I. Call to Order

A. Marcia called the meeting to order at 9:00

B. Members Present: Erica Balbag-Gerard, Mike Barros, Michael Cress, Dean Crowell, Ross Egloria, Jennifer Higa-King, Karadeen Kam-Kalani, Ralph Kam, Femar Lee, Scot Parry, Sam Rhoads, R. Scott Rhode, Marcia Roberts-Deutsch, Eric Paul Shaffer, Cynthia Smith, Kerry Tanimoto, Cyndi Uyehara, Russell Uyeno,

Members Absent/Excused: Erika Lacro, Bert Shimabukuro, Seven Shigemoto, Pat Yahata

Guests: Ken Johnson, Joy Nagaue, Keala Chock

II. Approval of December 17, 2010 Minutes

Clarification was made that Jerry Saviano attended as proxy for Eric Shaffer. Marcia will check regarding referenced email circulation of November minutes. Minutes were approved unanimously.

III. Curriculum Actions Taken

TECH I Programs and Courses

1. Three actions were discussed as a group.

PHNS APTR A.A.S. Program Modification

WORK 94 V

APTR C.C.

Discussion: Ken Johnson explained that the changes were being made to ensure alignment with National Shipyard Curriculum. These changes need to be in place prior to application for new 5-year contract to provide apprenticeship training at Pearl Harbor Naval Shipyard. As part of the Apprenticeship program, the APTR alpha is appropriate.

The change from 94 to WORK 194 V reflects changes in SLOs and expanding expectations, changes also made to be in alignment with nationally established curriculum standards for shipyard work.

It was clarified that the current Speech prerequisite is to be in alignment with pre-engineering pathway preparation.
It was also discussed that the proposal, by directly referring to SLOs from other courses, risks being out of date should those course SLOs change. They were included only as general reference and can be taken out of the proposal.

It was also clarified that while the syllabi might differ and include differentiated SLOs for different 194 V classes based on different work experiences, the course outline and general SLOs remains the same.

Action Taken: Scotty moved to approve all three proposals, Ralph seconded. Motion approved unanimously

2. **FIRE**  
**Multiple Course modifications** to include program prerequisites in entry level courses. This is a response to fact that Banner cannot enforce program prerequisites, only prerequisites for individual courses.

Action Taken: Sam moved to approve all FIRE proposals, Erica seconded. Motion approved unanimously

3. There were two batches of changes for housekeeping purposes.

Course Modifications in several programs in response to deletion of ESL 17 course. Eliminating this course as program course or prerequisite.  
**Program Modifications - AEC, ABRP, AMT, CARP, DISL, EIMT, RAC, MARR**  
**Individual Course Modifications - AERO 130, AMT 20, DISL 20, EIMT 30, EIMT 30B, EIMT 32, EIMT 32B**

**Course Modifications** to include prerequisites, in response to fact that Banner can only enforce prerequisites for individual courses.  
**ABRP 62, CARP 20, MARR 120, RAC 21**

Action Taken: Cynthia moved to approve all program and course modification proposals, Mike Cress seconded. Motion approved unanimously

4. Changes based on development of Green/Sustainability Curriculum

**Program Modifications – AEC, CARP**  
**Course Deletion – CARP 43**  
**New Course – IS 106**

Discussion: These actions are carried over from discussions in December meeting, coordinating request for new course with related program modifications. It was clarified that other programs might be including IS 106 as an elective in the future.
TECH II Programs and Courses

FT 125 – Modification to increase number of credits
Discussion: This class is taken by those working on the Fashion Show. Should be more credits due to amount of time involved, as well as to attract requisite professionals in the field to supervise work on this show.

Action Taken: Sam moved to approve proposal, Cyndi seconded. Motion approved unanimously

FT 30, 32, 36, 38, 41, 90, 216, 217 – Modification to reduce class cap
Discussion: Since students are coming in with reduced basic skills, requires more of instructors time to work one-to-one; lower class cap would also enable better distribution of students in multi-section classes.

Question was raised as to whether modification of class cap required CPC approval. Consensus was that this is appropriate since CPC action provides transparent manner of making changes to class sizes, and because cap size is a field in Banner description of course.

As a follow up – FT program will need to review need to adjust program description in catalog to reflect change in credit number for FT 125. Sam will follow up to ensure this takes place.

Action Taken: Sam moved to approve all proposals, Eric seconded. Motion approved unanimously

UC Programs and Courses

1. MELE

MELE – Program Modification – change in General Education options
MELE 101, 102, 201, 202, 203, 204, 211, 213, 215 – Modification of prerequisites
MELE 220 – New course, to replace Experimental course MELE 297
MELE 275 – New course, to replace Experimental course MELE 298

Discussion:
Changes to the program reflect findings from Program Review. Program modifications to general education requirements and ensure students gain necessary skills. Also, earlier program requirements were aligned with Belmont and more prescriptive;
changes increase options for students. Change in course prerequisites in response to fact that Banner can only enforce prerequisites for individual courses. New courses replace experimental course and establish clear parameters for practicum work and hours to be completed.

Following issues were discussed and clarified: two different tracks have different choices for general education based on emphasis; reason for low caps in some classes based on need for direct instructor/student interaction and limited number of boards; will include clearer summary of changes in course proposal cover sheet, MELE 220 is *not* repeatable; recommended that MELE 275 have a clearer title – e.g. what kind of Practicum, so clearer on transcript – Keala will follow up on that suggestion.

Keala thanked Marcia, Ross, Kara and Ralph for their help in making these revisions.

Action Taken: Ross moved to approve all MELE proposals, Scotty seconded. Motion approved unanimously.

On a related note, the committee discussed the need to record and archive when experimental courses are replaced with new courses. Since presenting experimental courses to CPC has been done as a courtesy, do not necessarily have them on file. Should work to be more consistent on having paper trail of experimental courses and when they are first offered.

2. **BIOL 123 – New Course**

Discussion: Language indicating course SLOs can be changed by instructors was taken out; changes were initialed.

Action Taken: Kerry moved to approve, Mike seconded. Motion approved unanimously.

3. **JOUR 150 – Modification in Course Title**

Discussion: Use of the term ‘publics’ was clarified; prerequisite information was included, with changes initialed by Eric.

Action Taken: Eric moved to approve, Russell seconded. Motion approved unanimously.

4. **JOUR 230**

Action Taken: Eric moved to approve, Ralph seconded. Motion approved unanimously.

5. **PSY – New Academic Subject Certificate**

Discussion: Creation was done in response to fact that there many students transferring to UH Manoa are majoring in PSY. Subject certificate would be granted to students with 21 credits in certificate courses. HCC Psy department already offers many of the courses; is developing others. Some certificate classes are offered on other
camps and students could transfer those credits to apply. It was anticipated that there would be adequate student interest and enrollment in new courses. It was requested that the counselors be provided information and curriculum road map as soon as possible to be able to advise students. It was anticipated that the implementation of this certificate would be in place by Fall.

Since creation of certificate is a relatively new process, there are questions to be resolved, for example, who signs off on the certificate? How will this be coded on Banner? Answers to these points, once resolved, should be included in the updated Curriculum Handbook.

Action Taken: Jennifer moved to approve, Eric seconded. Motion approved unanimously

6. Deletion of ESL 7 and ESL 17

Deletion of ESL 7
Modification of ESL 1, 3, 4 – as a result of ESL 7 deletion

Deletion of ESL 17
Modification of Courses due to ESL 17 deletion – ESL 11, ESL 13, ESL 14, CHNS 101, ENG 21, ENG 22, ENG 51, ENG 60, FIL 101, HAW 101, SPAN 101, BOT 105, CHEM 105, MET 101, PHYS 53, SP 50

All these housekeeping proposals were voted on together as a package.
Action Taken: Cynthia moved to approve all MELE proposals, Eric seconded. Motion approved unanimously

IV. CURRICULUM UPDATES

Marcia informed the committee of some upcoming issues.

Pending new courses: HWST 270; HWST Academic Certificate.

Upcoming changes to Construction Academy to establish it as a new program. This will entail approval from BOR and Accreditation substantive change. Will be outlining two year program requirements, including cross referencing of some classes. Will need to make clear program prerequisites embedded in entry level courses, and will need to have alpha assigned. The committee discussed how best to proceed to streamline creating the courses and program outline for this program, gaining approval for this program and rolling out the program to be offered to students.

Changing program MATH prerequisites in FT
V. ISSUES TO BE AWARE OF

Marcia also alerted the committee to issues they should be aware of.

Ongoing discussion of revision to general education requirements for CTE programs; need to be aware of key role of CPC in these developments.

Still need to deal with list of inactive course; how are these

Need to be updating the Curricular Handbook to clarify issues, such as establishing a new program alpha.

Need to discuss use of IS designation, including advocating change to program specific designations if more applicable.

Meeting concluded at 10:20

Next CPC Meeting: Friday, February 18, 9:00 am
Building 2, Room 614

Submitted by:
Cynthia Smith