UNIVERSITY COLLEGE
DIVISION CURRICULUM COMMITTEE
Meeting Minutes
January 14, 2011

I. CALL TO ORDER

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

II. REVIEW OF CURRICULUM PROPOSALS

Marcia moved to approve the minutes of the previous meeting, and Mike seconded; the minutes were approved.

Kara noted that all of the proposals were scanned as one file and they are not currently available on Laulima.

Sam stopped by and asked to approve a typographical change in the catalog of MATH 20B-D to MATH 9. Mike moved to approve; Marcia seconded. Approval was unanimous.

The committee summarily reviewed the course modifications for the following group: ESL 7; ESL 17; ESL 1, 3, 4; ESL 11, 13, 14; CHNS 101; ENG 21, 22, 51, 60; FIL 101; HAW 101; SPAN 101; BOT 105; CHEM 105; MET 101; PHYS 53; and SP 50. Marcia moved to approve; Jean seconded. Approval was unanimous.

The committee reviewed HWST 270. Discussion revealed that the course is based on a course already taught at UH-Mānoa. The committee noted that the diversification application and the focus application should have been filed simultaneously. Marcia offered to help Tiani complete the paperwork. Jennifer said that she would look for the diversification application very soon.

Ralph noted that HWST 270 should be consider for inclusion in the Academic Subject Certificate in Hawaiian Studies.

It was made clear that Tiani must complete three separate applications: WI Focus application, H Focus, and DL application. Contingent upon Tiani working with Marcia to complete the three applications, the committee voted unanimously to approve.

The committee reviewed BIOL 123, which was approved for DB designation Fall 2010 The proposal was to modify the course name to match the course title that UH-Mānoa uses. Mike moved to approve; Arlene seconded. The vote was unanimous.
The committee reviewed JOUR 150. The course name was modified to match the course title that UH-Mānoa uses. Jean moved to approve; Tim seconded. The vote was unanimous.

The committee reviewed JOUR 230. Kara noted that there were no notes on assessment in the application, the enrollment cap was missing, the diversification application is missing, and the elective box needs checking. Ralph will work with Mike on adding notes on assessment. Also, there must be a pre-requisite specified: the committee recommends “English 100 with a C or better.” Contingent on the changes specified above, the committee voted unanimously to approve.

The committee reviewed the ASC in Psychology. After discussion about including this certificate in the catalog and timeline for proposing new courses that would fulfill the certificate, Jennifer moved to approve; Jean seconded. Approval was unanimous.

The committee reviewed the MELE Program package. The changes seem to address primarily the inclusion of pre-requisites so that students will be better prepared to complete the program. Contingent upon Marcia working with Keala Chock to complete the assessment section, the committee voted unanimously to approve.

Jennifer raised the issue of the flowchart of the curriculum approval process. The discussion focused on who should receive the completed proposals from the faculty member when the paperwork is ready for review.

It was proposed that all curriculum proposals needing focus, foundation, diversification, or speech certification and all of their attendant paperwork should go first to the Chair of the General Education Board. The Chair would forward the application to the corresponding board(s) for review. Applications for DCC review will occur concurrently with all designations with the exception of diversification certification which must be completed before reaching the DCC. All Divisions chairs were attending the meeting and are, therefore, aware of this new format.

OTHER BUSINESS

Next meeting is scheduled at 9:00 AM on Friday, February 4, 2011, in 7-632.

The meeting adjourned at 10:25 AM.

Minutes submitted by Eric Paul Shaffer