

Thursday, April 22, 2004
1:30 p.m. - 3:00 p.m. in 'Ilima 202 B

AGENDA

1. Presentations on campus initiatives - Judi Kirkpatrick, Kawika Napoleon, and Veronica Ogata

Kapi'olani Information Technology Emphasis (KITE) - Judi Kirkpatrick (kirkpatr@hawaii.edu) distributed pages from the current three year implementation plan based on the June 30, 2003 Skill Standards and Campus Academic Plan. More information is available at the website <http://www2.hawaii.edu/~kirkpatr/kite/kite.html> If you are unsure about who to contact on campus for technology support for instruction, please send e-mail to Judi (kirkpatr@hawaii.edu) or to Karl Naito (IMTS).

Teacher Preparation - Veronica Ogata (vogata@hawaii.edu)
The major goal is to help Hawai'i's 3000 Educational Assistants (EAs) meet the No Child Left Behind (NCLB) requirements by 2006. Another goal is to help with the teacher shortage by hooking up with the DOE teacher cadet program and get more high school students interested. Veronica presented and distributed the most current brochures/flyers/handbills. Website under construction is www2.hawaii.edu/~teachhi

Malama Hawai'i - Kawika Napoleon (nawaa@hawaii.edu)
Kawika presented the three year tactical plan and distributed the most current flyers. Malama Hawai'i folks are currently working on creating an Academic Subject Certificate. Other goals are to have more outreach here on the KapCC campus, and for students to create e-folios. Current students are an approximately equal mix of native and non-native.

*** Please remember that Kapi'olani Community College is spelled Kapi'olani, not Kapiolani. Please contact the Malama Hawai'i folks if you are unsure of the proper pronunciation. Please ensure that Kapi'olani Community College is pronounced correctly in your telephone voice mail greetings. ***

2. Human Resources update - Enid Kagesa (kagesa@hawaii.edu)
HR has been short staffed and less responsive than would like to be. Thank you for your patience. Will be hiring two more HR staff. Some policies have changed. HR is thinking about offering an online newsletter. Will be updating the website to be more user friendly. Form 20A (casual hire/overload) and non-credit hiring form will be revised. Student employment process will be on the web by December 2004. If someone in your department is planning to take family leave please have them check with HR for details. HR will be offering mandatory training about sexual harassment starting summer 2004. Please report perceived workplace violence to your dean. Dean will report to HR. When the new HR website is available, the URL will be announced in the campus bulletin.

3. Enrollment numbers for summer and fall 2004 - Mona Lee

Mona distributed a one page summary of summer 2004 enrollment information (to date). Also distributed a one page summary of fall 2004 enrollment information (to date). If you missed the meeting, please contact Mona for a copy of the confidential information.

4. Role of Department Chairs at Graduation - Mona Lee

Department Chairs are requested to sit on the stage at the on-campus graduation on May 13th, 2004. Aloha attire. Please contact George Higa (georgehi@hawaii.edu) to confirm your attendance. Louise Pagotto will read off the names of the graduates during the ceremony.

5. Contract Renewal - Louise Pagotto

Louise reminded DCs to distribute signature forms in April. Make sure that new hires understand the process. Leigh Dooley will be giving workshops on contract renewal. Temporary positions must do annual contract renewal. DCs requested a clarification /summary of timelines for the participants in the contract renewal process.

6. DC survey - Susan Pope

The Deans of Instruction of the Community Colleges in the UH system are planning to offer training to Community College Department Chairpersons in January 2005. In preparation for the training, a draft needs assessment survey has been prepared. KapCC DCs were asked to participate by filling out a two page survey during the last five minutes of the DAC meeting.

7. Prerequisite programming in Banner - Susan Pope

Please e-mail Susan (spope@hawaii.edu) with the CRN, student Banner ID#, date of attempted registration, and text of error message if a student is having difficulty with registration. This is the first semester with prerequisites enforced in all classes. Thank you for your patience as a few adjustments are being made.

8. Farewell

The DAC members bid farewell and best wishes to Language Arts department chair Dennis Kawaharada. Dennis is taking a position at Honolulu Community College.