

Minutes of a DAC meeting held on January 22, 2004, 1:30 p.m. - 3:00 p.m.  
in Kopiko 209.

In Attendance:

Shel Hershinow  
Carol Hoshiko  
Ed Kalinowski  
May Kanemoto  
Dennis Kawaharada  
Cynthia Kimura for Bob LeClair  
Mona Lee  
Keala Losch  
Charles Matsuda  
Neghin Modavi  
Sanae Moikeha  
Louise Pagotto  
Susan Pope  
Barbara Ross  
Alfred Seita  
Ron Takahashi  
Ron Umehira

Guests:

Eric Denton  
Keith Kashiwada

1. Presentations of current state of tactical plans by small "p"  
programs (IIEG and FYE).

Eric Denton presented highlights from the nine page tactical plan for  
the institutional emphasis Integrated International Education and  
Globalization (IIEG). Discussion highlighted the benefits of IIEG (and  
other small "p" programs) making connections with departmental activities in  
related areas. The next IIEG meeting is Monday, January 26th,  
2004.

Keith Kashiwada presented highlights from the First Year Experience  
(FYE) strategic plan, including the hope that a first year \*center\*  
(complete with paid coordinator and clerical staff) be created on the  
KapCC campus. Next FYE task force meeting is Friday, January 23rd,  
2004.

Tactical plans will be distributed via email to DAC members.

2. Enrollments (Mona Lee). Mona Lee distributed a spreadsheet of

student numbers by program majors, comparing spring 2004 enrollment and SSH to spring

2003. If you missed the meeting, a copy of the information has been sent to you via campus mail (figures are unofficial and not for publication). With Banner, information about headcounts and home institution is much more accessible.

3. A request was made for a list of on-campus phone numbers \*hot lines for department chairs\* where a human can be reached (rather than a recording) when department chairs have questions about registration, financial aid, etc. Mona Lee will work on this request and will get back to DAC members.

4. A request was made for the creation of grade distribution reports for department chairpersons. The previous registration system had that type of report built-in. Mona will ask Guy Nishimoto.

5. Change of week for DAC meetings. It was agreed that the DAC meetings scheduled for the third Thursday of each month will be moved to the fourth Thursday of each month due to conflicts with systemwide Dean of Instruction meetings held on the third Thursday of each month.

#### REVISED DAC MEETING SCHEDULE for spring 2004

Feb 26 (changed from Feb 19)

Mar 18 (no change, 4th Mon is in Spring Break)

Apr 22 (changed from Apr 15)

May 27 (changed from May 20)

Jun 24 (changed from June 17)

6. Summer/Fall 2004 schedule of classes. Summer schedule has been rolled over and departments may input Summer 2004 classes. The rollover of the Fall schedule is awaiting the go-ahead from the Firehouse. In the meantime, departments should be finalizing the Fall line-up. Target date of completed input and proofreading: Mid February, 2004. Stay tuned for official timeline.

7. Student Learning Outcomes (SLO) concept paper: feedback was rescheduled to the next DAC meeting because the DAC was running overtime.