I. CALL TO ORDER

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

B. Members Present: Mike Barros, Michael Cress, Dean Crowell, Ross Egloria, Jennifer Higa-King, Karadeen Kam-Kalani, Ralph Kam, Scot Parry, Sam Rhoads, R. Scott Rhode, Marcia Roberts-Deutsch, Bert Shimabukuro, Cynthia Smith, Kerry Tanimoto, Cyndi Uyehara

Members Absent/Excused: Erica Balbag-Gerard, Erika Lacro, Femar Lee, Russell Uyeno, Pat Yahata

Guests: Sally Dunan (CENT), Jerry Saviano (English, on behalf of Eric Shaffer, UC Division Chair, Language Arts)

II. APPROVAL OF NOVEMBER MINUTES

Pending minor corrections, the committee approved the November minutes unanimously. Kerry will circulate a corrected final draft of the minutes to the committee before posting.

III. CURRICULUM ACTIONS

A. TECH I Programs and Courses

1. Program modifications due to ENG course changes for ABRP, AERO, AMT, CARP, DISL, EIMT, MARR, and RAC

Proposal/Motions/Discussion

Sam asserted that the process for modifying courses for the same set of reasons (in this case changes in ENG developmental courses) should be streamlined and be done en mass.

Decision

Bert moved to approve the program modifications; Cynthia seconded. The committee unanimously approved the proposed modification of these programs.
2. Course modifications due to ENG course changes for ABRP 62; AEC 110; AERO 130; AMT 20; EIMT 30, 30B, 32, 32B; MARR 120, 129, 133, 142, 154, 251; OESM 102, 105, 145, 218  
Proposal/Discussion
   Sam reiterated his concerns about the process of approving courses en masse.

Decision
   Bert moved to approve the course modifications; Jerry seconded. The committee unanimously approved the proposed modification of these courses.

3. Modification of prerequisites for AEC 114, CARP 20, OESM 104, OESM 106, RAC 21  
Proposal/Discussion
   • The current Banner system can only enforce individual course prerequisites. Thus, the proposal is for shifting program prerequisites to beginning courses, to ensure that requirements are met.
   • Sam pointed out that similar issues (with Banner) will affect other courses in the future and recommends that the committee discuss this with Pat Yahata.

Decision
   Bert moved to approve modification of the course prerequisites; Scotty seconded. The committee unanimously approved the proposed modification of these courses.

4. Modification of AEC program (certificate of achievement) by adding new course IS106. (See CARP 43 proposal, below.)  
Proposal/Discussion
   • As a new course, AEC would like to include this course in their program. However, a question was raised about the administrative handling of interdisciplinary course proposals. Furthermore, it was not clear if the intention was to propose IS 106 as a course for students in the AEC program only.
   • In response to these questions, Mike explained that the course was/is intended to be open to students in all programs/majors. Bert explained that Erika was on board with the proposal. Regarding administrative handling of IS courses, Ralph stated that these courses are handled by the UC. As such, Sam offered that the course should first be processed by the UC-DCC.
Decision
Proposal placed on hold. The committee decided to give the proposal time to be evaluated by the UC-DCC since the IS alpha is, for administrative purposes, to be managed by that committee and the UC Dean.

5. Proposal to change CARP 43 to IS 106
Proposal/Discussion
A question was raised about the intent of changing the course from a nontransferable to transferable level course. Mike said that the program was discontinuing CARP 43. As such, Marcia recommended that IS 106 become a new course, with a subsequent program modification to the AEC C.A.

Decision
Proposal returned to Bert Shimabukuro, Tech I Division Chair. Sam suggested that a new course proposal be submitted in place of the current course modification and that further discussion of the proposal be moved to the January 2011 meeting. Sam also recommended that the proposal be shown to the UC-DCC, TECH I DCC and TECH II DCC as a courtesy, informing all about the changes.

6. AEC 120, 127 modification of lect/lab hours and course description.
Proposal/Discussion
No questions or discussion.

Decision
Bert moved to approve the course modifications; Scotty seconded. The committee unanimously approved the proposed modification of these courses.

7. AMT 22 modification of course description.
Proposal/Discussion
No questions or discussion.

Decision
Cynthia moved to approve the course modification; Michael seconded. The committee unanimously approved the proposed modification of the course.
8. APTR New Program Proposal  
*Proposal/Discussion*  
It was unclear if this was a new program or certificate of completion. Bert stated that this is a proposal for a new program leading to a Hawaii Trades Certificate of Completion.  

*Decision*  
Proposal returned to initiator. Marcia recommends that the proposal be returned to Mike Barros for consultation and clarification.  

9. APTD 193V new course proposal  
*Proposal/Discussion*  
- Purpose of proposal was to replace an OESM course.  
- Sam asked if there needed to be a department associated with the alpha and expressed concern about introducing new alphas. Bert reported that he received clearance from Kelly So to use the alpha.  

*Decision*  
Proposal returned to initiator. Marcia recommends that the proposal be returned for clarification about the rationale behind alpha selection.  

10. DISL 20 modification  
*Proposal/Discussion*  
- Purpose of proposal was to align program and course prerequisites by deleting ESL 7 and ESL 17.  
- Marcia asks approval of CPC that she be able to do this on her own, as needed.  

*Decision*  
Cynthia moved to approve the course modification; Sam seconded. The committee unanimously approved the proposed course modification, and Marcia’s request to delete ESL 7 and ESL 17 from courses as needed.  

B. TECH II Programs and Courses  

1. Consideration of two related changes: (a) Program modification for the CENT APC (Advanced Professional Certificate); and (b) Modifications in the prerequisites for CENT 310, 315, 370.  
*Proposal/Discussion*  
- Sally (proposer) spoke to the committee and explained that the program modification involved replacing the O-Focus requirement with CENT 305 (Information Systems Security). The reason for the change is that the UHM and UHWO will no longer accept O-Focus courses
offered at the community colleges. The APC is being modified to 1) remove the SP requirement at the CC level and allow students to complete it at UHWO; 2) eliminate CENT 305 from the program core and offer it at UHWO; and 3) increase the number of CENT electives from 2 to 4. Thus results in an increase of minimum credits for the APC from 31 to 32. The change in the status of CENT 305 requires a change in the prerequisite for CENT 315. Prerequisites for CENT 310 and 370 are being modified to incorporate a new CENT course (CENT 228).

- Questions raised:
  - Kara expressed concern that the program modification would create a situation where CENT students receive an A.P.C. without training in interpersonal communication skills. Sally responded that there are courses at HCC (FAMR 100A, 1 credit course on Personal and Professional Development) and at UHWO (e.g., business and GenEd courses) that students may take if they transfer.
  - Michael asked if it is wise to replace core courses in the CENT program with electives. He was concerned that the A.P.C. becomes a largely elective-based program. Sally maintained that additional electives give instructors more flexibility in teaching students a wider range of topics and timely issues.

Decision
Sam moved to approve the modification of the program and course prerequisites; Jerry seconded. The committee approved, with one vote in opposition, to replace the O-Focus requirement for the CENT program with elective credits, and to the change the prerequisites for CENT 310, 315, and 370 as described in the proposals.

C. UC Programs and Courses

1. A.A. Program modification due to changes in ENG and ESL courses

Proposal/Discussion
Due to ENG and ESL changes, the proposal is for changing ENG and ESL requirements for the A.A., A.T.S., and C.A. degrees and certificates.

Decision
Cynthia moved to approve the proposed program modification; Kara seconded. The committee unanimously approved the proposed program modifications.
2. **ENG 257V new course proposal (to be renamed ENG 257Q)**

   **Proposal/Discussion**
   No questions or discussion.

   **Decision**
   Jerry moved to approve the new course proposal; Kara seconded. The committee unanimously approved the new course, with the provision that the section letter be changed from “V” to “Q”.

3. **CHEM 272 and 272L new course proposals**

   **Proposal/Discussion**
   Committee requests that the course description be modified to clearly reflect that CHEM 272L is part of a regular course (CHEM 272).

   **Decision**
   Kerry moved to approve the new course and lab proposals; Cynthia seconded. The committee unanimously approved the new courses, with the provision that the course description be modified as described above.

4. **PHYS 105 new course proposal**

   **Proposal/Discussion**
   Sally has reviewed the course and explains that it was designed for students in the CENT and MELE programs. She supports the course as proposed. Scot added that the course fulfills DP and DY diversification requirements for UC, A.A. degree, but will be an elective for CTE programs.

   **Decision**
   Kerry moved to approve the new course proposal; Sam seconded. The committee unanimously approved the new course.

5. **SP 20, deletion of course**

   **Proposal/Discussion**
   No questions or discussion.

   **Decision**
   Kara moved to approve deletion of the course; Cynthia seconded. The committee unanimously approved deletion of the course.
6. **SP 151, 251 course modifications**

*Proposal/Discussion*

Kara explained that the proposal is for clarifying, in the course descriptions, how these courses differ from each other. The proposal is also involves updating the SLOs, which are aligned with the other UH campuses.

*Decision*

Kara moved to approve the course modifications; Cynthia seconded. The committee unanimously approved the proposed course modifications.

7. **SP 253, 290 course SLO modifications**

*Proposal/Discussion*

No questions or discussion.

*Decision*

Kara moved to approve modification of the course SLOs; Cynthia seconded. The committee unanimously approved the proposed course modifications.

8. **Course modifications for IS 103, 104, 105 and SD 20B, 20C, 20D, 21, 85, 95 due to ENG course changes**

*Proposal/Discussion*

No questions or discussion.

*Decision*

Jerry moved to approve the proposed course modifications; Kara seconded. The committee unanimously approved the proposed course modifications.

### IV. New Business

#### A. How to improve indication of prerequisites based on COMPASS scores

The committee discussed the wording of prerequisites for courses which state “ENG 19 and/or 21”. The “and/or” phrase is confusing and sometimes difficult to explain to students. The language used by Banner appears to force this kind of wording. Still, Jerry stated that the wording provides flexibility in placing students in appropriate level courses, and assured the committee that he will continue to meet with students and work with counselors about proper placement in the new developmental ENG courses. For now, the phrase will be left as is until a better solution is found.
B. Numbering of MATH courses
Kerry and Ralph asked about continuing with the MATH experimental course number MATH 98M.

Sam stated that MATH98M should be changed to a non-experimental number and encourages MATH to do this as soon as possible. Sam and Jerry offered to help Frank Mauz in making these changes. Target date for review by CPC: At the January 2011 meeting.

C. Alignment of course and program SLOs
The committee recommended that all that division chairs should be sure to check that course SLOs align with program SLOs.

D. Items for the next, January 2011, CPC meeting
• Proposals from TECH I
• From UC-DCC – proposal changes regarding ESL7 and ESL17
• MELE program sending modifications for several courses.

V. NEXT MEETING
Friday, January 21, 2011, 9am, room 2-614

Submitted by: Jennifer J. Higa-King, higaking@hawaii.edu