I. CALL TO ORDER

Members Present: Michael Ferguson, Jennifer Higa-King, Ralph Kam, Kara Kam-Kalani (Chair), Jean Maslowski, Marcia Roberts-Deutsch, Eric Shaffer, Cory Takemoto, Kerry Tanimoto, Arlene Yee

Members Absent/Excused: Timothy Cubero, Jr. (Language Arts)

Guests: Lianne Nagano (College Skills Center), Jerry Saviano (English)

II. REVIEW OF CURRICULUM PROPOSALS

A. ART 107D – Introduction to Digital Photography (New)

Discussion
• Proposal for a new course. Course has received DA certification.
• A question was asked about the 15 student limit. Marcia explained that the limit was based on the number of computer stations available.

Decision
Proposal for the new course unanimously passed, with minor corrections made to application.

B. ART 112 – Introduction to Digital Art (Modification)

Discussion
• Course modifications include updated student learning outcomes and a title change. The course was originally proposed as Introduction to Computer Art.
• A question was raised about the 6 contact hours per week. Marcia explained that this is standard practice for art courses where additional time is allocated to familiarizing students with new tools, computer programs, and so forth.

Decision
Course proposal changes unanimously passed.
C. ELI 1, 2, 3, 4 – *English Language Institute Courses* (Deletions)

*Discussion*
ELI 1, 2, 3, 4 are cable courses that have not been offered in many years.

*Decision*
Proposal to delete courses unanimously passed.

D. ENG 22, ENG 51, ENG 60, ENG 102 (Modification)

*Discussion*
- Proposal to change prerequisites for these courses to better align with new Essentials Curriculum:
  - Make ENG 21 (*Developmental Reading*) a prerequisite for ENG 22 (*Introduction to Expository Writing*), ENG 51 (*Technical Reading*), ENG 60 (*Technical Writing*)
  - Make ENG 51 a prerequisite for ENG 102 (*College Reading Skills*).
- A new version of the English Sequence Chart will replace the one originally submitted with the proposal.

*Decision*
Course proposal modifications unanimously passed.

E. ENG 257E - *Wild Writing: Environmental and Ecological Non-Fiction* (New)

*Discussion*
None

*Decision*
Proposal for the new course unanimously passed, pending completion of a cover sheet.
F. ESL 7 – *Computers and Internet for ESL* (Deletion)  
ESL 17 – *Computers and Internet for ESL Academic Purposes* (Deletion)

**Discussion**
- The committee agreed with proposals for deleting these courses. However, there are several HCC programs listing ESL 7 and ESL 17 as prerequisites. Thus, the proposer will need to submit program modification forms, detailing which courses and programs will be affected by deleting ESL 7 and ESL 17.
- With such far-reaching changes, it will be important to ensure that changes in banner are made and coordinated across divisions and programs. Ralph reassured the committee that the administrative assistant for the Vice Chancellor of Academic Affairs (Renette) coordinates such changes across divisions and programs.

**Decision**
Decision about deleting courses was tabled.

G. LSK 30A – *College Study Skills* (New)

**Discussion**
- Proposal is for a 1-credit version of LSK 30.
- Advising about this new course will be done through the mandatory New Student Orientation.
- In coordination with the Academic Support, Jerry (representing the English department), will make his name and contact information available on the COMPASS test for students.
- There was concern expressed about “A” courses not being counted towards a degree, by federal programs such as the Veteran’s Administration.

**Decision**
Proposal for the new course unanimously passed.

H. MATH 206 – *Calculus II* (Modification)

**Discussion**
- Proposal is for removing the lab co-requisite.
- During a transition from S2011 to F2012 (when change will be in effect), instructors will make necessary accommodations for students who choose not to enroll in the MATH 206L component of the course.

**Decision**
Proposal to remove MATH 206L as a co-requisite unanimously passed.
I. UC-HS. Humanities and Social Sciences courses (Modification)

Discussion
- Based on the approved change in ENG 20BCDE to ENG 8, 18, 9, 19, the proposal is for substituting ENG 20BCDE with ENG 19 and/or ENG 21.
- Affected courses in this group:
  - SP 50 (Working with Clients)

Decision
Course proposal modifications unanimously passed.

J. UC-LA. Language Arts courses (Modification)

Discussion
- Based on the approved change in ENG 20BCDE to ENG 8, 18, 9, 19, the proposal is for substituting ENG 20BCDE with ENG 19 and/or ENG 21.
- Affected courses in this group:
  - CHNS 101/102 (Chinese)
  - FIL 101/102 (Filipino)
  - FR 101/102 (French)
  - SPAN 101/ (Spanish)

Decision
Course proposal modifications unanimously passed.

K. UC-NS. Math and Natural Sciences courses (Modification)

Discussion
- Based on the approved change in ENG 20BCDE to ENG 8, 18, 9, 19, the proposal is for substituting ENG 20BCDE with ENG 19 and/or ENG 21.
- Affected courses in this group:
  - BOT 105 (Mea Kanu: Hawaiian Plants & Their Uses)
  - CHEM 105 (Environmental Chemistry)
  - MET 101 (Introduction to Meteorology)
  - PHYS 53 (Fundamentals of Electricity)

Decision
Course proposal modifications unanimously passed.
III. OTHER BUSINESS

A. Proposal Process

A question about the proposal process was raised. Should all proposals be processed by the General Education (GenEd) Board before reaching the DCC, if not, which proposals? Can a new proposal seeking GenEd certification be processed simultaneously by the GenEd and DCC?

The recommendation is to have the GenEd Board discuss and clarify their process and report back to the DCC.

B. Deadlines

The committee acknowledged the need to have enough time to review proposals, and decided on the following deadline for proposal submissions: noon, Thursday, the week before the DCC meets.

Thus, because the next (and last) DCC fall meeting is December 3rd, the deadline for submitting proposals to Kara (DCC Chair) is November 24th (Wednesday) noon. Proposers should also beware, then, that proposals seeking GenEd certification will need to be completed in advance of the DCC deadline.

C. Motion to eliminate the Academic Support Representative position

Cory, current Academic Support representative, proposed the following:

Given changes in the structure of the Academic Support division, where instructors teaching developmental courses will be transferred to corresponding departments in English and math, it is not necessary to have a representative from Academic Support on the DCC committee. Courses that may have an impact at the DCC level will be represented by DCC representatives for math and English. The Academic Support Representative will still remain on the CPC.

The DCC accepted the proposal pending review of the DCC’s charter, and recommendation that the CPC also review the request.

D. Next Meeting: Friday, December 3, 2010, 9:00 am, Bldg 7-Room 632

Submitted by: Jennifer J. Higa-King, higaking@hawaii.edu