CHARTER OF THE COMMITTEE ON PROGRAMS AND CURRICULA

Statement of Purpose

The Committee on Programs and Curricula (CPC) is the body designated by the Faculty Senate Executive Committee (FSEC) that deals with curricular issues as recognized by the University of Hawai‘i Board of Regents Policy:

*The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction and research. On these matters the power of review and concurrence or final decision lodged in the Board of Regents or delegated administrative officers (Chancellor) should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.*

The CPC’s primary responsibility is to ensure that the curriculum at Honolulu Community College, consistent with the College’s Mission, meets the needs of the student population and the community it serves.

Operating Procedures

- Non ex officio members of the CPC are appointed by the Chairs of the CPC and FSEC to select members who will adequately represent their divisions.
- Alternate scenarios: 1) appointment by Chairs of FSEC and CPC; or 2) elected by their respective constituencies: instructional divisions, academic support, student services.
- Two-year terms are staggered in order to ensure continuity from one academic year to the next.
- Members are responsible for reading and evaluating curriculum proposals prior to attending the meeting.
- Members will review other pertinent materials in order to participate in discussion and make informed decisions related to curriculum issues.
- CPC members will participate actively on ad hoc committees, as needed, through the duration of their terms.
- The Committee determines a deadline for submission of curriculum proposals to the CPC, usually one week prior to each meeting. The Chair will ensure that these dates are published and available to HCC faculty, staff and administrators at the beginning of each semester.
- Meeting schedules are determined in early May at the first meeting of each new Committee.
- Meetings will be conducted according to Robert’s Rules of Order.
- The Chair will designate a recorder who will provide minutes of the meetings. This may be handled on a rotating basis among voting members.
- The CPC Chair is selected by a vote of the incoming committee held at the close of each academic year.
- It is the responsibility of the outgoing Chair of the CPC to convene the new CPC before the end of the concluding academic year (early May) in order to
brief new members about ongoing issues and to conduct the election of the new Chair.

- The new CPC Chair assumes responsibility for the new committee at the close of the academic year (mid-May).
- The Chair receives three credits or equivalent assigned time or overload per semester.
- The Chair prepares the meeting agendas, conducts meetings, ensures that the minutes are kept and distributed, convenes ad hoc committees as needed, monitors the curriculum process, maintains communication with other curriculum bodies, forwards curriculum actions to the appropriate administrative representative for action, ensures that actions are appropriately routed and recorded, reviews forms and information to ensure currency, maintains a notebook containing hard copies of all CPC related materials, prepares annual reports and maintains communications with the FSEC.
- The Chair will also contact representatives of each Division Curriculum Committee (DCC) to ensure that they are aware of deadlines and can schedule their meetings accordingly.

Authorization

The Committee on Programs and Curricula (CPC) is a standing sub-committee of the FSEC.

Scope of Authority

The CPC:

- Ensures consistency of curriculum with the College’s educational philosophy and mission;
- Acts as a clearinghouse for the sharing of ideas relevant to curriculum development and other curricular issues;
- Reviews and evaluates proposals for curriculum actions including modifications and deletions to existing curriculum, new courses and programs; prerequisites, co-requisites, limitations on enrollments and other advisories for courses; and course content as contained in course outlines;
- Evaluates proposed curriculum actions in order to ensure they:
  - are consistent with the mission of the College,
  - indicate a demonstrated need for the curriculum,
  - display academic integrity and quality of design (which includes determination of student learning outcomes and planned assessment strategies),
  - comply with all applicable State and Federal laws, licensing body requirements, and accreditation standards,
  - are feasibly sound based on existing curriculum and College resources, and have been determined viable by appropriate members of the faculty, staff and administration;
• Determines that current, valid course outlines for all College courses are on file (paper and electronic) based on the College’s cycle of Annual Review and Program Assessment;
• Reviews documentation from Program Reviews and Annual Assessment when relevant to curriculum action proposals submitted to the committee, and considers this documentation when making decisions; and
• Oversees the work of the Distance Education Review Board, a subcommittee of the CPC, and ensures that established procedures of that body are followed.
• Oversees the work of the General Education Board, a subcommittee of the CPC, and ensures that established procedures of that body are followed.

Structure of the Committee
• Five (5) voting faculty members: One (1) from the University College, one (1) each from Tech 1 and Tech 2, one (1) from Student Services, and one (1) from Academic Support. Staggered two-year terms. These fulltime faculty members may be tenured or non-tenured;
• All Division Chairs (ex officio, voting);
• The Chair or designee of the General Education Committee (ex officio, voting);
• One (1) student appointed by the Associated Students of Honolulu Community College (ASUH-HCC) (voting)
• Vice Chancellor for Academic Affairs (ex officio, non-voting);
• Three (3) academic Deans representing University College, Tech 1, and Tech 2 (ex officio, non-voting);
• One (1) representative from the office of Management Information and Research (MIR) (ex officio, non-voting);
• Three (3) representatives from the Division Curriculum Committees: One (1) each from University College, Tech 1, and Tech 2 (ex officio, voting);
• Articulation/Matriculation Officer (ex officio, non-voting);
• Question: Should this be a voting position?
• Assessment Specialist (ex officio, voting);
• Distance Learning Coordinator (ex officio, voting); and
• Representative to the University Council on Articulation (UCA) in years when HCC is represented on that committee (ex officio, non-voting).

Meetings
• Meetings are scheduled at least once per month, but may be held more often in order to complete Committee duties.
• At least 50% of the voting members must be present for a quorum.

Documentation/Communication
• Minutes are distributed by campus e-mail and are posted on the HCC Intranet.
• The CPC will work with the staff of the MIR office to ensure that all forms and information needed to initiate curriculum actions are available to faculty on the CPC website.
• The CPC will ensure that this information is reviewed for currency at least annually and more often as needed.
• The CPC will review its Charter annually and revise as needed.

CPC Review 4/20/2012
FSEC Ratification 4/27/2012