Tech II DCC Meeting Minutes
Date: 12-5-14  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), Sandy Sanpei (CA Rep.), Jessica Kaniho (COSM Rep.), and Rheta Kuwahara-Fujita (ECE Rep.)
Absent: Diaz, Vern

1. Discussion: COSME Curriculum Proposals problems: No explanation (i.e., needed paperwork for an action that already occurred and reflected in the catalog) why it was in the DCC folder; Old Forms were attached; No DCC sign-off forms which needs to be on each COSM Proposals.

The following needs action detail and number of votes and any discussions that may have taken place:

2. COSM   Change Completion to Competence  All in favor

3. COSM   Delete Completion  All in favor

4. ECE 265   Change the description  All in favor

5. Elliot proposed that for future actions that require no discussion be reviewed and voted on via email with scan of document attachment. 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)

6. Reminder: 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 chair 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.

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

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