Committee on Programs and Curricula
Minutes – February 18, 2011

I. Call to Order

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

B. Members Present: Erica Balbag-Gerard, Mike Barros, Michael Cress, Dean Crowell, 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, Russell Uyeno, Pat Yahata

Members Absent/Excused: Ross Egloria, Erika Lacro, Seven Shigemoto, Bert Shimabukuro, Cyndi Uyehara,

Guests: Joy Nagaue, Norman Takeya

II. Approval of January 21, 2011 Minutes
Marcia asked the committee members to send any additional changes to Cynthia.

III. Curriculum Actions Taken

TECH I Programs and Courses

1. Construction Management Program – New program proposal

Discussion: Cynthia asked if the General Education component of the CM program is sufficient in meeting the skills needed for accreditation purposes. Sam asked if the program also included computer literacy skills. Norman replied that the electives were chosen to meet the American Council of Construction Accreditation. Marcia pointed out that it would be nice for programs with a national accrediting body to provide the standards that govern that body. CPC can then use the guidelines while going over proposals.

The disparity between semesters was also pointed out. CM 145 is listed as CM 135. Numbering will be corrected by Norman.

Action Taken: Mike Moved to approve proposal, Scotty seconded. Motion approved with one abstention.
2. **CE 211 (Modification: Math Prereqs.)**

Discussion: This course is no longer being taught at Manoa, but instructors there are willing to send their students to HCC to register for CE 211. No additional comments or queries.

Action Taken: Scotty moved to approve proposal, Cynthia seconded. Motion approved unanimously.

3. **CM 100 (New: Introduction to Construction Management)**

Discussion: Entry level courses need to have program course prerequisites. Further modification needed.

Action Taken: Proposal approved contingent on adding English prerequisite. Mike moved to approve proposal, Dean seconded.

4. **CM `123 (New: Sustainable Construction Management)**

No comments or queries.

Michael moved to approve, Russell seconded. Motion approved unanimously.

5. **CM 136 (New: Construction Law and Contracts)**

Discussion: There is a disparity in the title. The banner title is different from the graduation checklist. Norman stated that the correct title is Construction Law and Contracts. Norman will make the correction in the program proposal.

Action Taken: Dean moved to approve proposal, Scotty seconded. Motion approved unanimously.

6. **CM 145 (New: Building Information Modeling)**

Discussion: Disparity in numbering is the only issue. Norman will make the change.

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


Discussion: Why is Math 53 included in the prerequisite? According to Norman, Math 53 is a program requirement for AEC 118. Prerequisites should read Math 53 or Math 103 and AEC 118.
Cynthia suggested that during the implementation period of the program, Norman focuses on whether or not the prerequisite is adequate and make changes as needed.

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

8. CM 148 (New: Planning and Scheduling)

Discussion: There is a disparity in the title. Scheduling and graduation checklist need to be consistent. Norman will change title to Construction, Planning and Scheduling.

Pat Yahata stated that entering the data contained in the curriculum forms will take time. The deadline to get the new proposals in the schedule of classes for Fall 2011 is February 28. Marcia will expedite the approval of the new program proposal.

Action Taken: Scotty moved to approve, Dean seconded. Motion approved unanimously.

**TECH II Programs and Courses**

**Fashion technology – Program Modifications (Math Prereqs.).**

Discussion: Joy wants to change the program prerequisite to include Math 50. Students must take Math 50 during their 1st semester because it will be a prerequisite to register for their second semester in the program. Joy wants the proposal to be effective in the Fall. Joy will have to waive the prerequisite for continuing students on a case by case basis.

Two actions were discussed as a group.

**FT 217, FT 237**

Discussion: Proposal changes the prerequisite to include Math 50.

Action Taken: Sam moved to approve proposal, Cynthia seconded.

**University College Programs and Courses**

1. **Academic Subject Certificate: Communication (A.A. Modification)**

Discussion: Why is English 100 not required? Because it’s an AA requirement, English 22 will be removed and replaced with English 100.
Action Taken: Eric moved to approve proposal, Kara seconded. Motion approved unanimously

2. **Academic Subject Certificate: Hawaiian Environmental Science**  
Discussion: Timetable for formal action is in the proposal. Kara asked if the title is too specific. Can the word Hawaiian be taken off the title? Ralph stated that it is still in the planning stage, and that Greg would not object to taking out the word “Hawaiian”

3. **IS 106 (New: Sustainable Construction Practices)**  
Discussion: IS 106 is geared to management level in trades. Jennifer asked that future proposals should have detailed assessment methods written.

Cynthia moved to approve proposal, Russell seconded.

Further discussion: Kara was concerned that the proposal was approved when it lacked the assessment component. Mike will work with Norman to flesh out the assessment part.

Action Taken: Proposal approved provided the assessment methods is written out in detail.

4. **Math 8, Math 9 (New; from experimental Math 98)**  
Femar elaborated that Math 8 can only be taken twice. If a student completes the first two modules in Math 9, they receive 5 credits for Math 8. If they retake math 9 and completes the next two modules, they again receive 5 credits for Math 8.

Action taken: Femar moved to approve proposal, Sam seconded. Motion approved unanimously.

5. **Multiple changes due to shift from MATH 20BCD to MATH 9**
Because of the shift from Math 20 to math 9, program prerequisites for AEC, BRP, CARP, DISL, ED, EIMT, RAC, and MARR needs to be changed. In addition, course prerequisites for COSM 20, 21L, DISL 20, ED 257, EIMT 30, 30B, 32, 32B FT 237, MATH 24, 50, 53, PHYS 51V, and WELD 55 also needs to be changed.

Much mahalo to Sam for filling out the curriculum forms and getting the necessary signatures.

Action Taken: Sam moved to approve proposal, Cynthia seconded. Program and Course modifications approved unanimously.

6. **PSY 180 (Modification: General Education group)**
Discussion: Due to a clerical error, PSY 180 was moved from group C to group B for CTE Liberal Arts requirements. This proposal restores PSY 180 to group C.
Action Taken: Jennifer moved to approve proposal, Eric seconded. Motion approved unanimously.

The following courses were discussed as a group

7. PSY 220, PSY 225, PSY 230, PSY 270

Discussion:

PSY 220 - Delete course and title (Developmental Psychology) and introduce a new course with the same number, but a different title (Intro to Behavioral Psychology). According to Jennifer, PSY 220 showed up on the website but not in the catalog. Pat suggested that Jennifer check with Erika about updating the website.

PSY 225 - Aligns with UH Manoa. Does the course need a higher math prerequisite? Math prerequisite has been changed from Math 98 to Math 25.

PSY 230 and PSY 270 - No discussions.

Courses will be offered in Spring 2011.

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

III. Procedure and Policy Issues:

A. Update on General Education for CTE Programs (new ad hoc subcommittee)

At the January 21 Town Hall meeting, it was agreed that the work of the General Education Working Group would continue through an ad hoc committee of the CPC. The ad hoc committee, co-chairs Jess Aki and Kara Kam-Kalani will provide a report to the CPC at its March and April meeting.

B. Curriculum Reference Manual

Marcia asked the committee members to read, annotate, and be prepared to make comments during CPC’s March 18 meeting. Questions to think about are:

Is the manual clear?
Are there things that should be included but are not currently in the manual?

Members were also asked to look over the curriculum proposal flow.
C. Management of Dormant Courses.

Scot Parry stated that we have a list of inactive courses, but they are not posted anywhere. The counselors chose to keep the inactive courses in the graduation checklist to assist students who have taken courses that are not currently being offered. Sam stated that inactive courses should be seen as deleted courses by students. Cynthia suggested that a discipline liaison be appointed to clean house every year. Marcia suggested that Scot brings this issue back to his colleagues to discuss other impacts that dormant courses are causing in counseling.

D. Other business?
Ralph would like to know the status of Curriculum Central. According to Russell, technical issues still need to be resolved.

Meeting adjourned at 10:47AM

NEXT CPC MEETING: FRIDAY, MARCH 18, 9:00-11:00 A.M., 2-614