Curriculum Committee Meeting  
Tuesday, October 28, 2014  
Palanakila 117 at 1:00 pm

Members Present: Kathleen French (chair), Kevin Morimatsu, Vanessa Cole, Patti Chong, Janine Oshiro, Christian Palmer, Sam Craddock, and Ryan Koo

Meeting came to order 1:02 pm

Agenda:

1. Approval of Minutes from 10/14/2014

Amendments: Patti questioned 2, bullet point 3, regarding the necessity of AS. Committee decided to delete the AS part. Kathleen will amend minutes.

Motion to pass minutes: Sam moved, Christian seconded. Passed unanimously 7-0.

2. New Course: ENG 200 Composition II  

Discussion: Janine explained that the Language Arts department (stressed by Robert Barclay) was supposed to look at SLOs again last week (that might impact this course), but they have yet to do this. She will bring back feedback from her department to the next meeting. However, Kathleen met with Annette to discuss this course last week and learned that the Language Arts department accepted this course.

Patti reminded committee of issues regarding “box 28” on the proposal form and that this course might fulfill other AA program elective requirements that are not represented in this proposal, however, since there are missing tabs for some degrees and certificates, committee decided to recognize this inconsistency but move forward. Patti also suggested using the discussion board as a way to find out if this course could be an elective for any other AA program (again, issues regarding box 28 on form). Patti again stressed that the best solution might be to align the new “box 28” (in process of upgrade) with program sheets. Patti will meet with Michael McIntosh before next meeting.

Motion to pass minutes: Vanessa. Second: Sam. Passed unanimously 7-0

3. ATP: Certificate of Achievement in Web Development

Discussion: Vanessa explained that this certificate is designed to build off of proposed ICS AS degree, geared to be cross-disciplinary, basically want to prepare students to have wide background to be ready for challenges in real world environment. Kathleen and Vanessa helped explain/remind committee ATP (authorization to plan) process (document that goes up the chain to prepare for plan for certificate. One year time limit, this should be completed by Spring).

Patti wanted to know if this could be ready by Fall 2015. But Vanessa wants to finish by Spring 2015, ready to implement by Fall 2016. These are first steps to create a certificate program to be attached to the ICS AA. Vanessa just came from meeting with Chris Lee, producer, created creative media program at UH Manoa.

Motion to approve: Janine. Second: Sam. Passed unanimously 7-0.
4. **ATP: AA in Information Computer Science**

**Discussion:** Vanessa explained that this AA degree will focus on programming, to prepare students for transfer to Manoa in either BA (creative side, less math and science requirements) or BS (more emphasis on math and science) in ICS. Either way, this AA will prepare students for either option (but more towards BA side). Vanessa and Laura Sue put these together.

**Motion to approve:** Janine. Second: Christian. Passed unanimously 7-0.

5. **Course Deactivation: SOC 250, Community Forces in Hawaii**

**Discussion:** Kathleen mentioned that course hasn’t been taught in over a decade. Basically this is an outdated course. Kathleen explained that this is part of a long process of reassessment of all sociology courses.

**Motion to approve:** Vanessa. Second: Sam. Passed unanimously 7-0.

6. **New Course: SOCS 225, Statistical Analysis for Social Sciences**

**Discussion:** Kathleen invited Frank but he did not come to the meeting. There are a lot of questions concerning this proposal, but we cannot get answers without proposer (i.e. cross-listed in other programs, but this might be an issue).

**Motion to table this until next meeting:** Sam. Second: Ryan. Passed unanimously 7-0.

7. **Issue of repeatability question on the curriculum form (Patti)**

Patti passed out information sheet regarding issue of course repeatability (“box 30” on proposal form). She explained how WCC used to us a paper proposal form on the bottom of which one could designate how many times students could repeat the for credit. When WCC changed to online forms, this included an actual space for repeatability, but never made it into the catalog description, which causes an issue for counsellors who try to calculate applicable credits to AA degrees. But since we don’t have good articulation between online form, program sheets, and course catalogs, counsellors have to manually search for this data. Patti suggested that we shouldn’t burden the instructors to include repeatability through CC process, we just need to clean this up for next catalog and internal forms for course proposals. The big issue is that there is not a clear articulation between online forms and hard forms in Course Catalog. Box 30 (Max # Cr to AA degree) needs to be cleaned up and matched to box 6 and 7. Most of these courses are in Art, Drama, Language Arts, as these courses, although they might have same alpha/number, might have different content, thus be repeatable. The committee also desires that the process be more efficient and to avoid having individual instructors go through a formal CC process to change information in box 30 (repeatability).

**Motion to allow Patti to create memo to address issue of repeatability of courses:** Vanessa. Second: Christian. Passed unanimously 7-0.
8. **Update on Kuali from Kevin**

**Discussion:** Kevin reminded committee of the decision to move community colleges in the UH system from Curriculum Central to the new Kuali system (used in universities nationally and internationally). The larger Kuali system has much more support from around the world. As ten campuses already met and accepted this proposal, this transition was set to launch in Oct 2015. However, recently it was announced that Kuali is changing from “open source” (free) system to private, profit-based company. Therefore, the process is now on hold until the system can decide if this is worth it. The next meeting regarding this issue will be Nov 17th and Kevin should be able report back by then. The original decision to move to Kuali was also based on UH system’s current use of Kuali for UH fiscal accounting. Kevin will keep us posted with any new developments.

9. **Other**

Michael McIntosh visited committee at end of meeting and it was decided that Patti will meet with Michael to discuss the changes to box 28. Patti already drafted a few proposed spreadsheet systems to replace the confusing box 28 list and distributed them in the meeting. Her guiding principle was to align Box 28 as closely as possible to program sheet to make it easy for instructors and counsellors. Patti will meet with Michael before next meeting and hopefully have more information for the committee. Kathleen asked Michael if Patti’s proposed system is achievable; Michael suggested that this was a reasonable request. Michael mentioned that through continued discussion, he could help make this section as efficient as possible. Kathleen will send out Patti’s proposals and link to Program Sheets over email and between now and next meeting, committee members agreed to experiment with the new systems to see what works and what doesn’t. Patti and Michael will meet before next meeting to try and refine her new proposed “box 28.”

**Proposals on the DB (for any preliminary feedback)**

1. Course Modification: ICS 105, *Introduction to Computing Skills* (proposer would like to reactivate this computing course as an introduction to computing skills) (DB ends Oct 24, 2014)

2. Experimental Course: ENG 197, *Supplemental Instruction*

**Meeting adjourned at 2:10 pm.**