Language Arts Department Meeting Minutes for February 28, 2014

Present: Annette Priesman, Jeannine Buckley, MJ Lewis, Desi Poteet, Karyl Reynolds, Susan St. John, Lance Uyeda, Jenny Webster, Laurie Tomchak, and Libby Young.

Call to Order: The meeting was called to order at 11:38 a.m.

Approval of the Minutes: The minutes of the February 14, 2014 meeting were approved.

Committee Reports:

Vice Chancellor's Academic Affairs Advisory Council—Libby

Libby announced that there has been no meeting but she has put in a tentative teaching schedule for Fall 2014. A final draft will be completed by March 10th.

CCAAC—Lance

Lance reported that the committee approved Japanese 108. History 151 and 152 made modifications and standardized. Geography 166 has standardized as well. Oceanography 120 is new and has been approved. It will address ocean and climate change.

The committee asks that we use a Independent Studies course # 199 and 299 and these numbers are available for all departments incase someone wants to add a special topics course without having to go through Curriculum Committee.

Existing process is to have syllabus approved by the chair and chair takes request approval from the dean. More details are yet to be worked out. It would have to go through the Writing Advisory Board to be considered as a WI class. It will not be a DL.

Faculty Senate—MJ

MJ announced that Learning Community Trainings will begin this summer. It will be a three-day training. She also noted that Curriculum Central will be renamed Kuali.

See attachments.

Planning and Budget Council – Libby

Results of campus wide assessment of critical and creative thinking have resulted in writing center services remaining in the top four.

They will continue to meet on priorities.

See attachments.

MaPSAC—Lance

The committee has not yet met.
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**Old Business:**

Libby passed around the office assignments for the new building. It’s still uncertain whether we will be moving in in the fall.

Libby also urged everyone to sign up for the upcoming HSI conference.

**New Business:**

All approved Audrey’s request for $50 to be used for the debate team’s entrance fees for the next debate.

Annette announced that there is an intramural debate competition at UH Manoa on Saturday, March 15th. Any students who may be interested should contact Annette.

Robert Barclay was nominated by acclamation for Department Chair.

Committee assignments are pending and election will be postponed until March 21st department meeting. Libby will check with Janine to see if she is interested in serving on Faculty Senate for fall. Jenny volunteered for Curriculum Committee. Lance volunteered to continue serving on Distance Ed and Master Planning.

Susan St. John shared the new Online Module for Distinguishing Complete Sentences from Sentence Fragments. See attachment.

Susan aims to get the online module completed by the end of May. It should be available through Laulima and work much like LRUs.

**Announcements:**

Annette will be having grammar workshops throughout the rest of the semester.

Paul Moorman from Pearson can give anyone access to *MyWritingLab* or *PearsonWriter*. I will pass on Libby’s and Susan’s emails to him.

Libby announced the next department meeting will be March 21st.

Ardis will be invited to join us at the next department meeting

Janine announced the Ko'olau Writing Workshops:

The workshops are on Saturday, April 12, at HPU's Windward campus. The day-long workshop runs 10 a.m. to 3:30 p.m. Students, non-students and instructors are welcome.
Online registration with a $10 discount to all Hawai‘i students (high school, undergrad, grad) is currently taking place. Those who register online prior to March 31 can attend for only $20, lunch included (with a vegetarian option).

Novelist Kristiana Kahaukauwila will be the keynote speaker and will conduct one of the fiction workshops. Kate Beutner (UHM) has agreed to conduct the other fiction workshop; Lavonne Leong will teach creative nonfiction; Melanie Vandertuin (yay, Mell!) is going to do one of the poetry workshops, Jaime Gusman (also UHM) will also teach poetry, and Mark Tjarks (HPU) is teaching scriptwriting.

Here is the link for more information: http://koolauwritersworkshop.com/ This includes a link for online registrations.

Libby announced the 2014 Lorin Tarr Gill Writing competition open to all fiction, nonfiction and poetry writers. The deadline is March 31st, 2014.

Lance announced that the contract negotiations are coming up and he needs a response on our option preferences by Thursday, March 6th.

**Adjournment:** The meeting was adjourned at 1:03 p.m.

**Attachments:**

*Faculty Senate - MJ Lewis*

**Faculty Senate 2/18/14 notes for LA by MJ Lewis**

1. **New Business**
   A. **IS 103** – Ardis presented the discussion she had with Dept. Chairs on 2/7/14
      1. Learning Community training will take place this summer – 3 days.
      2. Dave Krupp commented that if counselors are teaching a course, they are instructional faculty. Ardis explained that counselors are 11-month faculty and therefore cannot be compensated for teaching IS 103 other than via a reduced workload or taking vacation.
      3. Kathleen French said we should compensate instructors and counselors for teaching in Frosh Cohort. Ardis said that under the existing fiscal system, the best she could do was to provide vacation time to counselors for teaching.
   B. **UHCCP Policy 5.301 Common Core Numbering** – Ardis explained that VCAAs will work with faculty to align alpha, numbers and titles of similar courses. **Kuali** will replace Curriculum Central in Fall 2014.
   C. **Reports**
      1. Commencement Update – ASUH plans to use their funds for a faculty/student luncheon prior to rehearsal in the Palanakila courtyard on May 16.
      2. Curriculum Committee approved proposals
         a. Modification to align system-wide agreement for
Math 24, Elementary Algebra 1  
Math 25, Elementary Algebra 11  
ANSC 140, Intro to Vet Tech  
ANSC 142, Anatomy and Physiology of Domestic Animals  
ANSC 142L, Anatomy of Domestic Animals Lab  
ANSC 263, Laboratory and Exotic Animal Procedures  
THEA 296, Special Topics in Theater  
SLO, SOC 251, Introduction to Sociology in the Family  
Modification of ENG prerequisite – English 21 has been eliminated.  
English 23 is a new course that combines English 21 and English 22.  
Prerequisites in courses around the campus must be updated to reflect this change.

2. Old business

Teaching Equivalencies – Floyd McCoy requested clarification on the purpose of the Teaching Equivalencies policy. He suggested a separate process for those who have ongoing projects or programs. The policy should be designed to assist instructors with developing a new course or for special activities, not just for labs attached to regular classes.

Planning and Budget Council – Libby

Attendance: Doug Dykstra; Dorene Niibu; Frank Palacat; Jan Lubin; Michael Moser; Judy Oliveira; Kevin Ishida; Ardis Eschenberg; Jeff Hunt; Char Akina; Carla Rogers; Kayleen Sur; Marlene Keanu; Rona Yogi; Woody Garrison; Kelly Fujino; Letty Colmenares; Paul Nash; Emi Troeger; Paul Briggs; Libby Young; Mike Tom

Guests: Ellen Ishida-Babineau; Faye Watanabe (proxy for Andy Li); Dave Krupp (proxy for Liko Hoe)

A Quorum was attained and the meeting was called to order at 2:00 p.m. in Hale Kuhina 115  
Meeting Notes for PBC 11/22/2013 were sent via email and posted on website  

Notes were approved as written Carla Rogers moved; Char Akina seconded to accept notes

Meeting Agenda was sent via email and posted on website  
http://windward.hawaii.edu/ir/PBCouncil/2013/Agendas/PBC%20Agenda_02-14-14.pdf

Agenda was approved as written Jan Lubin moved; Kelly Fujino seconded to accept Agenda

Expansion of PBC Membership - Additional Membership for Student Affairs – Judy Oliveira Per request of Judy Oliveira, this item is tabled for next meeting

ACCJC Actions – Chancellor Doug Dykstra ACCJC Follow Up Team Report Final sent via email and posted on website
As noted in ACCJC Letter dated Feb. 7, 2014, signed by President Barbara Beno, “Need to Correct Deficiencies” on page one lists the various standards that had been used as references by the visiting teams to bolster their case for the Recommendations made by them. In fact it is somewhat alarmist and disingenuous to continue to list the College as deficient in its relation to all the standards listed, because the Visiting Team found that we had not completed small, but significant elements of our obligations relative to portions of the two recommendations still outstanding. Hence, WCC just needs to address the following recommendations by October 2014 to be fully accredited:

- College Recommendation 2 We are working on creating a flowchart and PBC handbook to be completed by the end of the current academic year.
- College Recommendation 3 We are working on the Civil Service evaluation reminder system for supervisors and will have it in place by the end of the current academic year, as well as a staffing plan.

Planning and Budget Council Meeting Notes for 2/14/14 DRAFT

College Recommendations 1, 4 & 5 were all cleared by the Commission has having been sufficiently addressed.

UH Recommendations 4 and 5 are being addressed by the UHCC System Office. UH Recommendations 1, 2, & 3 were all cleared by the Commission as having been sufficiently addressed.

Doug announced that Barbara Beno, President of ACCJC, will be in Hawaii to present the Revised Accreditation Standards and Eligibility Requirements of ACCJC on March 11, 2014 at the Kou Ballroom of the Hyatt Regency Waikiki from 2:30 to 4:30 p.m. Faculty and staff are invited to attend and they may either ask questions, or give testimony orally, or submit written comments.

Per Jan Lubin, the new standards are intended to simplify the process. Input was accepted at the ALO Training during the forum for Testimony.

We should have all of the foregoing recommendations cleared after the next Follow-Up report due in October, 2014. Mid-Term Report is due in October 2015.

37 Planning Agenda Items (Self Study) – Jan Lubin 37 Action Items from SEEQIE with comments sent via email and posted on website

http://windward.hawaii.edu/ir/PBCouncil/2013/Documents/Action%20items%20from%20SEEQIE%20with%20comments_2-25-14.pdf
Per Doug, need to move forward on these to be included as the key elements to the Mid-Term Report.

Third Party Review Assessment & Timeline PBC Third Party Review Survey sent via email and posted on website

Non-instructional unit heads did not get training and don’t have a template. There seems to be a lack of communication based on the comments received. It was strongly suggested that we do this without the “portfolio” The committee agreed that we should go ahead, do this third party review again and tweak it. There is a need for improvement.

Critical and Creative Thinking at Campus Discussion Report – Jan Lubin PBC All Campus Discussion Critical & Creative Thinking sent via email and posted on website (replaced with the attached IEC forms distributed by Jan Lubin on 2/14/14)

“Record of Campus Wide Dialogue (IEC Form) for meeting date of 1/7/14, listing the top four responses to a few questions. Posted on website


Jan went over the results. Per Jan, she will work with Frank Palacat through IEC to integrate this into our New Strategic Plan as appropriate.

Planning and Budget Council Meeting Notes for 2/14/14 DRAFT

Other Discussions:

VC Kevin Ishida will try to present an updated OEP (Operation Expenditure Plan) at our next PBC meeting so we’ll have a sense of how much cash is on hand.

We have been fortunate as we have generated significant funds from Summer School in the last three years. We have used these funds to cover costs of new furniture and equipment.

Per Jeff Hunt, based on past history, we normally need about three months lead time; bid process, procurement, etc.

VC Ishida mentioned that Hale Na’auao needs to be renovated soon. They are experiencing mold in ceiling and leaks. They need a minimum of two classrooms and seven offices. No decision has been made as to where TRIO would move.

PBC Charter – amended; pending approval (posted on website)

Chair reminded everyone on the schedule listed below for future meetings. Please go to website to view the following PBC Requests and the program/unit reviews from which they are derived.
http://windward.hawaii.edu/ir/PBCouncil/2013/PlanningBudgetMenu2013.html
Future PBC Meetings on
February 28, 2014
Chancellor’s Office Review PBC Forms 1 – 3 Career & Continuing Ed PBC Forms 1 – 8
Academic Affairs PBC Forms 1 - 11

March 14, 2014
Additional PBC Representation Academic Affairs PBC Forms 12 - 34

April 11, 2014
Academic Affairs PBC Forms 35 – 49 Student Services PBC Forms 1 - 6

April 25, 2014
Catch ups Corral Rankings
Meeting Adjourned at 3:25 p.m.
The Chair asked for a motion to adjourn. Moved: Jan Lubin; seconded by Woody Garrison

Curriculum Committee - Lance

Curriculum Committee Minutes
February 25, 2014

Present: Paul Briggs, Patti Chong, Vanessa Cole, Kathleen French, Ryan Koo, Kevin Morimatsu, Elizabeth Ratliff, Floyd McCoy, Lance Uyeda

Excused:
1. Approval of minutes of 2/11/14 meeting: approved unanimously.

2. GG 166: This course will be archived.

   Motion to approve: Paul Briggs  Second: Patti Chong  Motion passed unanimously.

3. HIST 151, 152: Proposed changes to course titles and descriptions are being made for system-wide uniformity.

   Motion to approve: Lance Uyeda  Second: Patti Chong  Motion passed unanimously.

4. ICS 111: Proposed changes to course title, credit hours, and catalog description are being made for system-wide uniformity. The new description, title, and hours follow from an articulation agreement made in 2005.

   Motion to approve: Paul Briggs  Second: Ryan Koo  Motion passed unanimously.
5. **JPNS 108**: This new course has been offered in the past on an experimental basis and is being proposed for inclusion in the catalog as a regular course.

Motion to approve: Paul Briggs  
Second: Vanessa Cole  
Motion passed unanimously.

6. **OCN 120**: This new course will introduce global climate change as a specific subject at WCC. It is offered at UH Manoa and Kauai CC. The course fulfills DS requirements for the AA in liberal arts and AS in natural sciences degrees.

Motion to approve: Vanessa Cole  
Second: Paul Briggs  
Motion passed unanimously.

7. **Special topics discussion**: The committee discussed the possibility of reserving course numbers and creating a procedure that would enable faculty interested in offering special topics courses to do so without necessarily going through all the steps in the existing curriculum process. The procedure might be loosely based around the procedure the college currently uses for offering independent study courses.

8. **Kuali discussion**: Kevin and Kathleen are working on changes to the online course proposal and modification forms to accommodate the system’s transition from curriculum central to Koali.

Meeting adjourned 2:20 PM.