Honolulu Community College  
Speech Department Meeting  
October 1, 2009  
Attendees: Kara Kam-Kalani (Chair), Doug Raphael (Speech Requirement Board), Barbara Dias, Carolyn Canubida,

I. Oral-focus and Speech graduation requirement  
   a. HCC is changing the O-focus requirement to a “Speech” graduation requirement for students earning an AA degree.  
   b. Counselors have reported some confusion between HCC’s O-focus requirement and UH Manoa’s O-focus requirement.  
   c. UH Manoa requires students to take an upper division O-focus course. HCC O-focus course does not fulfill this requirement.  
   d. In order to avoid confusion, HCC will change the name of the O-focus requirement to a Speech graduation requirement.

II. Student Learning Outcomes  
   a. The SLO for SP 151 have been modified.  
   b. Kara Kam-Kalani will email the SLOs to the department.  
   c. The new SLOs will be assessed using a new pilot program consisting of a pre-test and post-test measure.  
      i. The pre-test measure administered this semester did not accept blank answers from students.  
      ii. The pre-test measure will be changed to accept blank answers in the future.  
   d. The results of the pre-test and post-test measures will be used to assess the Speech Department’s performance in regard to meeting the O-focus Hallmarks.  
   e. The Speech Department should expect to use E-Cafe for this semester’s course evaluations.

III. Continuity across the Speech curriculum  
   a. Each Speech 151 course will include a group speech, informative speech, and persuasive speech.  
   b. All instructors will include self and peer evaluations for major speeches.  
      i. Evaluations may be done online or on paper.  
   c. Speech 251 curriculum will be coordinated by Kara Kam-Kalani and Barbara Dias.

IV. Required oral presentations  
   a. Instructors discussed policies for missing speeches.  
   b. Instructors decided that students will either pass or fail based on points only, not based on how many speeches the students have completed.

V. Textbook
a. The Communication Works Textbook for Speech 151 has been updated.
b. Instructors have decided to say with the current edition for the Spring 2010 semester.

VI. Syllabi repository
   a. Instructors should upload syllabi to the repository.

VII. Spring 2010 semester
   a. Instructors should double check class schedule for the Spring 2010 semester.
   b. More Speech classes may have to be added for the Spring 2010 semester.

Respectfully submitted by Doug Raphael.