HONOLULU COMMUNITY COLLEGE
COMMITTEE ON PROGRAMS AND CURRICULA(CPC)
MINUTES
April 15, 2011

Members Present: Mike Barros, Dean Crowell, Jennifer Higa-King, Karadeen Kam-Kalani, Ralph Kam, Femar Lee, Scot Parry, R. Scott Rhode, Jerry Saviano, Marcia Roberts-Deutsch, Cynthia Smith, Kerry Tanimoto, Cyndi Uyehara, Pat Yahata.
Guests: Carol Hasegawa.

I. Minutes

The March 18, 2011, minutes were approved and will be posted with minor edits, including the name of the recorder.

II. Report on Distance Education

Cynthia Smith reported that the Distance Education Review Board had reviewed 17 proposals for Distance Education. This year the board undertook a revised process using a revised form. The board will continue the process next year. The board is also looking at requiring submission of a syllabus from a face-to-face class to demonstrate comparable learning. The board will also look at course-based DE approvals.

III. Report on General Education for CTE

Kara Kam-Kalani reported that the CTE General Education Committee met to pare down hallmarks in seven categories. A draft has been distributed to the committee to be distributed later to University College, then to the CTE programs. The hope is that the approval of the new CTE General Education requirements would take place before the end of the year. The need for multimedia equipment for Building 45 brought to light the need for a clarification of the process for ordering multimedia equipment. There is an existing survey by the Tech User Advisory Group asking for input into equipment needs. The technology plan, when completed, should provide guidance for the priority of equipment purchases.

IV. Discussion: Improving Curriculum Review

Pat Yahata noted that when developing new courses or modifying courses, the initiator should search the online catalog for references in other programs that might use the course as a prerequisite. She also suggested a storage site for electronic copies of the final course forms. A recommendation also was made to put a listing of inactive courses in the CPC section of the Intranet.
VI. Other Items:
On behalf of the CPC, the chair expressed thanks to Jennifer Higa-King for her work on diversifications, Kara Kam-Kalani and Jess Aki for their work on the CTE General Education, Cynthia Smith and Lianne Nagano for their work on Distance Education and Sam Rhoads for his outstanding effort in moving forward several CPC issues.

V. Final Meeting of the CPC for AY 2010-2011

A final meeting for new and continuing members of CPC will take place on Wednesday, May 11 at 9 a.m.

VII. Adjournment

The meeting was adjourned at 10 a.m.

Respectfully submitted,

Ralph Kam