The members of the Curriculum Committee for the 2014-2015 Academic year were:

Chair: Kathleen French
Math and Business: Vanessa Cole
Humanities: Ryan Koo
Social Sciences: Christian Palmer
Student Affairs: Patricia Chong
Academic Support: Mariko Kershaw
Natural Sciences: Sam Craddock
Language Arts: Janine Oshiro
Guest: Kevin Morimatsu, Curriculum Coordinator, attended meetings regularly
Guest: Michael McIntosh, Information Technology Specialist, attended meetings regularly

I am pleased to offer the following summary of Windward CC’s Curriculum Committee activities and achievements over the past academic year (2014-2015)¹:

- **80 Course Changes (alphabetically, by Alpha)**

  - ANTH 150, *Human Adaptation* (Course Deactivation)
  - ANTH 151, *Emerging Humanity*
  - ANTH 152, *Culture and Humanity*
  - ANTH 200, *Cultural Anthropology* (Course Deactivation)
  - ANTH 210, *Archaeology*
  - ANTH 296, *Special Topics in Anthropology*
  - ANSC 140, *Introduction to Veterinary Technology*
  - ANSC 142, *Anatomy and Physiology of Domestic Animals*
  - ANSC 142L, *Anatomy and Physiology of Domestic Animals Laboratory*
  - ANSC 191, *Veterinary Office and Computer Skills*
  - ANSC 258, *Clinical Laboratory Techniques II*
  - ANSC 262, *Clinical Procedures for Large Animals*
  - ANTH 150, *Human Adaptation* (Course Deactivation)
  - ANTH 200, *Cultural Anthropology* (Course Deactivation)
  - BUSN 89, *Electronic Calculating* (Course Deactivation)
  - BUSN 123, *Word Processing for Business* (Course Deactivation)
  - BUSN 160, *Telephone Techniques and Communication* (Course Deactivation)
  - BUSN 166, *Professional Employment Preparation* (Course Deactivation)
  - BUSN 188, *Business Calculation*
  - ENG 280, *Book Production: Pueo Literary and Art Journal*

¹ The approved curricula listed in this report reflect the actions of the Curriculum Committee for AY 2014-2015, and don’t necessarily reflect what has been approved by the Chancellor.
ICS 50, *Basic Computer Skills* (Course Deactivation)
ICS 100, *Computing Literacy and Apps*
ICS 101, *Digital Tools for the Information World*
ICS 111, *Introduction to Computer Science I*
ICS 115, *Advanced Computing Applications* (Course Deactivation)
ICS 120, *Spreadsheet Fundamentals* (Course Deactivation)
ICS 123, *Introduction to Digital Audio/Video Production*
ICS 140, *Elementary Operating Systems* (Course Deactivation)
ICS 141, *Discrete Mathematics for Computer Science I*
ICS 211, *Introduction to Computer Science II*
ICS 214, *Fundamentals of Design for Print and Web* (Course Deactivation)
ICS 215, *Introduction to Scripting*
IS 103, *Introduction to College*
IS 160A, *Polynesian Voyaging and Seamanship* (changing alpha from IS to SCI)
IS 160B, *Polynesian Voyaging and Seamanship* (changing alpha from IS to SCI)
IS 160L, *Polynesian Voyaging and Seamanship Lab* (changing alpha from IS to SCI)
IS 260A, *Polynesian Voyaging and Stewardship* (changing alpha from IS to SCI)
IS 260B, *Polynesian Voyaging and Stewardship* (changing alpha from IS to SCI)
IS 260L, *Polynesian Voyaging and Stewardship Lab* (changing alpha from IS to SCI)
JOUR 150, *Media and Society* (Course Reactivation and modification)
JOUR 205, *Media Writing* (change in course number to 250)
MATH 19, *Developmental Mathematics I* (Course Deactivation)
MATH 20, *Basic Mathematics* (Course Deactivation)
MATH 21A, *Basic College Mathematics I*
MATH 21B, *Basic College Mathematics II*
MATH 22, *Pre-Algebra Mathematics* (Course Deactivation)
MATH 24, *Elementary Algebra I*
MATH 115, *Introduction to Statistics and Probability*
MATH 135, *Precalculus: Elementary Functions*
MATH 140, *Precalculus: Trigonometry and Analytic Geometry*
MATH 231, *Calculus III*
MUS 121F, *Beginning Slack Key Guitar*
MUS 121Z, *Beginning Ukulele*
MUS 122F, *Intermediate Slack Key Guitar I*
PSY 202, *Psychology of Gender*
SOC 218, *Introduction to Social Problems*
SOC 231 *Introduction to Juvenile Delinquency*
SOC 250, *Community Forces in Hawaii* (Course Deactivation)
WS 151, *Introduction to Gender and Women’s Studies*
WS 200, *Culture, Gender and Appearance*
WS 202, *Psychology of Gender*

**System-Wide Changes**

System Course Modification ART 189, *Ka Unu Pa’a — Introduction to Hawaiian Art and Design*
System Course Modification ART 243, *Ceramics Studio Handbuilding II*
System Course Modification ART 244, *Ceramics Studio Wheelthrowing II*
System Course Modification ART 253, *Figure Modeling*
System Course Modification ART 105B, *Ceramics Studio Handbuilding I*
System Course Modification ART 105C, *Ceramics Studio Wheelthrowing I*
System Course Modification MATH 115, *Statistics*
Course Modification MATH 135, *Precalculus: Elementary Functions*
Course Modification MATH 140, *Precalculus: Trigonometry and Analytic*

Implemented UHCCP #9.237, Teaching Equivalencies for the following courses:

HAW 101; 102; 201; 202 / JPNS 101; 102; 201; 202 / SPAN 101; 102

- **15 Course Additions (alphabetically, by Alpha)**
  
  ANSC 258L, *Clinical Laboratory Techniques II Lab*
  ANSC 262L, *Clinical Procedures for Large Animals Lab*
  ANTH 152, *Culture and Humanity*
  ANTH 210, *Archaeology*
  ANTH 296, *Special Topics in Anthropology*
  ART 202, *Introduction to Digital Imaging*
  ENG 197, *Supplemental Instruction*
  ENG 200, *Composition II*
  ENG 204C, *Introduction to Creative Writing (Screenwriting)*
  GEOG 252, *Landscapes of Japan*
  HWST 140, *Mahi‘ai I:Kanu‘ai*
  HAW 221, *Hawaiian Conversation*
  ICS 105, *Introduction to Computing Skills (Course Reactivation)*
  MATH 26, *Elementary Algebra*
  SOCS 225, *Statistical Analysis for Social Sciences*

- **5 Program, Certificate, and Other Changes**

  New ACT placement score for English 100
  ATP: *Certificate of Achievement in Web Development*
  ATP: *AA in Information Computer Science*
  *Certificate of Competence in Web Support (Modification)*
  *Certificate of Competence in Applied Business and Information Technology (ABIT)*
  Archive

- **Other Business**

  1. Implemented the revised Curriculum Policies and Procedures in March 2015 to shorten length of posting time on the Discussion Board, and to allow for minor modifications to be made to curriculum proposals after they’ve passed through the Curriculum Committee, along with other minor changes.
2. The Curriculum Committee decided that the Chair will strongly encourage all proposers to attend the Curriculum meeting in order to expedite the proposal’s assessment. If the proposer cannot attend, a representative is encouraged to attend so that the proposal can be discussed.

3. Continued working with Kevin Morimatsu on Curriculum Central so that the college has a smooth transition to the new curriculum approval system.

4. Working with Michael McIntosh to improve WCC’s new online course proposal database. Currently making changes to the question regarding programs so that the online form is easier to complete and to assess.

5. Continued using Curriculum Central’s online approval process in lieu of the Microsoft Word signature forms; processed all course proposals using the new online approval process.

6. Continued using the Discussion Board to obtain college feedback for all curriculum proposals. The use of the Discussion Board has assisted the college in many ways: it provides transparency of all curriculum proposals; it allows for a broad range of feedback on all proposals; it allows the committee specifically to help the proposer to create a sound proposal before the proposal is formally submitted.

7. Kevin Morimatsu spearheaded discussions at the system-level concerning the proposed move from Curriculum Central to a Kuali-based curriculum management system. The implementation is expected to happen soon.

8. The Committee wrote and submitted to the Faculty Senate a Statement of Appreciation for Brian Richardson, Academic Affairs Designee for Curriculum: “The Curriculum Committee affirms that Brian Richardson, the appointed representative from Academic Affairs, has been an effective liaison between the committee and the administration. He performed key administrative functions, including the development of a new curriculum process, and demonstrated keen facility with both policy and technology. He is to be commended for his achievements in support of the curriculum at Windward”.

- **Assessment of goals submitted for the prior AY (2013-2014):**

  1. Work with Kevin Morimatsu to facilitate a smooth transition to the Kuali-based curriculum management system
     a. Result: Kevin attends system-level meetings and is helping the college towards this transition.
  2. Improve WCC’s internal database curriculum form to help faculty through the curriculum proposal process
     a. Result: Michael McIntosh is redesigning the question on the form that asks about programs.
3. Create an electronic curriculum approval system for all programs and certificates, similar to the course approval system
   a. Result: Once the system-level Kuali Course Database is in place, the college can ideally use that system for program and certificate proposals.
4. Work with the Office of Academic Affairs to facilitate their feedback on proposals while proposals are still on the Discussion Board. This feedback would include, for example, a timeline given to the proposer as to when the course or program can first be offered.
   a. Result: The Curriculum Committee created a space on the course proposal form to allow the proposer to indicate when they’d like the proposal to take effect, after which time the Office of Academic Affairs decides when the proposal can take effect.

- **Idea for the Curriculum Committee beginning Fall 2015**

  1. Look at the entire course, even if it’s just a modification: Currently, the committee only assesses that part of the course/program that is being modified. One suggestion would be for the committee to assess at the whole course, paying special attention to SLOs to make sure they are clear and measureable. Suggestions to the proposer can then be made.

Kathleen French
Curriculum Committee Chair