

## **Minutes of Dean's Advisory Committee**

Tuesday, October 17, 1995

Kopiko 207

### **Members present:**

Mona Lee	Leon Richards
Trude Pang	Joan Matuskawa
Angela Meixell	Charles Matsuda
Mike Tagawa	Bert Kimura
David Nakamaejo	Robert LeClair
Linka Corbin-Mullkin	Delmarie Klobe
Mike Munger	Rosie Harrington
Frank Leake	Terry Webb
Jan McWilliams (Faculty Senate Chair)	
Steve Wehrman (Guest for Sanae Moikeha)	

### **Members absent:**

Ed Kalinowski  
Sanae Moikeha

## **AGENDA AND DISCUSSION**

### **I. ANNOUNCEMENTS**

#### **A. Student Evaluations - Steve Wehrman**

Explanation of New Student Evaluation Forms and clarification of the use of these new forms and options available to faculty.

Much discussion regarding policies on student evaluations and procedures.

Bottom line - If forms are not coded properly, the instructor will not get evaluations scored.

#### **B. System Wide Math Placement Test -Mona Lee**

Mona explained the motivation for the development of the system wide placement test. Mainly to facilitate the movement of students between campuses. Scores will be acceptable no matter which campus they attend. Some campuses will implement new placement test for Fall 1995 (Kauai and Maui). Each campus will set their own cut off scores for course entry.

#### **C. Withdrawal After Deadline - Mona Lee**

Exceptions only made for extenuating circumstances. Many will be denied if request comes in after deadline. Discussion followed related to

policies related to withdrawals. There seemed to be some differences of opinion about withdrawal policies, i.e. some department chairs felt better to allow students to remain as long as possible. Others felt it best to encourage students withdrawing if they are not progressing successfully. Dean of Students stated that there is a withdrawal deadline and policy will be enforced.

D. KCC Catalog Committee - Mona Lee

There will be a catalog committee to review catalog process and to spell out responsibilities regarding the timely production of an accurate catalog. This committee will also act as or set up a review committee to review catalog drafts in preparation for printing. Catalog committee consists of: Judy Buffington, Cynthia Kimura, Kauka DeSilva, Rosie Harrington, Demarie Klobe, Jim Jeffryes, Mona Lee, Mike Munger, Regina Ewing, and Bert Kimura.

E. Assumption of Risk and Release - Leon Richards

Dr. Richards shared a copy of form with DAC and stated that this form is required of students who take a class trip as a group.

Discussion followed regarding when the form should be used and the legal value of this form.

Dr. Richards pointed out that all trips abroad requires multiple forms to be completed prior to trip abroad including Assumption of Risk and Release.

II. PERSONAL REQUESTS OF ABSENCE DURING CONTRACT PERIOD -  
LEON RICHARDS

Faculty making such requests are required to complete request form prior to absence and indicate how time will be made up. Questions about duty days for non teaching faculty such as counselors, library personnel, etc.

Dr. Richards clarified that all faculty are on duty during non teaching days, but teaching faculty are not required to be on campus. Chairs may approve /deny this request and keep on file for further reference. This policy to be effective beginning January 1, 1996.

Dr. Richards asked Bert Kimura to postpone item B until next DAC.

Meeting adjourned at 4:15 p.m.

Recorder,

James Jeffryes

LR: Deans Adv Com: Minutes 10/17/95