Windward Community College  
Staff Development Committee Minutes  
Nov. 21, 2008  
Kuhina 106, 1:30 -2:30 pm

Present: Elizabeth Ratliff, Paul Briggs, Sarah Hadmack, Kate Zane, Toshi Ikagawa, 

Reports: SD Chair’s Report 11-21-08, Excellence in Education Survey Responses 

1. Approval of Minutes for Oct. 3 meeting  
   a. No quorum at the meeting, thus cannot vote to approve these minutes. 

2. Reports  
   a. Chairs Report: Elizabeth Ratliff  
      i. Current budget  
         1. See attached Chair’s report.  
         2. Balance in SD Foundation $1,131.51  
         4. Foundation monies carry over to subsequent years, but  
            TFSF monies do not carry over.  
      ii. Approved motions via online Doodle Poll  
         1. Motion to approve $800 for Holiday Gala  
         2. Motion to approve $300 for Common Book Program  
         3. Motion to sponsor Web Conference regarding Web  
            Surveys for $40.  
      iii. Survey results  
         1. In Excellence in Education report  
   b. Grants Report: Toshi Ikagawa  
      i. Diane Teramoto $25 for conference  
      ii. Nancy Heu $595 online subscription to Chronicle of Higher  
          Education  
      iii. Alan Ragains $1000 to attend conference.  
      iv. These amounts come out of the TFSF monies.  
   c. TechTalk: Jane Uyetake- report  
      i. Jane is not here to give the report.  

3. Programs  
   a. Programs report: Elizabeth Ratliff  
      i. Possible workshops for SD to support  
         1. Achieving the Dream workshops  
            a. Developmental Education SubGroup of Atd  
               Elizabeth will meet with Ellen on workshop ideas.  
            2. Elizabeth will meet with IEC on possible workshops as  
               well.  
   b. Planning for Excellence in Education  
      i. Survey Findings  
         1. Top areas of interest  
            a. Sustainability (48%)  
            b. Future Organization of WCC campus (38%)  
            c. Improving communication on campus (47%)
d. Eliminating Waste on Campus - alternative schedules on campus (48%)

e. Each of the SD members will pursue a keynote speaker and workshops for the above areas.
   i. Elizabeth - Future organization of WCC campus.
   ii. Paul - Sustainability
   iii. Toshi - Alternative schedules on WCC campus.
   iv. Elizabeth will ask other SD members about communication issue.

f.

2. Preferred Format
   a. Conference style followed by a selection of breakout sessions and activities.
      i. 

4. Next Meeting