Humanities Department Meeting Minutes

Date: 3/21/2014

Members: Norm Graffam, Paul Nash, Kaʻala Carmack, Kalawaia Moore, Rob Molyneux, Liko Hoe, Sarah Hadmack, Ryan Koo, Bryce Myers

Meeting: Convened at 9:08 AM

Agenda:

1. Acceptance of last meeting’s minutes: Kalawaia motioned, Kaʻala seconded, passed unanimously

2. Faculty Senate (FS) Report:
   a. Liko explained that Ardis Eschenberg attended last meeting to talk about Teaching Equivalency Policy
   b. Issue? If class are always offered, FS suggested need to streamline process of requesting Teaching Equivalency (assigned time). Only “new” classes should have to go through this process (if class is always on the book, there should be a way to avoid the complicated process of requesting Teaching Equivalency)
   c. If FS wants to change Teaching Equivalency Policy might need to talk to UHPA
   d. Teaching Equivalencies Sub-committee approved new policy, next step is to send it to Chancellor for ultimate approval
   e. Sarah brought up issue of transparency. Will this policy be posted somewhere so all can view it?
   f. Paul brought up issues regarding Art lab assistants for instructors (Bryce, Rob, Toni). There was nothing about this in department’s final report. Suggested to put this request into the Budget Request in Final Report
   g. Kalawaia also curious about possibility of acquiring assistant, or at least more Teaching Equivalencies for Hawaiian Studies Program
   h. Committee agreed that there must be transparency in this entire process
   i. Paul will bring it up in next Vice Chancellors’ meeting

3. Curriculum Committee (CC)
   a. Ryan discussed various minor changes in course modifications in CC meeting
   b. Ryan brought up issue from CC regarding Patti Chong’s suggestion to streamline the “Special Topics” courses. Basic idea is to create a universal 296 course for each discipline to make the process of offering a special topics course simple. The precedent Patti is using is the English department’s different literature courses that change every semester without having to send course topic changes through CC
   c. Department was hesitant to approve without further details
      i. Why exemption for special topics? Would this have negative effect on entire CC process
      ii. Department expressed concerns about scenario where a similar class is offered somewhere else, what is the protocol of making sure articulation is in agreement?
iii. Department wanted to know if there is similar class at another campus, can the special topics still be passed without articulation?
   1. Example: Kalawaia: brought up special topics in Hawaiian Studies, WCC’s “100 level Kalo Class” and a similar class at UH Manoa but at a 300 level, so how do we make sure that this new process takes this into account?
   2. Example: Similarly, Paul mentioned WCC 100 level Color Theory class is offered at Manoa at 300 level, so would this be an issue when passing these special topics class?
   d. Result: Department expressed interest in this idea, but must await further specifics about process before reaching a conclusion. Ryan will bring these issues back to CC

4. Map Sac
   a. Toni Martin not present, will wait until next meeting

5. Update of AA in Fine Arts
   a. Norm will have something to present by end of spring break

6. Summer School Courses and Instructors:
   a. Draft of schedule on MYUH
   b. Sarah and Rob: discussed issues about lecturers and the TBA on the schedule, basically issue is lecturers do not have names on list until fairly late, which might have an adverse effect on enrollment
   c. Discussed new process of lecturer renewals including new due dates for renewal process regarding level A lecturers
   d. Paul will enter lecturer names on schedule as soon as possible

7. Spring 2015 Schedule
   a. Administration wants new schedule done by April 4th

8. Rehire of lecturers
   a. Reminded lectures about new process and due dates for lecturers

9. Other issues
   a. Gen Ed Assessment: Creativity and Critical Thinking
      i. Hawaiian Studies, Kalawaia responsible for entire assessment
      ii. Kalawaia met with lecturers and instructors to discuss priorities and rationales
      iii. Presented department with detailed breakdown of results of assessment, 84% met the benchmark
      iv. Four priorities:
         1. Increase guidance for students on assignments
         2. Faculty to share activities
         3. Have a collection of sample assessments
         4. Ask a colleague?
      v. Discussed implementation plan
   b. Ryan motioned to accept Kalawaia’s assessment, Rob seconded, passes unanimously 8-0

10. Last minute issues?
    a. Ka'ala brought up process of reserving Paliku Theatre
i. Issue? Difficulty reserving the theatre for final for music classes. Is the theatre there for students or for the wider community? Who should have priority?

ii. So Jin and Ron also have had issues regarding reservations

iii. Paul will check with Tom and administration about schedule conflicts, but might be an issue with Continuing Education. Who is ultimately in control of the theatre?

iv. Kalawaia suggested moving rehearsals to Hale A‘o

v. Will continue discussion in next meeting

11. Conclusion: Meeting ended at 10:30 AM

Recorded by Ryan Koo
Humanities Chair, Paul Nash