January 25, 2013
Humanities Department Meeting
Palanakila 117 Time: 9 am.

Present: Ka‘ala Carmack, Norm Graffam, Sarah Hadmack, Mark Hamasaki, Liko Hoe, So Jin Kimura, Malia Lau Kong, Ryan Koo, R. J. Martin, Toni Martin, Ben Moffat, Robert Molyneux, Kalawaia Moore, Julia Morgan, Bryce Myers, Paul Nash (chair) and Christine Weisner.

Minutes from November 30, 2012 were unanimously approved.

1. **Introduction of New Lectures and Peer reviews for lecturers:**
New lecturers R. J. Martin, History; Julia Morgan, Philosophy; and Music Instructor Ka‘ala Carmack.

**Peer Reviews.** Rob Molyneux clarified that peer reviews for lecturers must be conducted by a full-time faculty member. Lecturers often assume that one peer-review per class must be taken; when only one peer review per semester is required. It is the responsibility of a lecturer to arrange a peer review with a faculty member.

2. **Paliku Arts Festival:** Coordinated by Ben Moffat and Rob Molyneux. Ben reported that the third Paliku Arts Festival is on Saturday, April 6, from 10 am to 6 pm. The first year attendance was 4,000 and the second year 5,000, of mostly families from all over the island. Ben encouraged faculty to get students involved with presenting hands-on activities for the event. Loud music activities will be moved to room 224 or other areas so as not to interfere with quiet activities. It is recommended that he same activities as last year or other fun activities be considered. Classrooms and the new Library Learning commons area are available for activities. Contact Rob or Ben to have a location assigned. The budget for supplies is the same as last year. New lecturers may check Paliku web site for last year’s schedule and or check with Bonnie or Peter for activity ideas. The Royal Hawaiian Band and the Army band will perform music in the morning and in the afternoon jazz and rock and roll bands will perform. Volunteers are needed to man booths and as greeters. This is a volunteer event and no paper work is required.

3. **General Education Outcome of Information Literacy is due on January 31, for the following courses:** 1. History 231 (Malia/done); 2. Religion 207 (Sarah/ done); 3. History 242 (Ryan); 4. Theater 101 (Nic Logue). Form A is due by January 31.

4. **CCAAC:** Kalawaia reported that it was a short meeting. A couple of classes were accepted, and discussion ensued about trying to look into the procedures for changing the name from CCAAC to simply “The Curriculum Committee.” Inge White submitted a proposal for a Certificate of Competence. It was put on hold for further discussion.

**Faculty Senate.** Ryan Koo reported that the Faculty Senate decided to stick with status quo with respect to Kauai’s decision to automatically drop no-shows during the first week.
of class. Ryan distributed a flier outlining Kauai CC No-drop Policy. Other Senate discussion:

1. Patti: Auto drop story: Vote to keep status quo unlike Kauai.
   a. As of now, no concrete timeline/process.
   b. Attempt to solidify policy.
   c. We wanted to know current process if it exists.
3. Carla: Transfer policy PLA (Prior Learning Assessment).
4. PBA Portfolio Based Assessment Need feedback by March 15th.
   a. What do they think about this?
   b. CLEP College Level Examination Program?
   c. Overall? How can we (WCC) help our students in this?
   d. Individual campuses still get to decide nuts and bolts on specific implementation.
5. Security update: Rick Murray will stop by next meeting to address security issues with hospital.
6. Leslie: informal announcement: She is leaving WCC and moving to west Oahu.
7. McCoy: Manoa: inquiring about unfilled positions: Could we find out how many positions are unfilled on this campus? Why aren't they being filled?
8. Current procedure? Wait until instructor actually stops teaching before search can begin?

5. Nominations for Emeritus Professor
Malia made a motion to recommend Janice Nuckols, for Emeritus Professor. Sarah seconded the motion. Mark made a motion to recommend Snowden Hodges for Emeritus Professor. Norm seconded the motion.

6. Half-time Positions and Full Time Position
Humanities Department has a total of three half-time positions in history and piano. Paul noted that an ad for a full-time history position to replace Janice was just published. Paul informed us that lecturers who have taught many classes before getting a full time position would get credit for the years taught to hasten the time needed between promotions.

Humanities Department was a unanimous vote in support of Full Time Positions in Drawing /Painting, Music, Print Making, Sculpture, and Hawaiian Studies.

Paul suggested that we plan a budget for these positions, which he will put in the Department end-of-year report next year. The Humanities Department voted unanimously in support. Paul will check with Dean Ellen Ishida-Babineau regarding this

Mark suggested talking to legislators directly to petition budget issue concerns.

7. Cancellation of Classes. Faculty members are concerned that low enrolled classes have been cancelled before the semester starts. The Dean purges low enrolled classes one
month after registration begins. The Dean’s Office chooses what classes to cancel and contacts enrolled students with a phone call before the beginning of the semester. Many students travel or work extra schedules during semester breaks and may forget to enroll, or are not aware that their class may be cancelled before school starts. Since the college is closed during breaks and no one is available to register or advise students, the existing policy of purging before a semester starts adversely affects enrollments. The Dean agreed to extend the cancelation date into the first week of school for low enrolled classes if teachers are willing to call students themselves should the class not meet enrolment capacity and is finally cancelled. The Humanities Department vote was unanimous in this idea.

**Wait-list for classes.** Rob questioned the wait-list policy for classes since it is erased on first day of classes. The college is closed during the break and no data is available for instructors or students to know the status of students that add or drop classes. Students need clarification of a wait-list policy expecting to be automatically added to a class when the class wait-list clears. However, the existing policy is that students must register within one day when notified by e-mail that the class is open. Students often lose the class by not understanding the procedure to register. Carla Rogers is working on this.

**CLEP (credit by exam)** was discussed. Mark said that this is problematic since the instructor must create and grade the exam, with no salary compensation. Kalawaia commented that CLEP could help Hawaiian language students. Concern was expressed how to improve the CLEP program for online students, especially, military.

8. **Humanities Five-Year Plan.**
   1. Create an AA Degree in Fine Art. Create additional art certificates in ceramics, photography, printmaking, sculpture, and gallery management.
   2. Create an AA Degree in Hawaiian Studies
   3. Create an AA Degree in Music
   4. Full time positions in Drawing/Paining, Music, Print Making, Sculpture and Hawaiian Studies.
   5. Nick submitted his 5-year plan at the last meeting for the theater. Check last month minutes for Nick’s ideas.
   6. Paul has the department statistics to support an AA degree in Fine Art. Art Survey statistics numbers will go out next month to the Art Faculty.
   7. Sculpture, Print Making, and all Programs should submit a 5-year plan to the Humanities Department.
   8. Sarah recommended to all of our lecturers to document all workshops related to teaching (pedagogy, assessment, etc) that they participated in. This demonstrates their commitment to the position because they participated above and beyond what their position requires.
   9. Improve transfer of WCC courses to Manoa.
9. **Committee Work, New Full Time Faculty.** All faculty members must participate in college governance committees. New full-time faculty are encouraged to check the list of committees on WCC website under governance > committees. Faculty currently on the following committees:

**Humanities Department Committees:**

1. Kalawaia P. Moore

CCAAC
Accreditation Standard 1 A-Mission, Sub Committee Chair

Ke Kumu Pali Committee

Ke Kumu Pali is committed to:

- Infusing Hawaiian culture, values, and knowledge into academic and social communities at WCC.
- Identifying the needs of Hawaiian students at WCC and providing supportive services, programs, and opportunities.
- Providing culturally enriching professional development to faculty and staff.
- Supporting faculty and staff in working more effectively with Hawaiian students.
- Collaborating with system-wide Hawaiian initiatives.
- Advocating for Hawaiian students, faculty, and staff.

2. Malia Kong

Accreditation Standard II C - Library and Learning Support Services, Sub-standard Chair

Excellence in Teaching Award Committee

Foundations Board (Interim Chair)

TPRC Chair

3. Bryce Myers

Creativity and Critical Thinking Rubric Sub-Committee

4. Sarah Hadmack

Interim chair for the Writing Advisory Board

Member of Distance Education Committee

Member of International Education Committee

5. Norm Graffam

Creativity and Critical Thinking Rubric Sub Committee

6. Nicolas Logue

Staff Development Committee
7. Toni Martin  
Accreditation Standard I A - Mission  
Aesthetics Committee (Representing Humanities Department)  
International Education Committee  
Master Planning and Space Allocation Committee  
TPRC Chair

8. Mark Hamasaki  
Accreditation Standard IIIB Physical Resource Committee, Art SOC Coordinator, Ke  
Kumu Pali Committee. Two TPRCs

9. Kelikokauaikikai Hoe (Liko)  
Faculty Senate Chair  
PBC representing the Faculty Senate

10. Ryan Koo  
Sub committee drafting assessment rubric for global/cultural glo  
Faculty Senate Representing the Humanities Department

11. Kaala Carmack  
Aesthetics Committee (Representing Hawaiian Studies Program)

13. So Jin Kimura  
Creativity and Critical Thinking Rubric Sub Committee

14. Paul Nash  
Humanities Chair  
Aesthetics Committee Chair  
John Young Scholarship Chair  
Member of MapSace (Non-Voting)  
Member of IEC  
Member of Non-Instructional Unit Assessment Sub Committee  
Member of the Master Planning Ad Hoc Task Force Committee  
Member of the Planning and Budget Committee

10. Math Requirements:  At this time, students can get credit by exam for Math 25 on all campuses except WCC. Requiring Math 25 for an AA degree makes it difficult for some WCC students to graduate. Hawaiian Studies at WCC does not require Math 25 for an AA degree. The majority at the meeting agreed upon a request for another campus vote to delete this math requirement for all WCC students’ graduation requirements.

11. Justifying hiring of new and replacement faculty. Paul informed us that there are presently 300 unfulfilled positions in the UH system and that we should look into how WCC can have some of those positions to convert our lecturers and half time positions into full time tenure track positions, in order to make a living wage. Paul made a motion
to convert these positions. Sarah seconded the motion. Sarah and Bryce asked how could we find out the criteria to go forward with this. Paul and Sarah both went from half time to full time positions. Malia suggested that in order to support more art positions, it would be better justified if the Art AA degree were in place.

**Business Discussed Other Than Agenda Items**

Security on campus regarding State Hospital patients was discussed. Rick Murray will speak to the Faculty Senate and also attend the next Humanities Department meeting to inform of measures being taken.

**Vice Chancellor’s meetings.** Paul attends all meetings. He conveyed that the Governor has stopped CIP money for the moment.

Malia requested information regarding what Doug found out about or accreditation status and asked if we are on probation. Accreditation for KCC and WCC appear to be uncertain. Paul mentioned that the assessment processes would be changed and that Doug will be sending out an e-mail in the near future about where the college is at with accreditation.

Paul informed us that Doug has created a new planning committee, the Master Planning Ad Hoc Task Force that will work with architects. This is separate from the MaPSAC committee. Paul says that this works positively with the Aesthetics Committee. The Ad Hoc Task Force is to start a process of dialogue towards developing a new Master Plan for Windward Community College.

There was a motion put forward by Kalawaia to make a small change to the AA in HWST changing the language for the electives to read: “Elective credits must be taken in Liberal Arts courses numbered at or above the 100-level including courses taken from the lists above not already used to meet another requirement.” motion was seconded by Ka’ala Carmack, unanimously approved.

Malia made a motion that we create a budget for the legislature to ensure positions needed in the art program. All approved the motion. Paul stated that the protocol has changed for talking to State Legislators. John Morton used to promote the needs of the University. Now, anyone can make a proposal. Kalawaia suggested that we invite John Morton to discuss this at WCC. Paul said that he would bring the matter up with Doug.

The meeting was adjourned at 10:17 am.
Respectfully Recorded by, Toni Martin

Paul Nash
Humanities Chair