Math & Business Department Meeting Minutes (May 7, 2015 in Manaopono 107)

Members: Navtej Singh, Jody Storm, Jean Okumura, Clayton Akatsuka, Weiling Landers, Deacon Hanson, Vanessa Cole, and Laura Sue.

Guest:

Approval of Previous Meeting Minutes:
Meeting Call to Order at 9:30am

<table>
<thead>
<tr>
<th>Committee Report - Key Items to Share with the Department</th>
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<tr>
<td><strong>AAAC (Johnny) - Met on 5/1/2015</strong></td>
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<td>A. Talking Service: Standing Down from Warrior to Civilian (Handout)</td>
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<td>- Instructors are encouraged to integrate the reading material into their courses if possible.</td>
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<td>B. Emeritus Professors</td>
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<td>- Must be a rank full professor</td>
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<td>- Nominating Libby Young soon after she retires</td>
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<td>C. Master Plan - Update of Departmental Facilities Needs</td>
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<td>- Ross mentioned adding second floor to Imiloa.</td>
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<td>- Ardis mentioned perhaps we should also consider scenario with 4000 students.</td>
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<td>- Math and Business Department space needs were shared with Ardis.</td>
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<td>- Ardis will visit our department during fall semester to further discuss master plan.</td>
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<td>D. Review of Academic Affairs Goals and Progress (Handout)</td>
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<td>E. Process to Hire Lecturer for Summer Session (Handout)</td>
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<td>F. Initiatives for Next Year</td>
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<td>- AA office will look at Scheduling issues.</td>
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<td>- Is there anything our department would like the AA office to take on during next year?</td>
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<td>G. Dean for Division II Candidate Open forums (see announcement email for detail)</td>
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<td>- Monday, May 11, 2015 - Kevin Cooper</td>
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<td>- Wednesday, May 13, 2015 - Charles Sasaki</td>
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<td>H. Announcements, Reminders, Information Sharing</td>
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<td>- Next AAAC meeting is on September 4, 2015 at 10am.</td>
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<td>- To reserve space in Hale A’o, contact Kalawaia Moore not Kacie Nishioka. You need to contact him as well as go online and complete the room request form (being developed by Division I Dean).</td>
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<td>- We should work with Natural Science department to pursue AS in Natural Science with ICS concentration</td>
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PBC (Johnny) - Met on 4/24/2015 & 5/1/2015

4/24/2015 Meeting
Discussed PBC requests from Language Art, Math & Business, and Natural Science Departments. Kevin Ishida mentioned that there is potentially $450K available from tuition money that can be used for PBC requests. This is in addition to what Doug has allocated ($300K).

5/1/2015 Meeting
PBC had general discussion on the UHCC Strategic Plan draft. Each member of PBC will serve on two subcommittees from topics below:

1. Enrollment Targets & suggested sub-committees:
   - Recruitment Outreach
   - International Education Alternative Targets
2. Hawaii Graduation Initiative & suggested sub-committees:
   - Graduation & Transfer Targets/Gap Analysis Mitigation Strategies
   - College Readiness Acceleration/Developmental Ed Initiatives
   - Accelerated Student Credit Accumulation/Financial Aid Incentives?
3. Hawaii Innovation Initiative & suggested sub-committees:
   - OCCE Work Force Development Initiatives & Non-credit to Credit Options
   - Liase with North Shore Economic Partnership & Kaneohe Business Group & Kailua Chamber of Commerce & Kaneohe/Kailua Rotary Clubs
   - STEM Networks Backwards, Forward & Statewide
4. 21st Century Teaching & Learning & suggested sub-committees:
   - Sustainability Task Force Liaison
   - Academic Services and Support for 21st Century Visioning/Consultancies?
5. High Performance Mission Driven & suggested sub-committees:
   - Ke Kumu Pali (Papa O Ke Ao) Liaison
   - UH Foundation Liaison
   - ORS & RCUH Liaison
6. Executive Sub-committee for Introductory Narrative & Unit Linking Narratives & Concluding Narrative...membership pre-determined below:
   - Administrative Staff
   - Director Institutional Research
   - Director Planning & Program Evaluation

- Ranked PBC requests. Ranking will be discussed at the following PBC meeting.
IEC (Johnny/Jody) - Met on 4/17/2015

There was no quorum, so we couldn’t conduct any official business at the meeting. Jan asked everybody to review the institutional survey (link below) and provide her feedback.

https://www.surveymonkey.com/r/CZ9PWCN - Student Institutional Survey
https://www.surveymonkey.com/r/9GWRT7G - Staff Institutional Survey
https://www.surveymonkey.com/r/9BS35ZN - Faculty Institutional Survey

Additionally the Meta-Assessment Committee has suggested that we question the following focus groups in the Fall 2015 semester:

1. Campus-as-a-whole
2. Administration
3. Students
4. Instructional Faculty
5. Non-Instructional Units
6. Student Affairs
7. Department Chairs

asking the following questions:
What elements of the current assessment process are working?
What elements of the current assessment process are not working?
What would it take to improve the assessment process?
How are the assessment results used?
How does the assessment process reflect our Mission Statement?

Distance Ed (Jody/Johnny) - Met on 4/28/2015

- Welcomed new members
- Elizabeth Ratliff voted in as chair (one year term)
- Any updates to the Distance Ed webpage should be sent to Elizabeth
- Task for upcoming year: look into a uniform proctoring form and the possibility of a web interface with UH system testing centers
- Online instructors should allow students to take their exams at any of the UH testing centers as long as there are no physical limitations
- Distance Learning workshops during convocation week:
  - Presentation by Debbie from the University of Phoenix
  - Laulima workshop (Elizabeth Ratliff)
  - Blackboard Collaborate (Alex Parisky)
  - Short presentation and Q & A hosted by current WCC online instructors (Ross Langston, Johnny Singh, and other online instructors)
- Data analysis:
Requested data not available as Nalani is on maternity leave.
Mike Tom to resend data from Jan, which compared face-to-face to online courses for social science. The same type of data to be requested from Nalani for all disciplines.
Mike Tom suggested looking at completion rates by instructor. Perhaps the data could be broken down by student characteristics, such as experience in online courses

Other Business / Suggestions Box Comments:
- Elizabeth Ratliff will be the WCC representative for iTEK, the system distance ed committee
- Consistency is needed regarding max seating for face-to-face vs. online courses
- Laulima issues:
  - Not secure. Names appearing on the roster that our not registered for the course
  - Student view not available for instructors
  - Although Laulima recommends firefox, videos on Firefox are not playing
- Need a simple video conferencing option
- Dave Krupp requested information on UH Hilo having a different designation for online labs (vs face-to-face). Perhaps this is an issue for curriculum
- John Morton is suggesting a certification for instructors of online courses

Curriculum (Vanessa) – No Meeting

Foundations Board (Jody) - 4/24/2015
- Jean Okumura voted in as Foundations chair (3-year term)
- Jean reported on the Multi-campus Foundations Board. Many of the CC’s will be going with QR
- On April 17, 2015 the UH Faculty Senate approved the QR model, which replaces FS with FQ. The model will be implemented Fall 2018 with the incoming freshman class. Documents can be found at http://manoa.hawaii.edu/quantitativereasoning. It should be noted that the Faculty Senate approved FQ, but not the proposed hallmarks.

Faculty Senate (Laura)
4/21/2015 meeting
- Single Transcript Evaluation clarification - Right now each campus evaluates transfer students’ transcripts to see which courses are equivalent, but the proposed system would have just one office for the entire system to evaluate transcripts and determine what’s equivalent
- ACCFSC
From BOR meeting - Task force for divestment for UH from fossil fuel investments said they should move forward
One and a half discussion on online labs. Consensus is against UH Hilo to adopt separate designation, but the discussion will continue in the Fall. A Biology instructor demonstrated how she runs her lab - students buy kits, take pics during experiments.
President Lassner gave testimony on some bills, and some members of the BOR were upset that he didn't check with them first

- CCCFSC
  Campuses differ on how a student gets a grade after repeating a class (take highest one, average, most recent, etc.) so should there be a more consistent policy?
  UH budget still uncertain
    - Senate and House have different versions, but Senate budget is "kinder" and also more likely to be approved
    - UH must come up with 2 budgets - 1 with tuition increase, 1 without
    - Difficult for UH to get more money as some legislators don't think too highly of UH, so how can we change that?

- Writing Advisory Board
  Lance presented their end of the year report
  Redesigned WAC to the hybrid format
  Reviewed WI syllabi, and are still in the process of reviewing student surveys
  No new WI course designation requests
  Susan St. John will take over for Lance next year

- Accreditation and Strategic Planning, Policies and Procedures
  Committee has been working with Jan on the Midterm Report. Most of their feedback has been grammatical.

- Establishment of S-Designation
  Dave met with Sam and Christian
  Best model to follow is probably KCC's, but they will review
  Faculty Senate approved creating an ad-hoc committee to look at the possibility of WCC having an S-designation for classes and present a proposal to FS

5/5/2015 meeting

- Course evals - The notice that went out had a 5/15 deadline for feedback. FS will request that no decision about switching to a new evaluation system will be made until our faculty have a chance to review it (in the fall). In the meantime, we can gather more feedback from departments.

UHPA (Deacon)

- More involvement in the union by junior faculty since many senior faculties is retiring.
- Kardash will be the new UPHA representative effective Fall 2015.
- Department will follow the UHPA contract regarding Lecturer Step C Evaluation.

MAPSAC (Deacon) – No Meeting
### EVENING SCHEDULE (Deacon) – No Meeting
- Next evening schedule meeting is on Friday May 8th at 1:30pm

### Aesthetics (Laura) - Met on 4/24/2015
- Inge White came to talk about trees with the committee. Her suggestion is a non-weedy, friendly (non-toxic, non-allergenic), not too wide a canopy, non-fruiting tree. We might want one that provides shade, easy to grow, low maintenance, non-deciduous, have valuable wood, Polynesian or Native Hawaiian. Provided a list of desirable trees.
- There’s a crack on a step on the inside staircase at the library, but when maintenance removed it to fix, they noticed there wasn’t a lot of grout. Also don’t have any extra tiles.
- Will create a garden in front of the aerospace lab (where Hawaiian garden used to be). Will move the river stones in front of Palanakila to there.
- Lunch wagon to purchase a new, quieter generator
- Kevin to check with contractors about doing graffiti art on the fence around Hale Kako’o
- Kevin got a new hydrogen peroxide solution to try spraying on the buildings to remove the mildew

### Staff Development (Laura) - Met on 4/23/2015
- Should be getting $2,000 from Doug to cover remaining grants
- Starting to plan workshops for the fall, like some tech ones
- Smoking
  - 5 designated smoking areas
  - Smokers must be within 10 feet of signs
  - eCigs must be more than 10 feet from buildings
- MentorNet will work with Academic Affairs
  - Will have a mentoring workshop at convocation
  - Two options:
    - Semester or year-long for things like career help, can be renewable
    - Month-long for things like technical help that are more short-term
  - Dossier Hui to start up around June, but will have a workshop on 5/18
- Will most likely have a Chair-elect role
WAB (Clayton) – No Meeting

WebAC (Jody/Laura) - Met 4/23/2015 & 5/1/2015

- The committee completed the Fac/Staff link and finalized the organization of the homepage
- The new homepage is set to launch during finals week
- Bonnie will work on revamping the ‘How to Apply’ link so it is appealing and welcoming to prospective students

New Business

Announcements

- Use your supply by the end of this semester.
- Contractor will be installing door closers on entry doors in Manaopono building on Thursday, May 7th
- Fall 2015 department meetings
- ICS will be hiring an instructor (under humanity) to do digital and creative media using ICS and speech .5 FTE position.

Meeting Adjourned at 11:10am