Language Arts Department
Minutes of March 7, 2002

Present: Lillian Cunningham, Ellen Ishida-Babineau, Franny Oliver, Alan Ragains, Jean Shibuya, Laurie Tomchak, Libby Young

Guest: Tiffany Severns, IRT Committee

1. Alan Ragains called the meeting to order at 12:48 p.m.
2. Minutes of February 21, 2002 approved with one correction: "Laurie Tomchak reported that feedback on the IRT test competencies is needed."

3. Reports
A. CAAC - Jean Shibuya reported two courses approved for submission to the Faculty-Senate: IS 160L and IS 260L (Polynesian Voyaging and Seamanship).
B. Faculty-Senate - Laurie Tomchak reported that the date for completion of "I" courses has been changed to coincide with the last official date of withdrawal, that UH-Manoa now accepts "D" grades as passing, and that the integration of the Employment Training Center employees will be explored.
C. Department Chairs - Alan Ragains reported the following:
   • Changes to D.C. responsibilities ongoing.
   • All chairs will be re-elected in 2003 to coincide with new responsibilities.
   • Fall 2002 schedule completed and two rollback classes (English 100 and 22) have been designated.
   • Discussed cap for online classes.

4. IRT - Tiffany Severns reported that the Faculty-Senate wants feedback from the departments before they decide the issue of the IRT certification proposal. The proposal will require that all candidates for an AA degree during and after Fall 2003 must demonstrate competency in five areas: basic computer operation, word processing, information retrieval, electronic communication, and one other application (spreadsheet, database management, or Web development).

After discussion regarding administration of the test, release time, prerequisites, and other matters, it was unanimously moved and seconded that the Language Arts Department agrees that the certification is a good thing to have, but that the whole faculty should vote on the proposal because it constitutes a change to the AA degree requirements.

Accept D grade from other college (Overall 2.0)
5. Other Business (new library/media center) - Lillian Cunningham referred to her handout at the February 21 meeting and continued to voice her concern over replacing Manaleo with a new library and media center. After discussion, Cunningham agreed to meet with the provost to place the department's concerns on the record.

6. Announcements.
   - Cunningham announced that the new Rain Bird will be unveiled on Friday, March 15 in a special program at the Imaginarium and Imiloa lobby beginning at 7 p.m. Reservations are required, and refreshments will be served. She also informed that the deadline for the next edition is March 11, 2002.
   - Ellen Ishida-Babineau invited participation at a special presentation by Susan Walker Kowen on "College Accommodations 101 for Students with Learning Disabilities." The program is on Wednesday, March 13, 2002, 1:30-2:30 p.m. in Palanakila 117 conference room. The program is sponsored by the Windward Staff Development Committee.
   - Ka'Ohana - Libby Young. Next issue will be out on March 18.

7. Adjournment - The meeting was adjourned at 1:28 p.m.

Respectfully submitted,

Franny Oliver