Committee on Programs and Curricula
Minutes – May 15, 2015

I. Meeting called to order at 9:07 a.m.

II. Member present: Kara Kam-Kalani (chair), Evelyn Greene, Marcia Roberts-Deutsch, Jeff Stearns, Ross Egloria, Shidong Kan, Jim Poole, Norman Takeya, Alapaki Luke, Jennifer Higa-King, Derek Otsuji, Josephine Stenberg, Stefanie Sasaki (recorder)

a. Membership Changes
Known incoming members: Sarah Myhre – Academic Support (not present), Jennifer Higa-King – UC/HSS Div Chair, Mike Ferguson – UC/Math & Science Div Chair (not present), Evelyn Greene – General Ed Rep

Outgoing members: Norman Takeya, Sally Dunan (not present), Rona Wong (not present), Stefanie Sasaki

III. Election of Chair for 2015-2016 AY
a. Alapaki Luke nominated Kara Kam-Kalani to continue as committee chair. The majority of committee members concurred with this nomination; Kara agreed to serve for one additional year.

IV. Discussion Items
a. General Education Board Report (Evelyn Greene) –
   • A Google spreadsheet will be available soon through Katy Ho to input classes for re-certification making it viewable to all.
   • Delineation of workload for chairperson is being reviewed.
   • VCAA questioned Board why our courses expire, since that wasn't the practice at the previous institution she was at. (Why re-certify if we don’t have to?) Jennifer advised that there is a system agreement in place to do so.

b. Kuali CM Update (Alapaki Luke for Pat Yahata) – Pat wanted to thank and acknowledge those from HonCC who provided past service to the System’s curriculum management team. Kara Kam-Kalani and Rona Wong will serve as new members.
   • Kuali course module almost complete.
   • Data mapping to Banner just started.
   • System recommends removal of DE from Kuali workflow process; group is looking for feedback from campuses.
   • Training has been pushed back.
   • Discussion reflects a need to keep things simple with the ability to make adjustments possible at the campus level.
   • Feedback from campuses is still needed; Alapaki plans to address workflow process this summer (Ross & Norman volunteer to assist).

c. Issue of Prerequisites (Pat Yahata not present) – Discrepancies and concerns with Banner codes and prerequisites will be deferred until the next meeting.
d. Hawaiian Studies System Articulation (Alapaki Luke) – Hawaiian, Asian, and Pacific (HAP) Issues courses will update its articulation agreement to include the following campuses: Kauai CC, Maui College, and WCC. There are no other changes to the articulation agreement except the addition of these campuses. [UH Hilo & HawCC are the only campuses not participating in this agreement.] FSEC gave its approval at their May 8, 2015 meeting contingent on the CPC’s approval.
Action taken: Ross moved to approve, Norman seconded.
Motion approved unanimously.

e. Distance Education Report (Ross Egloria) –
   - Five new courses approved for DE: HWST 107, MATH 24/25/50, PHIL 109
   - Two conditional courses: SP 251 (two different instructors)
   - Ross confirmed that he does an orientation session each semester for DE faculty. Per the chancellor, it is strongly recommended that everyone (including lecturers) teaching a DE course attend this orientation. The current practice of a two hour face-to-face meeting was established to address accreditation concerns. There currently is no alternative option for lecturers who do not attend. Their duty period begins on the first day of instruction; therefore they are not obligated to attend by their contract if the meeting is held the week prior. Ross does forward a list of names to the chancellor for those not in attendance.

f. Other (Marcia Roberts-Deutsch)
   - Committee self-assessment requested by FSEC – Kara will fill out form and submit to committee via email for review.
   - Agenda for new academic year should include: 1) Revising handbook and 2) Review of CPC charter.

Next meeting: Friday, September 18, 2015, 9:00 a.m. 2-614