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

I. Call to order
Jenny Wong called to order the regular meeting of the Hon CC DCC meeting at 9:08 am on December 4, 2015 at the second floor of the ADMIN building.

II. Roll call

Members present:
Jenny Wong - Chair  
Keala Chock – Tech 1 Dean  
Bert Shimabukuro – Tech 1 Division Chair  
Bobby Salvatierra  
Alton Waiamau  
Jeff Lane  
Rona Wong

Missing Members:  
Guy Shibayama

Guest:  
Doug Madden  
Guy Fo

III. Approval of minutes from last meeting

Members read the minutes from the last meeting. The minutes were approved (as a group) as read.

IV. Open issues

- Auto Body shop proposal...3 semester program. Suspending AAS degree. Fall, Spring, Summer Vs. 1st, 2nd, 3rd to follow AAS degree. Must clarify for the students to make clear it is a summer course. Must reflect in the Catalog. Tuition in summer is more, but will work with Keala to make it “normal” price. No math 53. There is a stem/non stem math – not known if it was approved. English 257 offering... Currently offer in the fall as a support class.
AMT: Advisory committee included many misc. updates. Will be “kick back” as per Bert.

V. New business

AEC Proposal is to absorb the construction management program. Changes are fairly simple, but the paperwork really complex because it involves program description, SLO’s, new courses, etc... Proposing (the AEC degree has 2 tracks: Architectural Tech and Construction Management) architectural tech will take the pink courses, construction management will take the blue courses and both will take the common courses in yellow. Beige course is the general Ed courses.

Regardless of the focus... the student will end up with an AEC degree = 65 credits. Prerequisite changes, changing the numbering for 100 and 289 because we were running out of numbers from the range of 100-150. Big island uses up the numbers. And we cannot re use deleted numbers, thus running out of numbers... 1 semester 100-149. 2nd semester use numbers: 150-189 and 3rd semester will use: 200-249. 4th semester will use 250-289. Comments include: student declare what major they are taking... can be ID through the application process. Math is now 150. All math 197 are changed to 150 now. Katie will get a master list to Bert and Keala and do some “house cleaning.”

Construction management (CMGT) vs. architectural technology (AEC) focus in the additional information on the form. If coming into the fall, it will be very confusing. Day and night classes for the student one or the other, not mixed day and night. May mix with instructor approval. Common core class should be able to take night or day classes as per Jenny. Can’t take all the classes at night if originally a “day student”. As an AEC major, why can’t a day student take a night class? Should they be restricted even though it may fit the student’s schedule?

Made 1st semester “that way.” AEC is the parent program (Keala). AEC has 4 different options. Student needs to ID on the application what tracks they are interested in. Hopefully see it through the admission process. Hopefully, it will be done before “registration.” Wouldn’t disallow if there is space if a day student wants to take a night class. Currently: Construction Management students are coming in as evening students. AEC are considered morning classes. Need to clarify this on class availability. On the curriculum action need additional class availability for multiple sections. Add it in the scheduling time per Doug. Common course – can’t have 2 diff. pre requisite. For the same class. Need to make sure that include AEC 110 with notes. The notes part is manually inputted in .Program description: pick .... Day class.... Night classes. New star pathway can we add in new notes? Not sure, need to check. Put in additional information section to inform the students. Include it in the additional information. “Students point of view” – Jenny. Basically need instructor approval for the common
courses. After a certain date. Open it up to “other students”. First week is open to continuing students. Instructor approval for the first semester. Students’ e mail Marilyn, or the instructor. Keala; have a separate orientation. To meet with the admitted students because of mandatory/initially explain to them the process. If can’t make it contact the instructor. “If cannot make the meeting you must contact the instructor…” will make 3 meetings at different dates. April (busy month), May, June, July (busy month)…. – new student orientation. Two a week starting April student orientation.

- More concerned with the focus courses. Want the student to stay in their cohort classes. Only AEC major. Most likely approved (currently not approved) the 4 concentration courses. AAS in CMGT, with AEC certificate, or an AEC AAS with a CMGT certificate. Will leave it with instructor approval for now. Only have one approved degree. Currently... experimental.

- All students who want to attend the classes are working students. CMGT is taught 1 day a week. 110A for day time, 110B for night time. MELE has 2 separate tracks, no common core. CMGT has a common core that is combined. Plus there is a day and night class. This class is targeted for CMGT or AEC students. - Bert. Can add a letter to the course description to segregate night or day class? “Course is targeted to....” can be added in the class availability for clarification. Change the schedule and add extra section for 100. Roxy can add in the section on the banner. This will helps to explain to the students. Dual track approval may alleviate the extra work of explaining. Need to run it first, to see what problems arise. Hope we can do “restriction.” In all the courses, and if the course it closed, it is closed.

- Student can still take 110 during the day, but will still need to go night classes for 114. It will give students flexibility. As per Marylyn. Doug.. I would not do that. It would only affect 1 out of a hundred students (returning students). It wouldn’t be worth the effort. (Marr did that across the board. It was helpful with a mix of students going back. Pat did that from the catalog – Bert) Not necessarily a curriculum action.

- Natural science: 277 - All are existing designations. AEC 135 is currently in the catalog as a social science. 277 (Currently CMGT 211) is the action turning CMGT surveying into AEC surveying. Putting it as a CMGT action. Still working in the mechanism to inform the gen ED board. CPC will be the notified. Computer access is not a requirement, but a recommendation. WE are no longer a lecture lab. How do you prove you have a computer? Bring a desktop and show the instructor? Most students have their own computer. May impact enrollment to be a requirement vs. recommendation of laptops computers. Most students must do work outside of class on computers. Can be done in the lab, if they type fast. Lots of open lab time during the day. There is enough time for them to come in and complete their work without owning a computer. Currently, no problems during day lab time using computers. Ample enough time to come in to use
computers. Software is free to all students. AUTODESK. Remington does a model... they need to buy a laptop. “Started the discussion”. “Students are required to have access.... In the medical field, some schools give tablets/computers to students. Need industry to be involved in this decision. “I was a student assistant to set up computer lab on the drafting tables for AutoCad” – Jenny. Leave it as a recommended (or required?) access to a computer in the description? Pg. 93.... Change to “encouraged” vs. recommended/required.

- Need to correct lean to learn.... Discrepancy on the curriculum change paperwork.

- Form submitting change. Put what the major restriction is: “pending system approval”
  1. A.S. AEC
  2. A.S. AEC/CMGT
  3. CA AEC
  4. CA AEC/CMGT

- AEC by itself is the architectural focus and...(current AEC student) AEC with CMGT is the construction management focus. You can get a degree in both. No separation on the architectural focus. AEC/CMGT won’t get both focus.

- MELE, has 2 separate programs in comparison the AEC.

- MELE has 2 tracks... Give each track different identification. Need to separate the 2 tracks somehow to clarify the degree/certificate. Approved as 2 different tracks. It’s not a concentration. Can get an A.S. in AEC and an A.S. in CMGT. ... can label it AEC with a concentration in CMGT. MaybeJo Stenberg (Registrar) can make it a drop down menu for the student on the admission website. What wording do we put on the form?? Major in “AEC” or Major “AEC with CMGT.” Suggest: on the catalog: Architectural technology or construction management. Online, will need to update the “drop down” of the 4 different options. Can change out the layout if we decide. During the application, the student must know what they want.

- Advisory said must have the A.S. degree. Main thing not creating 2 degrees, it’s only 1 degree. Complete one degree. AEC degree will be used. Currently working on the “wording” on the actual diploma. Maybe a subtitle on the AEC degree? – Doug.

- “CAD” acronym is outdated – Architectural Construction academy would replace CAD, for a better alpha. B.O.R. approval is needed to change diploma – it’s a major change. Class availability comments: put it in both. Class availability in input by Roxy. Major restriction for 110 – must be at least an AEC student.

- Members to sign off on the changes... “Pending suggestive changes.”
• See if for the natural science degree/AEC : CMGT concentration and select biological science. With approval will have additional certificates. This will basically create a “Registration GPS” keep student on their pathway. All new students will go through this system – Keala in fall 2016 … new system for the registration pathway. No choice on the registration process. If concentration is approved, theoretically, should be “good.” If concentration approved, and pathway built = should not have registration issues. Can remove instructor approval. “During the time of scheduling can label night class as “CMGT concentration only” – Guy.

• Refer to Documents in DCC folder

• AEC 101 vs. 22 : Class will do hand sketching construction drawings. Not only reading prints. CAD is so widespread now. Include the 22 with cad.

VI. Adjournment

Jenny Wong adjourned the meeting at Finished 9:36am.. Minutes submitted by: Bobby Salvatierra