1. Approval of Minutes. The minutes of the Nov 8, 2013 meeting circulated by email was approved. This was posted on the website:
http://windward.hawaii.edu/Natural_Sciences/Documents.php

2. Construction & Repair Update
   Andy Li updated the group on the following construction and repair jobs.
   a. Imiloa Annex (for Vet Tech) will be completed this month.
   b. Skylight repair contract (already awarded to Starcom) is awaiting approval from Procurement Office.
   c. Doors repair – will be put to bid in early 2014.
   d. Fire alarm upgrade – already awarded, awaiting approval from Procurement Office.
   e. Uluwehi Flood Mitigation Project is now 65% complete. The initial completion date is April, but early completion is expected in February, 2014.
   f. Odor problem in stockroom reported a few months ago is gone, but some odor problems have been reported recently in Imiloa 111 and 117.
   g. Water shutdown today until Sunday, Dec 15, for the new fire sprinkle system.
   h. Power outage is scheduled this Saturday, Dec 14 to install the new transformer.
   i. Uluwehi parking lot stalls will be redrawn after completion of the flood mitigation project. This will provide 2-3 additional stalls. The loading area behind Imiloa stockroom should not be used for parking anymore.

3. Other Updates.
   a. INBRE grant is available to faculty who wish to mentor student internships: 3 credits to mentor 3 students in a semester. Faculty will receive 3 credits assigned time, and students will receive a cash award of $1000 per semester. This also includes funding of $1000 in supplies per student. Interested faculty should contact Letty Colmenares, INBRE coordinator by December 16, 2013 for spring 2014.

   b. The members of the Academic Affairs Advisory Committee (AAAC) prioritized a total of 29 position PBC requests. These requests will be presented again in the actual Planning and Budget Council (PBC) meeting starting in January 2014. It was suggested that requests for APT positions should be more specific indicating whether it is Band A or B. The chair suggests that the NS Department Educational Specialist request reflect #1 in
immediacy (instead of #2) since there is immediate need for the position/personnel. The criteria for prioritizing requests are: system priorities, college goals and priorities for the fiscal calendar, assessment data to support the request, immediacy, health & safety and level of impact. The prioritization of equipment requests will be done on Dec 20, 2013.

According to Dave Krupp, VP John Morton presented system-wide data on the number of counselors per student semester hour (SSH) in the all-campus Faculty senate meeting. WCC has the highest ratio and this might affect the department’s request for a STEM counselor.

The PBC requests of the NS department have been published online at the PBC website. However, if revised requests are forwarded to the department chair by Dec 24, the chair will make every effort to get those replaced. It is important to make the revisions to improve the chance of getting funded.

c. Status on C3T (STEM) Specialist proposal. Interim VCAA Ellen Ishida-Babineau revised the job description to meet the Just in Time portion of the C3T grant. Recruitment of students will be from adult community centers (not high schools) who need jobs (C3T is for workforce development). Inge White and Dave Ringuette will collaborate with Ellen in getting the position filled.

d. According to Interim VCAA, departments will be asked to complete a worksheet on a baseline budget for student help and supplies/equipment in early spring 2014.

4. Assigned Time Policy for non-instructional responsibilities
The DC presented that according to the Teaching Equivalency (TE) policy, discipline coordinators will get a TE of 1-6 credits/year while program coordinators will get a TE of 3-12 credits/year (see attachment). Dean Richardson said that different campuses are at different stages of implementation. He suggested that the department write to the VCAA and request for guidelines and procedures for the TE implementation.

5. Dean Richardson enjoined the coordinators to input the schedule for the summer session before Christmas Day.

6. Curriculum proposals:
   a. Joe Ciotti presented EE 211 (Basic Circuit Analysis), a new course for pre-engineering students, being proposed to the CAAC. This 4-credit course (3 credits lecture DP and 1 credit lab DY) proposal is now on the Discussion Board.
      Action: Approved unanimously.

      PHYS 274 (Introduction to Modern Physics) has been written up and will soon be submitted to the Curriculum Committee. Next in line is EE 160
(Programming for Engineers) in Spring in order to offer all the courses required for a Pre-Engineering concentration in our ASNS program.

b. John Kaya proposed the following changes in the Vet Tech program: ANSC 140 and ANSC 142/142L will be co-requisites in order for Vet Tech students to stay in their cohort. Title of ANSC will be changed from “Lab Animal Procedures” will be changed to “Exotic and Lab Animal Procedures” to remove any false connotations associated with the former title. Action: Approved unanimously.

6. STAR Program was presented by Carla Rogers and Alana Fuller-Tanaka.
7. Spring 2014 department meeting schedule (tentative): 9-10:30 AM
   Jan 17, Feb 7, Feb 28, Mar 21, Apr 11, May 9, 2014

Attachment

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Appendix 2

PROGRAM COORDINATORS

A Program Coordinator has responsibility for managing various aspects of a program or its equivalent. Programs include all associate degree programs (unless the program is managed by the Division/Department Chair) and those special areas of emphasis within the non-degree programs as designated by the campus. Programs may also include major support activities or program initiatives such as service learning or freshman year experience which are not assigned as regular duties to a faculty member.

The duties of the Program Coordinator may include assessment of program outcomes, program review, development and maintenance of relationships with business and industry, liaison with program accreditation or other external certification organizations, maintenance of laboratory facilities, shops and equipment, and overall coordination of the students, curriculum, and personnel associated with the program. For all designated campus programs, the amount of teaching equivalencies provided to the Program Coordinator is based on the specific duties assigned to the Coordinator and the size and scope of the program. Program Coordinators are not the same as those who serve as Division/Department Chairs, even though they may assist in carrying out some of the duties of Division/Department Chairs.

When the workload of the Program Coordinator exceeds the work normally associated with non-instructional workload of a faculty member, then the amount on non-instructional equivalencies will be determined by the campus. The normal range shall be between 3 to 12 teaching equivalencies per academic year. Fractional equivalencies are permitted.

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DISCIPLINE COORDINATOR

A Discipline Coordinator has responsibility for overall coordination of courses within the discipline, e.g., facilitating communication between and among discipline faculty, scheduling classes, selecting textbooks, assisting with transcript evaluations, updating and developing course curriculum, maintaining laboratory facilities, shops and equipment, and overall coordination of the students, and personnel associated with the discipline to include the recruitment and mentoring of lecturers. The amount of teaching equivalencies provided to the Discipline Coordinator is based on the specific duties assigned to the Coordinator.

When the workload of the Discipline Coordinator exceeds the work normally associated with non-instructional workload of a faculty member, then the amount of non-instructional equivalencies will be determined by the campus. The normal range shall be between 1 to 6 teaching equivalencies per academic year. Fractional equivalencies are permitted.