I. Call to Order

A. Kara called the meeting to order at 9:05 am.

B. Members Present: Norman Takeya, Sally Dunan, Derek Otsuji, Rona Wong, Stephanie Sasaki, Jim Poole, Kara Kam-Kalani (Chair), Femar Lee, Alapaki Luke, Shidong Kan, Jennifer Higa-King, Evelyn Greene, Katy Ho, and Pat Yahata

II. Approval of November Minutes

A few changes were suggested. Any further changes should be mailed to Femar today, after which the minutes will be posted.

III. Curriculum Actions Taken

UC Programs and Courses

1. AMST 150 (Modify SLOs)
   AMST 201 (Modify title, description, and SLOs)
   AMST 202 (Modify title, description, and SLOs)
   Discussion: Pat noted that the course alpha and number needs to be added to page 2 on all three applications. AMST 201 and 202 listed a prereq which is not included in the catalog. AMST 202 title change affects APTR. These items were corrected by Kara.

   Action Taken: Alapaki moved to approve, Rona seconded. Motion approved unanimously.

2. EE 150 (Active and modify prereq, description, and course outline)
   Discussion: This class is needed for a pre-engineering track which will articulate with UH Manoa. Sally noted that Shidong did not need to include a course outline modeled on the old style; that outline was removed from the application. Although this class could possibly be certified as a CTE general ed course, that option will be looked at later if there appears to be demand for it.

   Action Taken: Shidong moved to approve, Derek seconded. Motion approved unanimously.

3. ESL 3, 4, 13, 14, 23, 24 (Modify SLOs)
   Discussion: There were no comments.

   Action Taken: Femar moved to approve, Derek seconded. Motion approved unanimously.

4. HIST 297B (New experimental course)
   Discussion: The application had both FW and DH checked as certified. The Diversification board is still in the process of certifying it, and each course section will seek WI (not FW) certification. Both of these were removed by Kara. Non standard language for the prereqs was corrected by Pat.

   Action Taken: Femar moved to approve, Jennifer seconded. Motion approved unanimously.
IV. Discussion Items

A. Data Population and Use in Banner and STAR, Katy Ho

Majors and programs are given a specific Major Code and Program Code in Banner. The Major Code is used by STAR, which generates an academic plan for the student based on their Major Code and allows for the student to see how his or her plan would change with a change in major. The Major Code is also used by the college’s Institutional Research Office. Program Code data is used by the Records Office to grant degrees, and used by the system to generate the Annual Reports of Program Data (ARPD). Major Codes and Program Codes are different, as Banner is set up more for 4 year degrees which may have multiple programs under one major.

STAR is separate from Banner, but grabs data from it and serves as a degree audit. Degrees are not conferred in STAR, however, but in Banner. Counselors update the rules in STAR on an annual basis.

When a new degree is developed, approval must come from the Board of Regents, and recognition from ACCJC. Financial aid for a degree is dependent on this recognition. Certificates of Achievement are the only type of certificate for which a student can receive financial aid, the CA must also receive ACCJC recognition with the added criteria of proving that the certificate will result in “gainful employment” for the receiver. When new degrees or CAs are developed, Major Codes and Program Codes must be generated by the system and must be correct. Without correct data, the ARPD reports are inaccurate.

Katy will be working closely with the data to clean up errors that currently exist. She will also be assuring that all Certification of Achievement have been recognized by ACCJC.

Alapaki wondered if courses could be linked to the Program Code, as funding is based on student population which should not be limited to majors. The ARPD should reflect number of majors and non majors, and we were reminded that any program can include outside data in the narrative of their program review.

An error which seems to occur frequently in Banner is the loss of a course designation. In the future, Pat will be building courses and including their designation. Secretaries will continue to add the WI designation, however, as that designation is tied to individual instructors and will be added when each section of the class is created. Faculty themselves should check the accuracy of prereqs.

B. Gen Ed Board Charter Modifications

The modifications presented at the November meeting concerning the CTE Gen Ed Charter and Gen Ed Charter were consolidated for today’s meeting.

Action Taken: Evelyn moved to approve, and Sally seconded. The changes were unanimously approved.

The Charter will next move to the FSEC for ratification.

Meeting was adjourned at 10:10 am.

Next Meeting: Friday, January 23, 2014, 9:00 am, 2-614