Curriculum Committee Minutes from Jan 27, 2015

Attendees: Kathleen French (chair), Patti Chong, Vanessa Cole, Sam Craddock, Mariko Kershaw, Janine Oshiro, Christian Palmer

Guests present: Kevin Morimatsu, Michael McIntosh

Call to Order: Kathleen French called the meeting to order at 1:02 p.m.

1. Approval of November 25, 2015 Minutes

Motioned, seconded, and approved unanimously (7).

2. Modification of Certificate of Competence (CoC) in Web Support

Changing program outcomes to better align with the courses. We want to make sure the program outcomes are a little more general.

Motioned, seconded, and approved unanimously (7).

3. Archive Course: BUSN 89, Electronic Calculating

Business Courses: a number of courses have been on the books but haven’t been taught in a while. Because all courses on the books need to be assessed, we’re looking to remove courses that aren’t regularly taught. We considered all of these courses together.

4. Archive Course: BUSN 123, Word Processing for Business

5. Archive Course: BUSN 160, Telephone Techniques and Communication

6. Archive Course: BUSN 166, Professional Employment Preparation
   http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BUSN&Number=166

BUSN 166 is cross-listed with IS 105 C. Need to check with Sarah to make sure that they don’t mind if it gets deleted before we do this. IS 105 C needs to go through a course modification to remove the course listing.

7. Archive Course: BUSN 188, Business Calculations

Motioned, seconded, and approved unanimously (7) to archive the five business courses above with the understanding that Patti will check with Sarah H. about the IS 105C cross-listed course.

8. New Course: MATH 26, Elementary Algebra

Course designed to offer Math 24 and 25 at the same time with a five-credit course that is designed to get students through their initial requirements.

It possibly makes it harder for students to understand the math requirements. There is already two remedial math tracks. The class availability page is getting harder and harder for students to understand the options without coming to talk to someone. I can see why the Math Department wants to offer this course but it makes it harder for students to navigate the system. Could we make a helpful flier to help students understand the remedial Math sequence. Who wants to do accelerated algebra? Is it good to try to push
students through this quicker? I can see students getting confused. Could we accelerated Math 24 and 25 with two 8 week courses?

Discussion with Johnny about the purpose of the course to decrease repetitiveness between Math 24 and 25 and the need of some students to go a little more quickly. It’s also offered at different colleges. The pre-requisite requires a B or higher in MATH 21 so it’s mainly for the better students. The push is to make it possible to get students through developmental math in a year if they want to. Eventually we will clean up the courses so that it is cleaner. There was also a discussion about how to bring the courses across different systems into alignment better. We’re always working to align different courses and SLOs across the UHCC system. We need to try and see what happens and see if it works to help students move through quicker.

Discussion of SLOs. Second SLO doesn’t really say what skills and competencies are necessary to be assessed so it was deleted. The Third SLO was changed to be more measureable.

Motioned, seconded, and approved unanimously (7).

9. Course Modification: ANTH 152, Culture and Humanity (Gen Ed alignment)
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=152

10. Course Modification: ANTH 210, Archaeology (Gen Ed alignment)

11. Course Modification: ANTH 296, Special Topics in Anthropology (Gen Ed alignment)

Motioned, seconded, and approved unanimously (7) to change the Gen Ed requirements. The courses were approved last semester with four Gen Ed outcomes and that was changed to just one.

12. New Course: ENG 204C, Introduction to Creative Writing (Screenwriting)
http://windward.hawaii.edu/curriculum/Details.php?Alpha=ENG&Number=204C

This is a new course to teach creative writing screenwriting. Discussion around which degree requirements it fulfills and the need to implement the new form which will change how we organize how to assign credit to the courses. Suggestion for Third SLO about entering screenplays into contests but there is a student film club that is always looking for entries as well as modified the wording on the First and Second SLOs.

Motioned, seconded, and approved unanimously (7).

13. Course Modification: MUS 121F, Beginning Slack Key Guitar (make the class repeatable twice for credit towards the AA and ASC in Hawaiian Studies)
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121f

Minor modification of making the class repeatable twice for credit towards the AA. Change wording so that it will be repeatable for a maximum of 6 credits that may be applied to the Associates Degree. Can all of the credits be applied towards the performance requirement of the Academic Subject Certificate in Hawaiian Studies. Do we need to have a date effective for these modifications?

14. Course Modification: MUS 121Z, Beginning Ukulele (make the class repeatable twice for credit towards the AA and ASC in Hawaiian Studies)
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121z

15. Course Modification: MUS 122F, Intermediate Slack Key Guitar I (make the class repeatable twice for credit towards the AA and ASC in Hawaiian Studies)
We decided to table these three proposals until we could figure out how to apply the credit towards the different degrees.


As part of the development of a Women Studies BA at UH-Hilo and UH Manoa PhD in Women Studies a cross system group is working to bring the courses into alignment. We’ll be able to better match the Course titles and Course Alphas across the system.

Motioned, seconded, and approved unanimously (7).

17. Course Modification: WS 202, *Psychology of Women* (Crosslisted with PSY 202) (modifying title, description, SLOs, Gen Ed alignment)

Motioned, seconded, and approved unanimously (7).

18. Course Modification: WS 151, *Introduction to Women's Studies* (modifying course title, description, SLOs, Gen Ed alignment)

Motioned, seconded, and approved unanimously (7).

19. Course Modification: WS 200, *Culture, Gender and Appearance* (modifying SLOs, Gen Ed alignment)

Motioned, seconded, and approved unanimously (7).

20. Course designations depicted on the internal database (Michael)

Discussion and analysis of new digital spreadsheet to indicate program requirements met by various courses.

Michael showed committee a demo and will continue to work on it. He’ll email the committee when he’s done.

Meeting finished at 2:55pm