

Social Science Department
11/15/07 Meeting Minutes, Palanakila 117

Attending: Paul Briggs, Pam DaGrossa, Kathleen French, Roy Fujimoto, Frank Palacat, Brian Richardson, Elizabeth Ratliff (guest)
Guest: Elizabeth Ratliff
Distributed: Faculty Guide to Audio-Visual and Duplication Services (from Elizabeth)
Night Class Enrollment Data (from Roy)

Called to order 3:07pm

- I. **Elizabeth Ratliff** (Media Center) – described 3 areas of responsibility
 - A. Facilities Management – pretty good at that
 - B. Production & Duplication – pretty good at that
 - C. Faculty Training (integration of tech into curriculum) – area in which they need/want to do more; have been proactive in getting equipment and technology, getting classrooms wired; now that they have all that equipment, current focus is sustainability; this year will be first year of receiving half million for this – trying to get all classrooms equipped equally; plan within Academic Support is to increase faculty trainings (identify and assess needs, find resources)
 - D. Immediate needs: identifying replacement systems for old equipment (e.g., Imiloa, Palanakila); multimedia classrooms equipped for AV, but missing permanent computers; security issues for all buildings and equipment; upgrading to higher resolution visual presenters; upgrading LCD projectors
 - E. Long term needs: high end digital production facility for faculty (in new building); remote access for troubleshooting & diagnosing equipment; Q: would there be phones to call in problems? Elizabeth would like to see them there for this purpose and for security. All classrooms with data jacks have phone lines, but they are not live at this time.
 - F. The Move – The building will be almost the same as before, though Media made some changes on their own. They plan to move back primarily with student help, hopefully after Dec. 14 before the holidays. There is some concern about the beginning of term rush, so be sure to get everything in as early as possible.
 - G. Director of Academic Support position – focusing on making this a reality
- II. **RE: Approval of Minutes** – we will be approving all past minutes formally and must keep up with this as per ACCJC
- III. **Reports**
 - A. **Faculty Senate** (Toshi) – discussed Resolution on Communication, but hidden agenda was not understood, so will rewrite it; DoC will be considered equal to teaching assignment; need input on HAP agreement and Resolution on Schedule Review
 - B. **Curriculum** (Kathleen) – Paul presented ECON 120 which passed; some course modifications
 - C. **Staff Development** (Paul) – met 11/6 with Angela; discussed Staff Development Resolution; Angela will move funds so it will be back to \$8000; SDC suggested \$11,000

minimum which she will take to Budget Committee; Regarding sabbaticals, she asked if there should be a set number of sabbaticals, rather than money;

- D. **Institutional Assessment** (Pam) – Director of Research should be on board December; formed subcommittee to look at AA Degree assessment, and simplifying how we assess it; reminder that course assessments are due each spring for designated courses
- E. **Tech Vision** (Paul) – next meeting 11/27
- F. **Women’s History Month** (Kathleen) – cosponsored Suzanne Teng performance
- G. **Common Book** (Brian) – last semester’s presentation is Brian on 11/27; need to be thinking about book for next year
- H. **International Education** (Toshi) – thank you for support of Suzanne Teng’s event; Freeman scholarship is available, Toshi has flyer for it; Toshi will serve on Freeman selection committee for Japan and China
WorldQuest Competition – maybe can get involved earlier and have organized and sustained effort
- I. **DC Meeting** – meeting with ACCJC was cancelled b/c of date mix-up

Old Business

- A. **AA Degree Schedule** - It was decided that WCC will pull together a 2-year schedule so students can be guaranteed of getting AA degree within 5 semesters; now must see where pukas are and how we can construct an adequate schedule
Summer 08 schedule requests are due now
08-09 Schedule deadline has been extended 2 weeks.
- B. **FS Resolutions**
 - **HAP Agreement** – passed 4/0/3
 - **Resolution to Modify Schedule** to 75-minute format – passed 6/0/0
- C. **eCAFE Follow-Up**
 - Directional mail will arrive by the 19th; faculty must forward to students
 - Recommend turning mail into handout if concerned with students not checking email.

New Business

- D. Roy would like pre-approval for **purchase of shelving units** (the last ones!); Roy will be hiring student assistant to create a database with appropriate and useful fields
passed 6/0/0
- E. **Castle High School open house** 11/29/07 8:30-12 – Social Science will have a table; Roy will circulate a signup sheet for staffing
- F. **Department Meeting schedule** and resource people for Spring 08 – expect a form in mailbox
- G. **Common Book Class** (1 credit) – has been offered before, but would like to make it IS
Social Science sponsored IS course - passed 6/0/0

Next meeting Thursday, November 29, 2007, 3pm (Guest: Denice Kretz, Title III Manager)