Windward Community College  
**Minutes for Social Science Department Meeting**  
September 24, 2004, 3:00pm

**Members Present:** Roy Fujimoto (Chair), Paul Briggs, Kathleen French, Toshi Ikagawa, Frank Palacat  
**Excused:** Margaret Coberly

1. **Schedule of Classes, and other class-related items:**  
a. Roy requested that the Social Science faculty submit a class schedule for Summer, 2005, if teaching during summer session is desired.  
b. The issue of overloading classes was also raised. It was decided that we, as faculty members, will not overload our classes. We decided this in order to support each other, as well as other faculty members in other departments.  
c. Frank raised the possibility of students getting their AA degree at night. Roy proposed distance education using the internet for the AA degree. Roy asked us to consider how that could be structured in our department. Frank mentioned that KCC does a lot of distance education, and thus we may be competing with them. But Roy said we could make ours more desirable than KCC’s, so for us to consider the possibility.  
d. Frank brought up the issue of Upward Bound: Should he follow the Dean’s suggestion and do it during the summer? Roy reminded all of us about the issue of tenure: until we have it, it’s a good idea to follow the suggestions of those in power—as long as we aren’t being exploited, and as long as our Department Chair agrees…

2. **Roy also raised the issue of a possible need for another full-time faculty member in Psychology** due to the large amount of psychology classes which may signify a need.  
a. It was pointed out by Roy that asking for a full-time faculty member in Psychology will affect the other social science disciplines, such as Sociology and Geography, in that if we ask for a full-time position in Psychology, it may be more difficult to get full-time positions in Sociology and Geography, even though there is clearly a need for full-time positions in all three areas.  
   i. Roy asked the faculty members to consider the order at which we, as a department, should ask for those full time positions (ie, Psychology first, or Sociology first, or Geography first?).  
   ii. It was also pointed out that although this process will begin now, it will continue for the next five years, or until we get what is needed in our department.

3. **Roy mentioned that he wants to talk more specifically about strategies related to our Dossier,** especially for those in tenure-track positions.
a. Roy made some important, general comments about the Dossier:
   1. Realize that it’s a 4-year process:
      a. write the Dossier in a systematic manner
      b. look four years down the road, and most importantly, show progression (ie, don’t do all the good stuff in those first two years or else more will be expected out of us the next time). However…
   2. Operate one rank above our current rank:
      a. then little can be said about what we’re not doing, because we’ll be doing more than expected
      b. especially during those first two years, because if during the third year something is ‘caught’ that wasn’t caught before, whose fault is that?
   b. Roy also mentioned committee work, and that we will decide the committees on which we should serve, and then serve on those committees using a rotating basis.

4. Paul talked about the Common Book event on Wednesday, November 3rd, at 7:00-8:00 pm. Roy, Frank, Paul, and Kathleen will all be on the Social Science panel discussing issues related to ‘Food’, from our various academic perspectives. We’ll talk for about 10 minutes each, leaving time for questions at the end of the session. Toshi mentioned that he may bring his class to the discussion, and everybody seemed to agree that was a great idea.

5. Toshi proposed to include the GIS 150 course into Social Sciences. The problem, according to Toshi, is that there is no license, as well as the financial implications. Supposedly, money is needed for the course computers—too much money for students to pay with fees. Toshi said that he spoke with David Krupp, who said he doesn’t have the grant to support the class. Roy asked whether or not we could offer the class to regular credit students. Roy also said that our department doesn’t have the funds to support the course—business cards aside—and thus we need outside money. Thus, Roy asked Toshi if he would be in favor of writing a grant to get outside funding. Roy says that the class is important, timely, and useful, but in terms of budget, not feasible. There was more discussion about possible outside funding: Frank suggested the military clientele, and Roy suggested clients in insurance and governmental planning offices. In sum, Roy suggests identifying the potential market and then going for the grants and making it happen.

6. Roy brought up the idea of student help: Do we want student help? Would that be more of a problem than an aid? The student help would be at our service for five hours a week. Could we be creative in terms of what we ask them to do (ie, looking for grant resources)? What’s the best way to use the student help? Roy asked that we think about this.

7. Attached to the meeting’s agenda were the WCC Council Meeting notes, briefly mentioned by Roy.

8. For the next meeting, Friday October 1st at 3:00-4:15 pm in Akoakoa 109, Roy asked for each of us to think about the Mission Statement for the Social Science Department, our Goals and Objective, and the Department’s Strategic
Plan. All of these areas will be covered when we meet next time. In general, the focus of our next meeting will be on the future of this department. We’ll talk about what we want and what we need, and then we’ll kick those ideas into gear.

Meeting adjourned at 4:20 pm

Respectfully Submitted by Kathleen M. French