2013 meeting circulated by email was approved. This will be posted on the website: http://windward.hawaii.edu/Natural_Sciences/Documents.php

2. Brief Announcements:
   a. The deadline for inputting instructor information for Critical Thinking Assessment on IEC website is on Sep 30, 2013.
   b. The deadline for turning in online textbook orders is on October 15, 2013.
   c. The deadline for all annual report submissions to NS department chair is on Oct 8, 2013.

3. Department discussion on NS assessment of goals and action plan.

   The group discussed the AY 2012-13 department goals. Each of the discipline coordinators provided updates on their respective programs. The AY 2012-13 PBC budget requests were also revisited and evaluated.

   One of the AY 2013-143 goals is to hire a STEM program counselor. In KCC, HCC and LCC, a counselor is assigned to each degree/certificate program. However, at WCC, there are no program counselors. It was agreed that the department will invite the Vice Chancellor of Student Affairs (Ardis Eschenberg) to a meeting to discuss the issue.

   Each of the goals was aligned with implementation steps and resources. The results of the discussion are found in attachments A and B.

   a. Link to the ARPD program report (John, Inge, Dave R)
   b. Review of ASC BioResources - Dave K
   c. PBC request for Imi 123 and BIO faculty - Dave K
   d. PBC request (PHYS faculty, Electron Detector & Polynesian Voyaging) - Joe
   e. PBC request (AG building construction) - Dave R
   f. PBC request (Lab Tech) - Lisa
   g. PBC request (human anatomy models) – Ross
   h. PBC request (Molecular Biology & Specialist) –Inge
   i. PBC request (Clickers, Program Counselor & Chem Faculty) -Letty

5. Committee Reports.
   Ross reported that the CCAAC had reviewed one HAW course proposal.
6. Meeting was adjourned at 10:30 AM. Next meeting will be on Oct 11, 2013.