COMMITTEE FOR PROGRAMS AND CURRICULA (CPC)  
HONOLULU COMMUNITY COLLEGE  

March 18, 2016

Members Present: Warren Takata, Sally Dunan, Derek Otsuji, Erica Balbag-Gerard, Sarah Myhre, Jennifer Higa-King, Jenny Wong, Rheta Kuwahara, Karadeen Kam-Kalani, Evelyn Greene, Marcia Roberts-Deutsch, Pat Yahata

Guests: Cynthia Smith, Steve Mandracchia, Jo Stenberg

Conducting: Karadeen Kam-Kalani

Call to order: 9 AM

Minutes reviewed and approved by all members present. Kara will contact Mike for any requests for changes.

Discussion Items

Sustainability Designation  
Presenter: Cynthia Smith

UH and other CC campuses are in the process of creating a Sustainability Designation for courses that cover sustainability-related topics. HCC faculty interested in receiving an S-Designation for a course will submit a proposal to the Sustainability Designation Review Committee, which will approve courses that meet the campus and system curriculum standards.

The S-designation does NOT create an additional requirement for graduation but is a way to designate courses using Banner notes so students with an interest in sustainability can choose courses with that focus.

Steve asked about the long term goals for the S-designation. HCC’s goal is to ensure that all campus courses with an S-designation meet system hallmarks and articulation agreements, which are still being discussed. Maui has a four-year program in sustainability and UH a certificate program, so we need to ensure that our courses articulate with these programs.

Sally suggested that the S-Designation be on the Special Programs page of the catalogue.

Jo requested a memo from the CPC to document approval for the addition of the S-Designation to the catalogue.
Voting was opened to endorse the S-Designation proposal. Marcia motioned to approve and Rheta seconded. CPC voted unanimously in favor of endorsement. Review of catalogue language will occur in Fall 2016.

**FQ Designation**  
**Presenter: Steve Mandraccia**

The reason for the designation change from symbolic (FS) to quantitative (FQ) reasoning is to meet ACCJC accreditation standards. The four FQ hallmarks were developed through system-wide discussions across multiple disciplines and have been peer reviewed by faculty on all ten campuses.

Every campus must now review and approve the four FQs. Any changes will have to be sent back to Manoa to be reviewed, which would delay course roll out.

FQ designation has two main benefits: 1) it gives students more options for fulfilling their quantitative reasoning requirement since FQ designation is not strictly for mathematics, but all courses (e.g. statistics, economics) that meet the FQ hallmarks and 2) it simplifies course designation by using a single set of hallmarks.

If FQ hallmarks are not approved, courses designated FS won’t articulate.

The timeline for roll out is SPRING 2017 for the CC’s and Fall 2018 for UH. The target date for preliminary approval for our campus is April 2016 or the next CPC meeting. Then the process for certifying courses can begin.

Math courses that are designated FS will become FQ. Philosophy 111 has been created to meet the FQ hallmarks since Philosophy 110 only meets FS hallmarks.

Marcia noted that the FQ hallmarks don’t specify what percentage of the course must be related to quantitative reasoning, which may be problematic for non-math courses that teach varied content.

Jim asked if Phil 110 can be kept as a course to fulfill requirements for the AA degree. *(Need help with this since I still don’t quite understand)*

CPC will review and initiate campus discussion on FQ’s and will vote to approve at the April 15 meeting.

**Gen Ed Board Charter Modification**  
**Presenters: Eric Shaffer and Evelyn Greene**

There are two reasons for the proposed changes: 1) to set term limits and 2) specify member duties.
Changes in the following three items were discussed:

ITEM 3 Chairs must consult “in person” with sub-board members in cases of disagreement over “important issues.” Rheta suggested “important” be deleted since the word is open to interpretation. This suggested deletion will be taken back to the GEN ED Board for approval.

ITEM 6 Marcia raised the question of when removed sub-board members should be replaced. The CPC agreed replacement should be immediate. She also asked when the clock will start for term limits. Eric and Evelyn will take this question back to the GEN ED board and have them decide.

Sally noted that since the CPC doesn’t approve the appointment of sub-board members, the CPC should not be petitioned to approve the replacement of a sub-board member. Instead, the GEN ED Board should simply inform the CPC of its action and ask for “concurrence,” not “approval.” Marcia suggested the specific language change to ITEM 6 as follows:

“The GEN ED Board by majority vote can remove the member from the sub-board and will inform the CPC of its action.”

Page 8 and 12 Jim suggested that the word “all” in the phrase “majority vote of all sub-board members” be removed since Robert’s Rules require only a majority vote by quorum. However, Sally commented that all members of a sub-board should have a vote since some of the boards consist of only 3 members. Eric Shaffer, Interim Gen Ed Board Chair, will take this issue back to the Gen Ed Board for GEB members to decide.

Eric and Evelyn will take back these suggestions to the GEN ED Board and will bring back final wording changes to the CPC on April 15.

Catalogue

Jo is preparing the final draft of the catalogue, so any changes must be submitted by 12 noon today, March 18. Emergency exceptions can be put into the online catalogue, which also needs to be updated. Jo asked for “other eyes” to review catalogue changes, especially those involving the new sequence of developmental math and English courses.

Pat and Erica expressed the need for clarification and guidance regarding placement and prerequisites for the new developmental math sequence.

Marcia noted that CPC handbook needs to be looked at and reviewed. This can be listed as action item for the fall CPC agenda in preparation for the next accreditation cycle.
Pat announced that the go-live date for Kuali, the new online curriculum management system, is July 1. User interface can be tweaked and customized, so faculty are encouraged to log into the system, explore, and provide feedback. UH campuses are testing and standardizing Banner data, which will be downloaded into Kuali in June.

Meeting Adjourned: 10:30 AM