

9/28/2000

Date: Thu, 12 Oct 2000 06:12:04 -1000

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From: Susan Pope <spope@hawaii.edu>

Subject: DAC minutes 9/28/2000

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Bcc:

X-Attachments:

The second Deans' Advisory Council meeting for this semester was on Thursday, 9/28 at 1:30 - 3:00 pm in Kopiko 209, chaired by Louise Pagotto

Deans' Advisory Council minutes

IN ATTENDANCE:

Kauka de Silva, des@hawaii.edu
Bob Franco, bfranco@hawaii.edu
Ed Kalinowski, kalinows@hawaii.edu
Bert Kimura, bert@hawaii.edu
Cynthia Kimura for Bob LeClair, leclair@hawaii.edu
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Ron Umehira, umehira@hawaii.edu
Dennis Vanairsdale, vanairsd@hawaii.edu

correction to minutes of 9/14 meeting
Randall Francisco is the new Title III Coordinator (not director)

DISCUSSION ITEMS 9/28/2000

1. Lecturer Assessment Guidelines/Guidelines for Contract Renewals

Louise Pagotto distributed the Lecturer Appointment and Assessment checklist (7/98), the Guidelines for Lecturer Assessment, and the Guidelines for Contract Renewal Dossiers. Louise also distributed for DAC discussion purposes a draft of the Criteria for Contract Renewal.

In 1998 Louise worked with a team of department chairs to revise the guidelines for contract renewal. Last summer Arts & Sciences reexamined the guidelines. The A& S management team wanted faculty to look at the bigger picture & see how they fit in.

Department chairs gave feedback and suggested changes to wording in several areas.

The DAC advised Louise to send the revised guidelines to the faculty evaluation committee.

2. Issues for discussion at future DAC meetings - Dept. Chair input

Scheduling (MWF, TR vs current)

Room allocation (after FAS completes survey, etc.)

Yearly schedule

Non-credit programs 7 paperwork

Workload issues, how to measure, how to count

Hiring process, overloads, lecturers

Business Office & purchasing (DAC decided to refer subject to the PAC)

How workload reports are generated

Catalog Production - who is involved? Who does what?

Core reform at UHM

Report on Telephone system

Accreditation Planning Agenda Items

3. Identification of training needs for new and experienced Dept. Chairs

Contracts

Personnel

Requisition forms

Fringe/non fringe & when to convert

More guidelines

Dates for workload report so that people can get paid by _____ date

Intermediate workload

Grants/release time

Personnel needs

Leadership Training

Working with difficult people

Role of technology, what knowledge do we need? What are issues in managing technology? Budgetary implications.

Statewide programs - joint schedules, partnerships e.g. PCAT

ANNOUNCEMENTS

1. Leon & Ron are in Korea recruiting VocEd students & putting up partnerships
2. Culinary & Hospitality accreditation 3-6 October. 5 people