HONOLULU COMMUNITY COLLEGE  
COMMITTEE ON PROGRAMS AND CURRICULA  
MINUTES  
JANUARY 18, 2013  
9am – noon  

Members Present: Doug Madden, Michael Cress, Shanon Miho, Carol Hasegawa, Burt Shimabukuro, Jim Poole, Jeff Stearns, Ron Pine, Kara Kam-Kalani (Chair), Femar Lee, Alapaki Luke, Guy Shibayama, Sandy Sanpei, John DeLay, Kaleo Gagne, Jennifer Higa-King, Ross Egloria, Mike Barros, Marcia Roberts-Deutsch, Scot Parry, Pat Yahata  

Guests: Sally Dunan, Peter Forman, Chris Ann Moore, Lara Sugimoto  

Minutes of the CPC meeting of November 16, 2012 were reviewed and approved.  

CURRICULUM ACTIONS  

TECH I  
AVIT Program (Modify to add Certificate of Completion), AVIT 102 (Modify course description), AVIT 290 (Modify course description), AVIT 222 (Modify course description and prerequisite), AVIT 323 (Modify course description and prerequisite). The Chair proposed to vote on AVIT actions as a package. Marcia Roberts-Deutsch motioned to approve the package. Kaleo seconded the motion. Discussion followed regarding coordinating course comments (e.g., instructor approval based on private pilot license) in banner and the catalog. The motion passed unanimously.  

CMGT AS, CMGT 100, CMGT 112 (Modify to remove AEC 80 as prerequisite). John DeLay motioned to approve the CMGT courses. Ron Pine seconded the motion. No discussion. The motion passed unanimously.  

IEDB 20 (Modify alpha, description, and SLOs). Bert Shimabukuro decided to pull this proposal from consideration by CPC.  

MARR Program (Modify prereq/coreq and add MARR 250), MARR 50 (Modify to MARR 250), MARR 120, 122, 124, 129, 130, 142 (Modify to require as corequisites), MARR 133, 152, 153, 154 (Modify to require as corequisites), MARR 221, 231, 225 (Modify to require as corequisite and restrict to majors), MARR 240, 241, 243, 250, 251 (Modify to require as corequisites). Bert explained the rationale behind proposals for modifying for prereq and/or coreqs for these modular courses. The Chair proposed to vote on the MARR actions as a package. Doug Madden motioned to approve the MARR courses. Ron Pine seconded the motion. The motion passed unanimously.
WELD 16 (Modify to restrict to majors), WELD 21, 60, 62, 64, 66, 68 (Modify to require as corequisites), WELD 52, 54, 56, 58 (Modify to require as corequisites), WELD 70, 72, 74, 76, 78 (Modify to require as corequisites), WELD 80, 82, 84 (Modify to require as corequisites). Rationale for modifications to these WELD courses was similar to those given by Bert for the MARR courses. The Chair proposed to vote on the WELD actions as a package. Kaleo Gagne motioned to approve the WELD courses. Ron Pine seconded the motion. Discussion followed. Shanon Miho inquired about enforcement of the college’s policy of having ENG and MATH as pre-requisites for courses. Without pre-requisites it is difficult for counselors to keep track of completion of these requirements. There should be consistency in pre-requisites in Banner and the Catalog across courses. CPC will monitor enforcement of pre-requisites, and Bert reported that Tech I is in the process of considering whether ENG and MATH will be course-based or program based. The motion passed unanimously.

TECH II
CENT Program (Add Certificate of Completion in Basic Networking). Ron Pine motioned to approve. Marcia Roberts-Deutsch seconded the motion. No discussion. The motion passed unanimously.

FT 40 (Modify course number to FT 140), FT 160 (Modify prerequisite), FT 217 (Modify prerequisite), FT 237 (Modify prerequisite). FT 50 has no ENG requirements which raised about necessary pre-requisites for transfer-level courses. Ron Pine motioned to table all FT proposals. Marcia Roberts-Deutsch seconded the motion. The motion passed unanimously.

UNIVERSITY COLLEGE
Tabled Proposals: OKI 101, 102, PERS 101, 102. Jeff Stearns motioned to approve. Marcia Roberts-Deutsch seconded the motion. The motion passed unanimously.

ASNS Degree (Associate of Science Natural Science). Jeff Stearns motioned to approve. John DeLay seconded the motion. The motion passed unanimously.

New courses: ENG 271, ENG 272, MUS 121Z, MUS 122Z. Chair proposed to vote on these courses as a package. Jeff Stearns motioned to approve. Kaleo Gagne seconded the motion. Discussion followed. Carole Hasegawa offered that for the future, faculty are encouraged to consult the library staff about resources that the library can organize, obtain and provide. Such resources include databases, materials, CDs, DVDs, books, and so forth. The motion passed unanimously.

New Course: HWST 284. Alapaki Luke explained that this is an elective course in the Hawaiian Studies Program, emphasizing hands-on application of concepts. Application for diversification designation will be submitted at a later date. A question about having pre-requisites for 200-level courses was raised. One suggestion was to set HWST 107 as a pre-requisite. Another question asked was about including a statement in Banner and
the course description about water safety and skills (e.g., see HWST 282L). The committee suggests contacting Ka‘iulani Murphy (instructor for the course) and having her address these questions. Marcia Roberts-Deutsch motioned to table the decision. Jeff Stearns seconded the motion. The motion passed unanimously.

*Note that the CPC agreed, by consensus, to address tabled proposals, only, at the next meeting (February 18) and to review a proposal from CENT for a certificate of completion.

**Course Deletions: BIOL 22, ELI 1, ELI 5, ESL 11.** Jeff Stearns motioned to approve deletion of these courses. Ron Pine seconded the motion. The motion passed unanimously.

**Modify Course Title: CHEM 100L.** Marcia Roberts-Deutsch motioned to approve the proposal. Kaleo Gagne seconded the motion. The motion passed unanimously.

**Prerequisite/Co-requisite Modification: ART 123, ENG 21, ESL 13, ESL 14.** Jeff Stearns motioned to approve these proposals. Marcia Roberts-Deutsch seconded the motion. The motion passed unanimously.

**Deactivations: MATH 107, OCN 190, PHYS 130, PHYS 131, SCI 121.** Femar Lee motioned to approve deactivation of these courses. Kaleo Gagne seconded the motion. The motion passed unanimously.

**Modify prerequisite: SP 253.** The proposal was to remove the SP 151 prerequisite and replace it with the standard prerequisite of ENG 22/60 or ESL 23 or placement in ENG 100. Kara Kam-Kalani motioned to approve the application. John DeLay seconded the motion. The motion passed unanimously.

**Course Uncouplings: CHN 101-102, FIL 101-102, FIL 201-202, FR 101-102, HIST 241-242, JPN 101-102, JPN 201-202, PHYS 151-152, PHYS 151L-152L, SPAN 101-102, SPAN 201-202.** Jeff Stearns motioned to approve tabling the HIST 241-242 proposal, and approve the uncoupling of the other courses, contingent on clerical corrections. Shanon Miho seconded the motion. HIST 241-242 were tabled due to the need for clarification on the specific time period to be covered by each history course. A majority voted in favor of the motion with one abstention.

**OTHER BUSINESS**

**CTE General Education Board Structure Proposals.** Jennifer Higa-King presented two proposals for restructuring the General Education Board. Concerns about board membership and staffing of positions were raised and noted. Jennifer explained that what is first needed is a structure. Inherent in the structure is balanced representation of CTE and UC faculty, as noted on the diagrams presented. Membership and charters would be the next step. Jennifer stated that there must be an equal number of voting members from CTE and UC faculty at each level/board/sub-board/sub-committee. Some argued for postponing a vote until we received a written document of the accreditation report.
Marcia explained that we already have the report from the visiting team. Marcia motioned to support Proposal 2 as presented. Kaleo Gagne seconded the motion. The motion passed with 13 votes in favor, 0 votes against, and 1 abstention.

**Modify CPC charter to include the Counseling Coordinator as a member.** Marcia Roberts-Deutsch motioned to amend the charter by adding the counseling coordinator as a non-voting ex-officio member of CPC. Jeff Stearns seconded the motion. The motion was passed by a majority vote, with 1 abstention.

**Curriculum Central Update.** Russell was unable to make the CPC meeting. He submitted a written update of Curriculum Central to the committee (see Appendix A).

**NEXT MEETING:** Friday, February 15, 2013, 9:00 a.m., 2-614
Appendix A

Update on Curriculum Central
January 17, 2013

The UH System IT office is examining the curriculum management module of Kuali (the system now used for fiscal management by UH). No decisions have been made regarding possible adoption of Kuali for curriculum management, but current discussions are proceeding with the understanding that the information currently included in the existing Curriculum Central system will not have to be recreated in Kuali, should it be adopted. (In other words, the campuses would not have to start from scratch again.) Therefore, all campuses are encouraged to move ahead as normal with Curriculum Central.

(The Kuali financial system process is actually a good “model” of how CC would basically function, with curriculum proposals (addition, deletion, modification, etc.) instead of requisitions as the starting point.)

I have hired a HonCC student to work on testing CC for our campus. He and I are working with the central CC administrator on the following: (1) inserting the curriculum review process into the CC portal, and (2) creating a test process that will enable us to monitor and assess the system and adjust it to HonCC’s needs.

I hope to be able to upload course SLOs to our CC database within the next month or so.

The UH system will be adding support for CC by hiring a second person to assist the current administrator with both development and technical support. The position description for this position is currently being drafted.

The UH system is also looking to incorporate the Foundations approval process into CC, for possible testing in Fall 2013.

Please let me know if you have any questions!

Russell