Division Curriculum Committee fall 2013 – spring 2014 Year End report:

Chair: Conred Maddox – Language Arts/Director Writing Center

- Hawaiian Programs (Faculty): Ka`iulani Murphy (cont.)
- Humanities (Faculty): Patrick Patterson
- Language Arts (Faculty): Conred Maddox (cont./convener)
- Mathematics (Faculty): Sterling Foster (cont.)
- Natural Science (Faculty): Shidong Kan
- Social Sciences (Faculty): Fumiko Takasugi
- Student Services (Faculty): Jean Maslowski
- Division Chairs: Kara Kam-Kalani, Femar Lee, Alapaki Luke, Jeff Stearns
- Dean, University College: Marcia Roberts-Deutsch

Division Curriculum Committee
Minutes – September 6, 2013
- Conred was nominated and elected as DCC chair.

Curriculum Actions
- Phil 109: Discussed and clarified procedures. Before it gets to the DCC, the proposal must first get Gen Education approval. Course impact marked no, but should be marked yes.
  - No action taken. Proposal will be presented at the next DCC meeting.
- Math 24, 25: Change in course description.
- PSY 240, 250, 260: Change in prerequisite.
- ASC (Academic Subject Certificate) Psychology: Change in catalog description
  - Action Taken: Kara moved to approve all proposals, Alapaki seconded; all proposals listed were voted on and approved
- HWST 284: and HWST AA:
  - Discussion: Course was approved last semester, but did not state the impact on the program. Program change proposal completes paperwork trail and it outlines elective/required.
  - Action Taken: Sterling moved to approve proposal, Kara seconded. Proposals were voted on and approved.

Division Curriculum Committee
Minutes – October 4, 2013
- PHIL 109: New Course
  - Discussion: Course is marketed for the CTE students. Minor word changes made to make SLO assessable.
Action Taken: Jeff moved to approve proposal, Kai'ulani seconded. Motion approved unanimously

PHIL 211/PHIL 213: Course Title Change
Discussion: None
Action Taken: Jeff moved to approve proposal, Pat seconded. Motion approved unanimously

ENG 209-260: Update the catalog.
Discussion: Kara questioned whether the Multiple Curriculum Modification form was sufficient in providing information to the course files of those courses listed. She will check with Pat Yahata to see if forms are required for each course or if photocopies would work. Jeff will add the forms if necessary before the modification is presented to the CPC.
Action Taken: Jeff moved to approve proposal, Jean seconded. Motion approved unanimously

ENG 100L: Moving experimental course number to permanent status
Discussion: None
Action Taken: Jeff moved to approve proposal, Sterling seconded. Motion approved unanimously

ENG 120: Deletion
Discussion: Approved for deletion on the condition that issue (whether all courses need notification forms for affected courses) is worked out. It was, and not the proposal is in the CPC folder.
Action Taken: Sterling moved to approve proposal, Jeff seconded. Motion approved unanimously

CHEM 100: Change in prerequisite and course description
Discussion: It was suggested that the wording for the prerequisite be consistent with the wording in the catalog. Prerequisite was changed to “Eng 22/60 or ESL 23, OR placement in Eng 100” and “Placement in Math 24 or higher.”
Action Taken: Jeff moved to approve proposal, Sterling seconded. Motion approved unanimously

CHEM 100L: Change in course title and prerequisites
Discussion: It was suggested that the wording for the prerequisite be consistent with the wording in the catalog. Prerequisite was changed to “Eng 22/60 or ESL 23, OR placement in Eng 100” and “Placement in Math 24 or higher.”
Thursday, May 08, 2014

- Action Taken: Pat moved to approve proposal, Jean seconded. Motion approved unanimously

- HIST 296M: New Course
  - Discussion: The "M" is added because the 296 numeric designation is reserved for special topics in history. The "M" distinguishes it from other special topics in history. The "M" was chosen at random.
  - Action Taken: Fumi moved to approve proposal, Pat seconded. Motion approved unanimously

- HIST 151, HIST 152, HIST 241/ASAN 241: update of SLOs/general course outline
  - Discussion: None
  - Action Taken: Sterling moved to approve proposal, Kara seconded. Motion approved unanimously

- HIST 231/HIST 232: Update in SLOs to make it more assessable.
  - Discussion: None
  - Action Taken: Fumi moved to approve proposal, Jean seconded. Motion approved unanimously

- HIST 242/ASAN 242: Update SLOs/general course outline
  - Discussion: None.
  - Action Taken: Kara moved to approve proposal, Fumi seconded. Motion approved unanimously

- Asian Studies Academic Subject Certification: change the language requirement, add SOC 257, ASAN 250/POLS 250, HIST 246 to list of accepted electives, and KOR 201/202 to list of language electives.
  - Discussion: None
  - Action Taken: Sterling moved to approve proposal, Jeff seconded. Motion approved unanimously

Division Curriculum Committee
Minutes – November 1, 2013

- Eng 98L to Eng 100S
  - not necessary to have Gen Ed approval because not FW; Why Eng 100 co-requisite?; Kara and Jeff agreed to cross out accelerated designation, which remedied issue; Sterling moved to approve, Jean seconded; no discussion; 10 for; 1 abstain

- Eng 8, 9, 18, 19, 21, 22, 60 SLO update
  - discussion: due to a systems meeting on standardizing SLOs across campuses for listed courses, SLOs for listed courses will be changed
Division Curriculum Committee
Minutes – November 1, 2013

- **English 257S**
  - W designation only comes after Gen Ed committees review
  - Course description is too long. Form needs to be re-done.
  - Committee tabled it for revision. Still be in time for Fall catalog if submitted for January meeting.

- **Journalism 204**
  - Shidong – pg. 4 or 5 typo regarding lecturer.
  - Understand is not measurable SLO, so should be revised (suggested “utilize”)
  - Check box confusion. No programs will be affected by the proposal. Red will edit.
  - Says no that it doesn’t meet the Gen Ed., but signed by Gen Ed chair, so really yes, but now on current form no check boxes for HAP. But need to check box that says yes it does meet gen ed, then write in far right box write W.I.. It does meet for W.I., but not for D.L.. But since WI is instructor specific the committee decided to switch it to no, and have the Gen Ed board review & sign separately.
  - Jeff moved to approve, Marcia seconded. Committee approved.

- **Math 75**
  - Jean – pg. 2 Lib art box should not be checked, and symbolic reasoning should not be checked because the course is not college level. This course is only for people who plan on taking math 100, not 103 or 104 or other.
  - Need an initiator & take off FS – Femar will be initiator.
  - Math sequence chart needs to be modified
  - Too many SLOs. Math has decided to assess all of these SLOs – they are based on specific skills with problems attached. Math will assess these and see whether they can collapse it further later.
  - Will it be a program requirement?
  - Femar moved to approve, Jean seconded. Committee passed the course with the above provisions.

- **Math 100q**
  - FS forms have not been finished, so it is tabled.

- **Phil 202**
Thursday, May 08, 2014

- Modification
  - Should this course not be prereq. 22 or 60. In English 19 they have not had an opportunity to even write an essay. It is not clear whether there will be an essay.
  - We can talk to them about a prereq of Eng. 22-60.
  - Given that the recommended prep for other 100 level courses is only recommended, we should open the discussion on this across humanities.
  - The committee tabled the application and the committee will address this with Phil. Faculty.
  - The committee wants to know that the prereqs are sufficient for the content of the class.
  - The committee discussed whether we should ask all Liberal Arts courses to raise prerequisite standards to meet the needs of the course content. We also need to discuss this at CPC, take a look at what other campuses are doing, and at the chancellor’s policy.
  - The committee approved the course with one against vote. Explanation is that it does not seem clear that students will be prepared to meet the requirements of the course.

Division Curriculum Committee
Minutes – January 17, 2013
- ASC Communications
  - Discussion: There was concern because of the lack of ethics in the program proposal. It was suggested that incorporating ethics in the Program Learning Outcomes by including a course or linking it to course SLOs would resolve the ethics concern. Previously the ethics was included in journalism courses but those courses were eliminated in the proposal.
  - The curriculum action forms will be given back to the proposer to incorporate the suggestions.
- CHEM 105E
  - Discussion: Catalog page(s) were attached to note changes. A program modification form must be turned in by the program liaison before the meeting next week Friday. Mike, the proposer who attended the DCC meeting, emailed the completed form for consideration to the TECH II division chairs and program liaison.
Thursday, May 08, 2014

- Action Taken: Femar moved to approve proposal with the changes. Sterling seconded. Motion approved unanimously.

- **CHEM 105C**
  - Discussion: Catalog page(s) were attached to note changes. As with CHEM 105E, a program modification form must be turned in by program liaison before the CPS meeting. Mike emailed co-chairs of TECH II and program liaison the form for consideration.
  - Action Taken: Sterling moved to approve proposal with the changes. Alapaki seconded. Motion approved unanimously.

- **ENG 257S**
  - Discussion: There was a suggestion that the “Impact on programs” should be marked “yes,” which was completed, and catalog page(s) were attached since the course will be listed as an elective for DL designation.

- **ENG 257YA**
  - Discussion: There was a suggestion that the “Impact on program” should be marked “yes,” which was completed. Since the course will be added to the list of DL options, catalog pages were attached. Eric will check with Pat Yahata if more than one letter can be used in the course number. If more than one letter cannot be utilized, the course number will be ENG 257Y. (Pat later replied that only four characters can be used because of our electronic system.)
  - Action Taken on ENG 257S and ENG 257YA: Marcia moved to approve proposal with changes, Sterling seconded. Motion approved unanimously.

- **HIST 281/282**
  - Discussion: There was a concern that 200-level courses should have an English 100 pre-requisite. However, others argued that since other 200-level courses are not held to a higher pre-requisite, we should not hold this course because of it. The issue of pre-requisites will be discussed in a March meeting.
  - Action Taken: Marcia moved to approve the proposal. Pat seconded. Motion approved by majority, one abstention.

- **MATH 100Q**
  - Discussion: Catalog page(s) were attached to reflect its FS designation. To clarify which math course is the first semester course, Math 75 was written in the description.
  - Action Taken: Femar moved to approve the proposal with the changes, Sterling seconded. Motion approved by majority. One abstention.
Thursday, May 08, 2014

- **MATH 115, Math 135, Math 140**
  - Discussion: Impact area was marked for clarification.
  - Action Taken: Femar moved to approve the proposals with the changes. Jean seconded. Motion approved unanimously.

- **Music 107**
  - Discussion: Impact on program was marked “yes” and catalog page(s) were attached to note inclusion in the program.
  - Action Taken: Sterling moved to approve the proposal with the changes. Alapaki seconded. Motion approved unanimously.

- **MUS Various**
  - Discussion: None
  - Action Taken: Femar moved to approve the proposal. Alapaki seconded. Motion approved unanimously.

Note: The next meeting will be March 7, 2014, at 9:00AM

- Discussion: Should English 100 be a mandatory pre-requisite for 200 level courses
  - Instructors of certain discipline should be able to judge if Eng 100 is required for his/her course
  - Goal is to increase every students English ability, each discipline may be able to do that
  - Writing skills may be taught in History courses in addition to English courses
  - Suggested that each department re-evaluate courses and discuss a criteria at a future meeting
  - Suggested guidelines
  - Consider overhauling, perhaps do away with “Recommend prep” and only include pre-req or co-req
  - Need to consider other things like financial aid, under-prepared students, also UC has different size divisions
  - Should look at existing data, relative rates of successful completion
  - Analysis of English proficiency, completion of assignments, effort
  - Members can email Marcia and let her know if they would like her to get data for courses
  - Discussion on other ways to ensure student success ie. in-class work, attendance/participation
  - Should inventory our own disciplines; keep in mind pre-reqs
  - Jeff will send out SLOs for the English courses
Marcia will look at general and aggregate data for percentage of students who place at different levels; data on success and completion of different courses.