Honolulu Community College Division Curriculum Committee (DCC)
Meeting Minutes
September 4, 2015

I. Call to order
Jenny Wong called to order the regular meeting of the HonCC DCC Committee at 9:02am on September 4, 2015 at Admin Conference room, second floor.

II. Roll call
The following persons were present:

- Faculty Representative #1: Guy Shibayama
- Faculty Representative #3: Bobby Salvatierra
- Faculty Representative #4: Jeffery Lane (cont.)
- Faculty Representative #5: Jenny Wong (cont./convener)
- Student Services: Lisa Dye
- Division Chair: Bert Shimabukuro
- Dean Tech 1: Keala Chock

The following persons was not present:

- Faculty Representative #2: Anson Bernal

III. Approval of minutes from last meeting
Previous minutes was not currently available at the time.

IV. Open issues

a) Meeting are to be held every first Friday.

b) Jenny W. could not make it to the CPC meeting on the 3rd Friday (September 18) and requested someone to sit in for her, Guy Shibayama volunteered to sit in for her.

c) Bert set a deadline for proposals to be submitted (at the latest) the Monday before the Friday meeting so ample time is given for the review process of the members of the committee. We will “adhere to that.”

V. New business
a) Voting of the Chairperson was held. Jenny Wong was voted in as the Chairperson for the DCC committee.

b) Auto body program will not be having an intake this year. The body shop, with Milton, is currently working with industry groups to revamp the program with substantial changes. Milton is targeting October for these changes.

c) Marylyn asked about CMGT, that it has merged with AEC. Keala and Bert will work on eliminating some of the CMGT courses. Also, it was brought up: when will AEC/CMGT proposal will be ready? (It affects registration and how we build it for the students.)

d) Welding class had “snags” with their contact hours. Bert will be submitting actions to change WELD’s current contact hours in the catalog from contact hours per week to contact hours per term to promote transparency.

e) Committee minutes will be posted in the intranet for all to see – keeps everyone in the “loop.”

f) Last AVIT completed flight training. Spring has been approved as the “terminal semester” for AVIT, this will require curriculum action for the removal of the program.

g) Jeff mentioned that we need to attach course pre-reqs to each course in every semester VS. the 1st course in every semester as we has done.

VI. Adjournment

Jenny Wong adjourned the meeting at 9:23am.

Minutes submitted by: Bobby Salvatierra

Minutes approved by: Jenny Wong, second by Bobby Salvatierra