Windward Community College
Minutes for Social Science Department Meeting
February 25, 2005, 3:00 pm

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

I. Catalog
   a. Check the catalog for corrections and send any corrections to Kim.

II. Budget Committee Guidelines
   a. Roy attached the Budget Committee Guidelines to the meeting agenda.
      He asked that Department members be well-versed in these guidelines.

III. Decision Making Rules and Procedures
   a. Check out the rules for the Steering Committee.

IV. Minutes from various Committees
   a. Read the minutes that Roy attached to the agenda to keep abreast of campus happenings.

V. Reports
   a. Faculty Senate
      i. Paul reported on the last meeting for Faculty Senate. With regards to the AA elections, all but 2D, the Literature course, passed.
      ii. Faculty Senate terms were also discussed. Roy summed up a good Departmental perspective for Paul to use as our Departmental response to the issue.
      iii. Ben and Tom will work on...something (my hand couldn’t write that fast...).
      iv. Distance Education was also discussed. Frank brought up a great point: How do we define Distance Education? Hits? Internet? Satellite? Roy informed us that Lynn Fukuda will present some information to our Department regarding this issue, as it’s something our Department will likely be involved with in the near future.
   b. Surf Science Program at WCC
      i. Roy reported on this program—tons of potential. (If the Brits can do it, well, certainly we can and should be doing it.) A lot of international appeal here. We’ll introduce it as an Anthropology 160 course to the Curriculum Committee. If they turn it down, we’ll try it as an experimental course.

1 The first half of the meeting went at record speed, and thus this ‘note taker’ regrets that she didn’t get the desired details down on paper. These details were not omitted due to their insignificance, but rather…I just couldn’t write that fast.
c. **Assessment**
   i. Frank talked about March 4th. The AA, Business, and PSDS degrees and certificates will all be on review, and each of us will be assigned a committee for that day. Stay tuned…

   **d. Staff Development**
   i. Paul reported on Staff Development. Wellness Day is cancelled for this year, but Staff Development Committee is still in charge of all of the food for the day’s Assessment projects—breakfast, lunch, and dessert.
   ii. Kathleen reported on Women’s History Month. Check out Tuesday’s Honolulu Advertiser. All is well, except she needs some female performers for the 16th Poetry, Music, and Talent Event. Department members had good ideas in terms of who to contact.

   VI. **Next meeting**
   a. Our next Department meeting is on March 11th at 3:00 pm. We’ll discuss our future Social Science Building, Programs, and further Brainstorming.

Meeting adjourned at 4:10 pm
Respectfully Submitted by Kathleen M. French