I. Call to Order

A. Marcia called the meeting to order at 9:04 AM.

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

Members Absent/Excused: Ross Egloria, Femar Lee, Sam Rhoads, Steven Shigemoto, Bert Shimabukuro, Russell Uyeno, Pat Yahata

Guests: Jerry Saviano

II. Approval of the Minutes of February 18, 2011

The minutes were approved with no discussion.

III. Status Report: General Education Board (Jennifer Higa-King)

Jennifer delivered a report on the current status of the diversification and focus re-certifications for courses in all designations.

Jennifer reports that “Each board has posted, on HCC’s intranet, hallmarks with explanatory notes, proposal forms, board reports, system documents (e.g., multi-campus agreements), a list of certified courses and instructors, and a schedule for recertifying courses and instructors.”

Completed or in process for certifications, there are thirteen new courses, two for WI and eleven for diversification; and there are twenty-one existing courses, two for WI, six for HAP, eleven for diversification, two for Speech.

Jennifer noted, “All boards reported that all of their courses have hallmark-related course SLOs, with the exception of the Diversification Board. This board is in the process of certifying and recertifying approximately 170 courses that were approved as a group by the HCC University Council on Articulation in 2001 (?). A significant aspect of re-certification is that all “[c]ourses will be required to have hallmark-related SLOs for certification.”

Addressing assessment concerns, Jennifer reported, “All courses are engaged in course-level and program-level assessment activities including surveys, exams, presentations, projects.”
Last, Jennifer noted that “[a] majority of boards (Foundations, E-focus, WI-Focus, and Speech Boards) also have in place a plan for assessing assessment where multiple instructors meet to discuss and evaluate results from individual courses. The HAP-Focus and Diversification Boards are aware of the need to have an assessment-of-assessment plan in place and are working to put together a plan for conducting across-course assessment.”

There was discussion of who would be responsible for checking the accuracy of the information that appears in the catalog. No decisions was made.

There was an extended discussion of whether we should remove uncertified courses from the diversification lists in the catalog. Cynthia pointed out that these diversification certifications need to be complete well in advance in order to add a diversification certification to the catalog before the print deadlines. Eric pointed out that not to list courses among the diversification certifications is misleading to students. Jennifer and Marcia noted that in order to keep courses in the catalog, they must be re-certified. The consensus appeared to be that all courses must, after all, have their diversifications re-certified, whether they will soon be taught or not, and the new deadline is May 1, 2011.

Jennifer adds the following: "To keep functional courses – courses that appear in the catalog but will not be offered in the immediate future – in the catalog and up-to-date in their certification, Jennifer suggested that in addition to the diversification application, that a modified course syllabus would be acceptable. Minimally, the modified syllabus should contain a course description, student learning outcomes, and method of assessment. Jennifer will work with instructors teaching DA and DL courses (which are the first courses up for recertification) to complete the recertification by the May 1st deadline.”

III. Status Report: General Education for CTE (Jess Aki & Kara Kam-Kalani)

Kara indicated that there will be seven categories, but that does not mean that more courses will be required of students earning their certificates and degrees.

The current focus of the committee now is a focus on revising to condense and clarify the hallmarks being drafted by the various representatives for the seven categories.

The committee will also address how much of the courses, in terms of percentages, will have to address the various Focus and Foundation requirements.

Marcia noted that 60% might be a good rule of thumb concerning the amount of attention devoted to the various hallmarks that apply to any course.

Jerry recommended that a committee look at the way that various courses do address the hallmarks effectively.

Ralph noted that another concern may be assuring that instructors be qualified and certified to teach the various courses they are assigned. Jerry added that that is not necessary for every instructor to be certified for each area. Cynthia added that maintaining integrity is important, but that there are other considerations that also contribute to instructor effectiveness and assignments.

At a question from Jerry, Marcia reiterated that the number of categories—currently seven—has not been finally established or approved. The consensus tends toward that number, however.
IV. Discussion: Management of Dormant (Inactive) Courses

Marcia noted that she had sent out a list of inactive courses to all division chairs for their consideration. She noted that Scot Parry is heading the push for the counselors. She shared a notes from Scot in which he proposes an inactive course list to be posted on the internet.

Eric noted that many of these courses have not been offered for many years, but keeping them in the catalog provides the opportunity for students and faculty to see and request those courses.

Cynthia noted that keeping courses in the catalog may be seen as misleading the students when we have a duty to provide accurate information.

The consensus appeared to be that keeping functional courses in the catalog is best, although efforts should be made to offer them soon and division chairs should begin monitoring the courses more closely.

There was a brief discussion of how to inform students of which courses will not be available. Cynthia suggested a disclaimer in the catalog that will inform students that not all courses will be offered in any particular academic year.

The committee decided informally that Cynthia’s idea of adding a disclaimer concerning course availability to the college catalog was the best plan, and that the disclaimer would be supplemented for the counselors by an internet site or document that would list courses that would not be offered within the current academic year(s).

V. Discussion: Updating the CPC Reference Manual

Marcia inquired as to which of the committee members had suggestions for the revision of the CPC Reference Manual. A number of members had changes to suggest. Eric suggested that he and other members give Marcia the annotated copies of the manual for her review.

Cynthia suggested the addition of information on accreditation in the catalog.

Ralph suggested that a copy of the Curriculum Reference Manual should also be made available next to the CPC file in the Administration building.

Erica asked a few questions about specifics in the manual that were answered by Marcia. Erica asked that the word “certificate” be added to the list of student goals. Erica also asked if there really were paper and electronic versions of all college courses as the manual indicates. There was general consensus that this effort was still in process.

Kara asked for a clarification on some words and phrases used in the manual. Marcia clarified that “staggered terms” means that various members of the committee depart on a yearly basis but not in the same year. Marcia also distinguished the terms of service for representatives to the committees and continuing office members: representatives serve for a specified term of two years; office members are sentenced to serve until leaving the office that requires their presence.

Kara noted that even though there is a space allotted to a student committee member, but that we have never had one. Discussion revealed that the empty seat is a result of difficulties that students are having
in providing a representative. Students are welcome to send a representative to this committee at any time.

Marcia suggested that if there are further annotations and correction suggestions, they should be given to Marcia in order to be considered and applied for revisions.

VI. Other Items? / Agenda Items for the April Meeting

At the April meeting, there will be a presentation by Cynthia concerning the Distance Education Review Board.

Ralph mentioned that at some point a review of the consistency of the SLOs between the curriculum files, the online lists, and individual instructor syllabi needs to be begun and completed.

Scot raised the issue that the specific designations and requirements on the curriculum forms concerning the AA and AAS and AS need to be clarified.

NEXT CPC MEETING: FRIDAY, APRIL 15, 2011, 9:00 AM, 2-614

Submitted by Eric Paul Shaffer