

POLS Faculty Meeting Minutes for 4/20/2018

1. Announcements

- a. Visitor policy. College has initiated a centralized visitor website. We will use this site for visitors in the future. Selecting visitors will remain a departmental task.
- b. Cards. Kathy asked department members to complete their postcards to admitted undergraduate students.
- c. Administrative professionals day. Kathy encouraged members to acknowledge our administrative staff.
- d. Spring cleaning. Personal items in the library need to be removed by May 4. The refrigerator and freezer will be cleaned.
- e. Book donations. Kathy encouraged members to donate appropriate books for the environmental politics library
- f. CVs
 - i. OVCAA requires last 5 years of teaching;
 - ii. CSS is making site ADA compliant
 - iii. Laurie will be able to post CVs and syllabi. Please send to Kathy. She will forward to Laurie for posting.
 - iv. Kathy asked faculty to make a full CV – for the department brochure of accomplishments, including conference papers and invited talks (which should be marked).
- g. Future Hiring. We will discuss our hiring goals at the final meeting of the semester.
- h. Committee reports and on-line report. We will discuss these issues at the final meeting of the semester.
- i. Workload policy – new version
 - i. Kathy went over the details of the new workload policy.
 - ii. It is very similar to our past workload policy.
 - iii. It requires faculty to teach a standard 2-2 course load with an additional 3-credits of instructional credit for student advising, etc.
 - iv. The chair will approve workload.

2. Selection of next chair.

- a. Noelani is the only candidate for chair.
- b. She gave a brief talk about her goals for the department.
- c. Department members thanked her for being willing to serve.

3. Mini-conference

- a. The conference will focus on concerns about enrollment and retention.

- b. We will focus on the following questions: how can we make it easier to transfer from 2 year to 4 year campuses; how could our curriculum, advising and climate be better?
- c. What we know:
 - i. The number of majors has gone down, but less than most other departments in CSS.
 - ii. The number of student semester hours are very similar to past years.
 - iii. A large percentage of incoming students are transfers.
- d. Jairus proposed that we may want to assign each major student a faculty advisor. The faculty discussed this possibility.
- e. Kathy discussed the problems with POLS 200.
 - i. Dick proposed adding a 1-credit writing lab.
 - ii. Carolyn proposed focus on teaching writing through the writing-intensive courses.
- 4. Dean Konan joined the meeting to discuss initiatives of CSS at 1:30.
 - a. SSRI now manages most external grants and has shifted from a compliance office to a service office
 - b. Shared services has had growing pains, but the Dean thinks it is an improvement over the past department-specific APT model
 - c. CSS has a number of new international initiatives, including a relationship with Beijing Foreign Studies University
 - d. The workload process needs to be fair and transparent; discussions are ongoing.
 - e. Jon expressed concern about a lack of staff support, particularly secretarial staff.
 - f. Petrice expressed concern about necessary labor by faculty and staff that is not compensated or included in workload reports.
 - i. The Dean noted that the College is hiring staff to support faculty with online course development and Native Hawaiian initiatives.
 - g. Jairus noted that a single secretary is often not enough support.
 - i. The Dean explained that staffing is a priority.