Tech II DCC Meeting Minutes  
Date: 11-7-14  Start Time: 11:00 am  
Location: Building 2, Room 614  

Present: Elliot Higa (HSER Rep.), John Vierra (MELE Rep.), Jim Poole (Tech II Division Chair), Sandi Sanpei (Com Arts Rep.), Jessica Kaniho (COSM Rep.), and Rheta Kuwahara-Fujita (ECE Rep.)  

I. COSME Curriculum Proposal problems: Forms were stuck in folder and needed paperwork for an action that already occurred  
II. DCC sign-off forms need to be on each COSM Proposals  
III.  

<table>
<thead>
<tr>
<th>Curriculum Proposals:</th>
<th>Official Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. COSM</td>
<td>Change Completion to Competence</td>
</tr>
<tr>
<td>2. COSM</td>
<td>Delete Completion</td>
</tr>
<tr>
<td>3. ECE 265</td>
<td>Change the description</td>
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</tbody>
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IV. Elliot proposing that for future actions that we can review and vote via email and/or scan.  
   a. The members will know whether we need to meet face to face on the last Friday of the month (for the following 1st Friday meeting)  

V. DCC chairperson (Elliot or John) needs to attend CPC meeting.  
   a. Next CPC meeting will be next week or the following week  
   b. The role of the DCC member attending the CPC is to answer questions by CPC.  
   c. Be prepared for answering questions by looking at the notes. Advisable to have the author for program changes attend the CPC.  

VI. Status on program review? Jim Poole: There is no data. Might need to submit a program review online separately. If you ask for money (program request), you need to complete the narrative/review without the data. Jim will create an email to explain what to do.  

VII. Next meeting for DCC is Dec. 5th at 9:30 am.  

Meeting adjourned at 11:29 am  
Notes respectfully submitted by Rheta Kuwahara-Fujita