Windward Community College
Minutes for Social Science Department Meeting
January 28, 2005, 3:00 pm

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

I. Final Version of Leave of Absence Policies
   a. Roy distributed copies of the policy. However, if we need to leave the island suddenly, we should let him know before we leave—by phone, email, or letter, for example.

II. Schedules for Fall 2005 and Spring 2006
   a. If we want to make changes, use the new forms that Roy distributed, fill them out, and resubmit to Roy. Also, indicate if there is/are specific rooms/buildings that we desire/don’t desire. There is no guarantee that we will be granted the request, however.

III. Faculty Senate (Paul)
   a. The Middle College was the main topic of discussion for the last meeting. Here, high school students who are “bright” but otherwise bored with school would come take classes at Windward. Roy pointed out that we need to know the impact on the college as well as the faculty. Moreover, what happens when the grant money runs out? Another area of concern was how having high school students in our college classes may impact the learning environment—ie, what happens in a class of 35 when 10 of those students are actually high school students? Margaret pointed out that the program could possibly be merged with other similar programs, like Upward Bound or Talent Search. After some discussion, department members decided that we need more information before any final thoughts can be made.

IV. Course Outcomes
   a. Frank reminded Department members to look at our course SLO’s and match with our Department Outcomes, fill out the yellow form, and submit to him by the 14th.

V. PSDS Program
   a. Frank reminded the Department members that the program will be looked at closely during these next several weeks—especially during the Wo Learning Day on March 4th. Some may ask about the fact that, as of this time, there are no standards—ie, no English 100 prerequisite, for example. Do we want to add standards? Just be prepared for the inquiries.
   b. Roy also reminded us that whatever happens with this certificate program could set the stage for future certificate programs.

VI. Roy gave a framework for future meetings, in terms of how to facilitate the growth of the Social Science Department. We will concentrate on the following areas during the February 11th meeting:
a. Department Goals/Trends
   i. Staffing needs
      1. full-time Psychology instructor, .5 Sociology instructor, .5 Economics instructor
   ii. Department Building
      1. bring ideas to the February 11th meeting
   iii. Social Science Research Center
      1. containing research materials, films, and the need for a Social Science faculty member who could moonlight as our Social Science Research Center staff.

b. Social Science Programs
   i. what kind of client groups would we like to serve? In-service training people, maybe? The point here is that there are many groups out there who could use our services and thus increase our enrollment. We need to find people whom we are not currently serving
   ii. subject area certificate
      1. occupational categories, particular interest groups, for example.

VII. More Ideas to Increase enrollment
a. Scheduling
   i. maybe proposals to accommodate evening/weekend students.
   ii. possibly a summer-based Social Science grouping of courses.
      1. here, we could target students who are leaving to mainland colleges; they could save time and money.

b. Exchange programs
   i. with other countries. Dorms on campus to attract students. We could get out-of-state tuition and our Department could (should) get a cut of the tuition, which would give us more funding for Departmental resources.

c. Partnerships
   i. do we really want to be tied to Manoa, especially when less than 5% of our students actually transfer there?
   ii. maybe it’s time to look around and link with other institutions, including mainland and foreign schools, too.

VIII. Think about these ideas for next meeting
a. ‘Programs’ will be the focus on February 11th, 3:00 pm.

Meeting adjourned at 4:25 pm

Respectfully Submitted by Kathleen M. French