Minutes of Meeting

Present: Guy Kimura, Joni Onishi, Jim Dire, Frank Haas, Patricia O’Hagan, Erika Lacro, Richard Fulton, Cheryl Chappell-Long, David Grooms, Ron Umehira, Peter Quigley, Suzette Robinson, Della Kunimune, Brian Richardson, Mike Pecsok

Guest: Diane Meyer

Revision of Accounting MQ’s:
Frank has sent out the proposed revised Accounting MQ’s to the AAA’s

Action: AAAs and VCAAs are now consulting with their accounting faculty.

Policy Process Flowchart:
AAAs and VCAAs made recommended changes.

Action: Della will incorporate changes. Suzette will check if others need to be consulted on the flowchart.

Non-Credit to Credit Process:
Suzette shared UHMaui College’s Youth Practitioner and Human Services process of giving credit for non-credit classes. Discussion focused on the process’s importance in the C3Training grant.

Action: Erika will send out via email the PACE document, which is HonCC’s process for conversion of non-credit to credit. Completed 3/10/11
Suzette will send out UHMaui’s process via email. Completed 3/10/11
Ron will draft a policy on alternative credit, including Prior Learning Assessment

Academic Support Program Review
Discussion focused on elements that will help colleges make programmatic or budget decisions. Important to tie accreditation standards to program review template.
Goal: to have an approved template by June 2011.

Action: Della will extend an email invitation to the AAAs to participate in a meeting during spring break on the academic support program review template.

C3Training Grant Stakeholders’ Meeting
Approximately 50 people attended a C3Training grant stakeholders’ (industry partners, faculty, UHCC administrators, consultant) meeting on Wednesday, March 9, 2011 at
Bachman Hall 113 or via polycom or via phone conference. The result was a draft of ideas that will be converted into a mini-grant for alternative energy, health, agriculture, wrap-around services, creative media, and innovative remedial/developmental strategies. The mini-grant is due Wednesday, March 16, 2011 to Jill Sims, jillqsims@gmail.com.

Action: Suzette will send names of the leads in the areas of alternative energy, health, agriculture, wrap-around services, innovative r/d strategies to Jill. Completed 3/10/11
Jill will send outline template for the mini-grants, including customized outline for neighbor islands, to leads by Friday, March 11, 2011.

AA Digital Media Subcommittee Update
Suzette will convene a meeting of UHCC and UHM faculty to discuss AA courses that may lead to ACM program or an Academic Subject Certificate or new introductory courses that will allow students to determine their interest in digital media. Meeting is set for Wednesday, April 6, 2011, 1:30-4:30 p.m. at the Dole Conference room. Erika asked that a MELE faculty be invited also.

Action: Erika will send Suzette the name of the MELE faculty, and Suzette will extend the invitation. Completed 3/10/11

Creative Media/Digital Media Summit
The Creative Media/Digital Media summit will have to be rescheduled. Film industry partners are working closely with the state legislators and are not able to attend the March 31, 2011 summit. So another time will be chosen, most likely after May 1, 2011 to increase probability of more industry partners being involved in summit.

However, a software summit is being held on March 31, 2011.

Action: AAAs and VCAAs will send to Gayle names of computer science faculty who may want to attend the software summit. AAAs and VCAAs will inform faculty of the postponement of the Creative Media/Digital Media summit.
Suzette will send to the AAAs the email from James Hardway with details on the software summit. Completed 3/11/11

Math and English Discipline Meetings
On April 2, 2011, the developmental math faculty will be holding its discipline meeting at HonCC from 8:00 a.m.-4:00 p.m. The focus will be on topics such as course redesign. UHCC faculty will present their pilot projects and the outcomes of those projects. VP Morton and AVP Quigley will welcome the faculty.

On April 9, 2011, the developmental reading and writing faculty will be holding its discipline meeting at KapCC from 8:00 a.m.-4:00 p.m. The focus will be similar to that of the math discipline meeting. AVP Quigley will welcome the faculty.
Action: **AAAs and VCAAs** were asked to extend the invitation to both these meetings to those who may not have received the invitation.

**Hybrid Learning: Course Design and Faculty Development Webinar**

On Thursday, March 24, 2011, at 7:00 a.m.-8:30 a.m. there will be a webinar on hybrid learning. Interested faculty are to contact Gayle Ishii. The webinar will be at the Dole St. Conference room.

Action: **AAAs and VCAAs** are to inform faculty of the webinar and ask them to contact Gayle if they plan to attend.

Next Meeting Agenda topics:
Business Tech MQ's: Ron Umehira