Members present: Ingelia White, Ross Langston, Joe Ciotti, Dave Ringuette, Dani Carico, Allison Beale, Marvin Kessler, John Kaya and Letty Colmenares.

Guests present: Andy Li, Sharon Nakagawa and VCAA Ardis Eschenberg

1. Approval of Minutes. The minutes of the Feb 28, 2014 meeting circulated by email was approved. This was posted on the website: 
   http://windward.hawaii.edu/Natural_Sciences/Documents.php

2. Facilities updates: Andy Li updated the group on the following: Uluwehi flood mitigation project, Fire Alarm system in Imiloa, and Imiloa Skylight replacement project. More information can be found at http://windward.hawaii.edu/Administrative_Services/index.php

3. Expediting PO’s and Travel Reqs (Guests: Sharon Nakagawa & AVCAA Ardis Eschenberg). Decided to try to do the following:
   a. Issue P-card to Vet Tech (John Kaya) to reduce workload
   b. Consider allocating workload more equitably
   c. Use wish list/hot list on vendor website to expedite placing an order.

4. Vet Tech PLO assessment & course renumbering:
   John Kaya discussed the assessment of the PLO’s of the AS Vet Tech program.
   Action: Approved unanimously.

5. Course alpha modification: John Kaya requested approval of alpha change from BUSN 191 to ANSC 191 to be taught by ANSC faculty.
   Action: Approved unanimously.

6. ASNS program curriculum review. Letty Colmenares (ASNS coordinator) presented graduation checklist of ASNS student who decided to graduate with AA degree and a comparison of the ASNS curriculum with KapCC curriculum. She proposed that the ASNS curriculum be reviewed and revised to align with other campuses (KapCC and LeeCC). Main differences lie in the WI course requirements and Nat Sci Elective courses. An ad hoc committee made up of members who were in the previous ASNS committee (Joe Ciotti, David Krupp, Ross Langston, Floyd McCoy, David Ringuette and Ingelia White) will come up with the revised curriculum.
   Action: Approved unanimously.

7. WI Update. Marvin Kessler (WAB representative) updated the group that majority of the WCC WAB are willing to offer an alternative to the systemwide WAC workshop to become eligible to teach WI courses.

8. PHRM 203 (DB) Ross Langston proposed that PHRM 203 follow UHM DB designation.
   Action: Approved unanimously.
9. Special Topics. Ross proposed that a Special Topics course number be used for all disciplines. The group decided guidelines are needed to make a decision. Action: Postponed pending guidelines.

10. Other updates:
   a. WCC Animal policy. WCC has a “do not feed the chicken” policy. Dog walkers should be clean after their pets.
   b. Course alpha, number and title must be the same all throughout the UHCC system.