Members present:  Kathleen Baxter, Allison Beale, Dani Carico, Sam Craddock, Christopher Guay, Lisa Hayashi, Joseph Herzog, Ross Langston, Hongwei Li, Floyd McCoy, David Ringuette, 

Guests:  None

1. Approval of Minutes:  The minutes of the 8/29/14 meeting were approved unanimously.

   A schedule for use of the Velcro poster is available at the link below. There are still plenty of open spots. If not filled soon, vet tech may claim another spot:

   https://doodle.com/275ammbmeyhu5an4

3. Updates & Announcements.
   A. The NALU students will be in Imiloa October 6th-19th
   B. Science Olympiad is scheduled for February 7th
   C. Sam Craddock reports that vet assisting students wishing to enroll for Fall, 2015 will need to attend an informational session and place into ENG 100 and Math 101 prior to enrolling. Dates for informational sessions have been set through May, 2015
   D. The members inquired about the whereabouts of the faculty workload sheets. Ross Langston spoke to Lara who said that the sheets would be emailed to faculty in the next couple weeks.
   E. The computers in rooms 123 and 133 continue to have problems. Ross will inquire with computing services and update the faculty once the problems have been rectified.
   F. Book orders and revisions to the Spring, 2015 schedule are due by October 1st

4. Skylight Repair.
   A. Leaks have apparently been fixed. Please report any new leaks or water damage to the DC ASAP.
   B. Andy Li agreed to start the AC units in Imiloa a couple hours earlier in order to disperse any solvent smells arising from installation of the new skylight.

7. Budget.
   A. The supplies budget for the department has been released. In total, it amounts to $24,500. Coordinators for each of the following disciplines will receive $2,900 for their respective courses:
      a. Agriculture (Ringuette)
      b. Anatomy & Physiology (Langston)
      c. Biology (Krupp)
      d. Botany/Microbiology (White & Li)
e. Chemistry (Colmenares)
f. Geology & Oceanography (McCoy)
g. MOP (Krupp)
h. Physics & Astronomy (Ciotti)

Lisa Hayahsi will receive the remainder ($1,300) to cover general science materials. Please note that this amount is insufficient to cover all general science needs. Lisa has inquired with admin about obtaining additional funds for general sciences to cover gas cylinder rental, student help, etc. However, if additional funds are not granted, discipline coordinators will need to chip in to cover general science needs.

A. Dave Krupp recently received a NOAA BWET grant for 100K.
B. The department asked the DC to inquire with administration about the use of indirect cost funds (overhead) resulting from grants obtained by department members. The department feels that some of these funds should be returned to the department in order to better support departmental goals and functions.

9. Lecturer Evaluations.
A. Admin has provided a clarification regarding lecturer evaluations. A minimum of ONE peer evaluation per contract period as required. The peer evaluation must be conducted by a full-time tenure-tracked faculty member. Lecturers are encouraged to get their first couple evaluations within the department but may get outside faculty to do an evaluation after that. Evaluation forms are available at the link below. http://windward.hawaii.edu/Academic_Affairs/Forms/Peer_Evaluation_Forms.pdf
B. Any department member who needs help in arranging a peer evaluation for their class should contact the DC (Ross Langston).

10. Assessment Schedule.
A. A schedule for assessment of SLO’s for departmental courses was again circulated among the department members for comments and corrections. The DC will submit the revised list to the IEC by 9/19/14. The IEC will hold training sessions for faculty who will assess their courses during the 2014-2015 academic year.

11. Committee Reports.
   A. Faculty Senate (McCoy): The FS discussed the dismissal of Dean Richardson. Senate and faculty members expressed concern about the sudden relocation of Dean Richardson to the Dole Street office and its impact on the campus. The Senate also expressed concerns about the process used to evaluate low-enrolled courses prior to cancellation. Some members feel that administration should reconsider the cancellation of “trademark courses” (e.g., Atelier and Gallery Design & Management) as these specialty courses help to promote the unique mission and brand of the campus.

   B. Curriculum Committee (Craddock): No course proposals were approved at the last meeting. The committee asks that faculty submitting course proposals or modifications
plan to attend the meeting(s) in which their proposals will be considered so that they can answer questions of committee members. This may become a requirement. The DC also reminded the members in attendance that the UH system was continuing with its goal to have common course numbering among all UH campuses.

12. Request for Salary Adjustment: The DC was forwarded an application from F. McCoy for a merit-based salary adjustment. Full-time faculty and lecturers teaching 8 credits or more are eligible to provide input (support, do not support, no comment) and written comments on the application. A copy of the application has been placed with Lara in the Academic Affairs office. Please provide input to the DC by email by 9/26/14.

13. Departmental Reports: An outline of the 2013-2014 departmental report was circulated among the faculty by email prior to the meeting. The DC has asked department members to provide input on relevant sections (located on pp. 23-27 of the emailed outline) by October 10th. The Chancellor has asked all departments to be succinct in their submissions. In addition, the DC reminded members that ARPD reports would be required for all BOR-approved degrees and certificates. These include:
   A. Veterinary Technology
   B. Veterinary Assisting
   C. Agripharmatech
   D. Agricultural Technology
   E. ASNS

14. Memorial For Vin Nayyar: A memorial luncheon in honor of Dr. Vin Nayyar was held in Hale A’o annex from 12:30-2:00 PM. The ceremony was well-attended by WCC faculty and administration. Also in attendance was Vin’s daughter, Karen Nayyar, who said that Dr. Nayyar cherished his role as an instructor at the College. She also said that she was proud to honor her father’s wishes by enrolling him with the Willed Cadaver Program at the UH Medical School (JABSOM). The department offers its sincerest condolences to Ms. Nayyar. It also offers its appreciation to Allison Beale and Erin Yafuso for their efforts in assisting Ms. Nayyar.

15. Future Meeting Dates:
   October 10th
   November 14th
   December 12th

   The meeting adjourned at 10:20 am.
   Respectfully submitted by Ross Langston