**UNIVERSITY COLLEGE**  
**DIVISION CURRICULUM COMMITTEE**  
**MINUTES**  
**September 2, 2011**

**Members present:** John DeLay, Ralph Kam, Kara Kam-Kalani, Femar Lee, Marcia Roberts-Deutsch, Eric Shaffer, Lichin Shao, Maggie Templeton.

**Members absent/excused:** Alapaki Luke, Paul Sherard.

Convener Maggie Templeton called the meeting to order at 9:05 a.m., and opened the floor for nominations for UC-DCC Chair. Kara Kam-Kalani was nominated to serve as Chair; there being no other nominations, Kara was approved.

Marcia Roberts-Deutsch volunteered to serve as Recorder; Maggie will serve in October.

Kara reviewed responsibilities and general procedures for DCC operations this year. All proposals should go to Kara first; she will attach the UC-DCC cover sheet in place in the appropriate folder. She will also scan and post on Laulima, so that committee members have the option to respond either online or on the paper copy on file. Prior to each meeting, Kara will print out any comments made online. Marcia also reminded the committee members to look at the updated Reference Manual (2011) that is now posted on the intranet. Members were also reminded that proposals should have been reviewed already, if needed, by the General Education Board.

The committee then reviewed several curriculum proposals that had been submitted:

1. **PHIL 111** (New): Concern was expressed about the course designation (it is FS at UHM, but not here) and the limited nature of assessment proposed (only knowledge surveys?). This proposal was tabled until such time as Ron Pine can attend a DCC meeting.

2. **MUS 121D** (Activate existing course): It was recommended that this course be certified as DA, and that the proposal should indicate what General Education requirement it would meet for both Liberal Arts and the CTE programs. The proposal was approved contingent on those modifications being made and small typographical errors being corrected.

3. **MUS 122D** (Activate existing course): Same as above.

The following proposals relating to Chemistry courses, were presented as a package with the general rationale of making our courses more consistent with UHM in terms of language (titles, course descriptions, etc.) However, it was decided to act on them individually as different concerns were expressed.
4. CHEM 100 (Modify Title): Approved.

*5. CHEM 100 (Modify Course Description): Tabled, will be returned to Mike Ferguson.

6. CHEM 105 (Modify SLOs): Tabled; will be returned to Mike Ferguson and Eric Shaffer will work with him on wording.

*7. CHEM 151 (Modify Course Description): Tabled; will be returned to Mike Ferguson.

8. CHEM 161-162 (Modify SLOs): Tabled, will be returned to Mike Ferguson with a request to “uncouple” the courses and identify SLOs for each so they can be more easily differentiated in content.

9. CHEM 161 (Modify Course Description): Approved.

10. CHEM 162 (Modify Course Description): Approved

11. CHEM 272 (Modify SLOs): Tabled; will be returned to Mike Ferguson and Eric Shaffer will work with him on wording.

*After an extended discussion, it was decided that Femar Lee will take all proposals relating to course descriptions back for further discussion with faculty, as the DCC felt that in general HCC’s descriptions were as good as or better than those of UHM, and that as long as the general course content was clear, the descriptions did not have to be identical.

12. MATH 231 (Modify Pre/Co-requisite): Approved.

The meeting was adjourned at 10:40.

The next UC-DCC meeting is scheduled for Friday, October 7, beginning at 9:00 a.m. in 7-635.

Submitted by Marcia Roberts-Deutsch, Recorder