

Social Sciences Department Meeting
October 18, 2007
Agenda

Present: Paul Briggs (Guest Notetaker), Roy Fujimoto, Toshi Ikagawa, Brian Richardson, Kathleen French, Frank Palacat

Guest: KC Collins

1. Guest Resource Person-KC Collins
 - a. As of Monday, KC will be Director of Development for all of the Hawaii CCs, not just WCC. She will be at WCC in the mornings, then go to UH Manoa in the afternoons.
 - b. Even given this job change, KC still wants to maintain and establish relationships with donors, she knows WCC very well and thus can move donors towards WCC due to her relationship here. Her concentration will be on major donors (>\$10,000 in donations), everything ultimately leads to that “endgame”. Her goal is that every day should have some sort of meeting with a donor, but now she is able to average just four a month, because of administrative duties (i.e. no administrative helper-must monitor all of the UH Foundation Accounts, handling volunteers and donors, etc.). She has asked for an Administrative Assistant in the WCC Strategic Plan.
 - c. Another goal for KC is to have endowments to bump up the salaries of new faculty in the next 3-4 years issue due to retirements.
 - d. According to KC, there needs to be a strategic team effort to raise funds, must be planned out in advance.
 - e. For the WCC Social Science Department, we must come up with ideas that will resonate with donor-not just the cost of doing business (i.e. operational vs. strategic). And we should not just present a letter asking for money, must have a relationship with the corporation or private donor. She does not solicit funds from State or Federal sources, just private individuals. Need to be doing things that people out in the community will support-Roy.
2. Agenda Items
 - a. No new items.
3. Announcements
 - a. No new items
4. Approval of Minutes
 - a. Wait until next meeting to approve items.
5. Reports:
 - a. Faculty Senate-Toshi
 - i. Report on various resolutions-Refer to FS Minutes for 10-16-07
 - b. Curriculum-Kathleen

- i. ZOOL 254, WS 151, REL 207, IS 201-approved
 - i. There was a question and discussion about certain courses-tree climbing and tree pruning courses-should they be 100 level courses or just 1 credit course.
 - c. Staff Development-Refer to SDC Minutes for 10-16-07.
 - d. Institutional Assessment
 - e. Technology Vision-Paul
 - i. Meeting this Wednesday, October 24 at 3 pm.
 - f. Women's History Month-Kathleen
 - i. Nothing to report at this time.
 - ii. Female Flautist possible in November, wants to be paid, Native American, she will still be here.
 - g. Common Book-Brian
 - i. Next meeting is this Tuesday, October 23, 2007 Hector Valenzuela.
 - ii. Two more meetings this semester.
 - h. Other
 - i. DC Meeting-Roy
 - i. The meeting happened this afternoon, issue of break time within 3 hour classes, more prevalent with the Natural Science classes.
 - ii. DC Fujimoto wants a quick and easy estimate as to how many scantron and Item Analysis sheets SS needs-Fall 2008 students pay for these items and department pays for Item Analysis.
 - iii. Paper and toner-in the future, toner expenses may be absorbed by the Department. Need to be careful about toner supplies however.
 - iv. Deans are getting worried about the visit on November 15, 2007, need to be conversant about the AACJC report.
- 6. OLD BUSINESS
 - a. Department Goals and Priorities
 - i. Roy is still working on the Department goals and priorities will have a copy for us to focus on.
 - b. Strategic Planning Workshop
 - i. Workshop was from October 9-11, 2007
 - ii. Strategic Planning is more global and strategic, not specific and operational.
 - iii. 5 goal groups are reworking the Strategic Plan for Draft 2 to be completed by AACJC visit on November 15, 2007.
 - iv. Paul Briggs Handout to SS Faculty.
 - c. Faculty Senate Resolutions
 - i. Read through the latest resolutions and send comments directly to Toshi.
- 7. NEW BUSINESS
 - a. Natural Sciences Resolution
 - i. Already taken care of.
 - b. Resolution on Academic Reorganization
 - i. Already taken care of.

- c. Schedule of Classes: Summer 2008
 - i. Summer Session schedule was handed for us to fill out if we want to teach during Summer 2008.
 - d. Schedule of Classes: AY 2008=2009
 - i. Template was handed out to be turned to Roy in three weeks.
 - e. Orientation Schedule/Departmental Participation
 - i. DC Fujimoto is making a request for Departmental Participation at these orientation sessions for new students. Marketing instruments by the Department-by discipline perhaps. Check with Roy as to the schedule of these orientation sessions.
 - ii. Suggestion was put forward to design brochures by discipline to give out at these orientation sessions.
 - f. AACJC Visit: Thursday, November 15, 2007
8. Next Meeting: October 27, 2007 with Patti Chong to discuss Curriculum Issues. Meeting will be in Palainikila 227 from 12:40-1:25 pm

Meeting adjourned at 4:20 pm.