Curriculum Meeting – February 10, 2015

In attendance: Kathleen French (chair), Patti Chong, Vanessa Cole, Sam Craddock, Mariko Kershaw, Ryan Koo, Janine Oshiro, and Christian Palmer. Guests: Michael McIntosh, Kevin Morimatsu

Call to Order: Kathleen French called the meeting to order at 1:00 p.m.

Business:


Motioned by Patti Chong, seconded by Sam Craddock – Unanimously passed (8)

Considered together MUS121F, MUS121Z, MUS122F

2. Course Modification: MUS 121F, Beginning Slack Key Guitar (make the class repeatable twice for credit towards the AA) (Tabled from 1/27/15 meeting)

http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121f

3. Course Modification: MUS 121Z, Beginning Ukulele (make the class repeatable twice for credit towards the AA) (Tabled from 1/27/15 meeting)

http://windward.hawaii.edu/Curriculum/Details.php?Alpha=MUS&Number=121z

4. Course Modification: MUS 122F, Intermediate Slack Key Guitar I (make the class repeatable twice for credit towards the AA) (Tabled from 1/27/15 meeting)


Discussion:

These types of proposals don’t fit nicely into the current online form (which is why a comment box is needed).

So Kevin will use Patti’s program sheet for Curriculum Central. Patti will resend it to him.

Other changes for these courses. Been considered Lecture/ lab, form now states Lecture/Studio which could be difference in teaching work load. Changed back lecture/lab.

Repeatability statement in description added. May be repeated up to _ credits

MUS122 F – added May be repeated up to 4 credits

MUS121F and MUS121Z - added May be repeated up to 6 credits.

Motioned by Janine Oshiro, seconded by Sam Craddock – Unanimously passed (8)
Both Anthropology courses considered together

5. Course Archive: ANTH 150, Human Adaptation
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=150

6. Course Archive: ANTH 200, Cultural Anthropology
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=200

Motioned by Sam Craddock, seconded by Ryan Koo– Unanimously passed (8)

7. VC's Suggestion for expedited approval of minor proposal modifications (see below)

Discussion: May require larger policy change. Non substantive method – minor change when gets to Ardis -- can she change or does it need to o through whole process.

Expeditied Approval for Minor Proposal Modifications

Discussion: For changes that an approver deems non-substantive, an email requesting the changes can be sent to the proposer with CC to the Curriculum Chair and any other persons who have already approved the item.

The proposer will modify the document for Curriculum Central which will trigger the re-approval of (minor) changes. The original email requesting changes will notify approvers that the change is minor and that a full reconsideration by an entire committee is unnecessary.

Chair could make the changes. Proposer, Vice Chancellor, curriculum chair change. Depends on whether the change is minor or major change. Proposer approving authority & curriculum chair would deem whether it’s a non-substantive change.

8. VC's suggestion of the possibility of making the question asked on the internal database form on comparable courses in the system more specific, so that Alpha, Course Number, Course Title, # of Credits, and Types of Credits would be noted for each comparable.

Patti has been trying to match with what other campuses are offering. Student Affairs has been helping. It was noted that the current online form already asks these particular questions, thus no action was taken.

9. Course designations depicted on the internal database (Michael)
Nothing to report. Need to matchup with what Patti has on her forms.

10. Issue of repeatability

Patti – If we go to new wording in #3 “May be repeated up to _ credits” Needs consistency. Patti presented to department chairs with the spreadsheets.

Special topics should have *May be repeated up to _ credits with different topics.*

Ryan will bring up topic of repeatability with Music.

Patti will send to Kathleen today so it can go to faculty senate.

Motioned by Janine & Sam unanimous (8)

11. Sustainability (S) designation (Christian)

First hurdle is having some sort of committee that has some authority to sustainability statement to encourage people to include in curriculum. It has to have committee to approve curriculum. Faculty Senate sub-committee. KCC just lists courses, doesn’t have other information. It isn’t an additional requirement for student to take; it’s just something to encourage students to take the course. Students can be directed to classes if they are interested. They haven’t had time develop how faculty would get a course S designated. Should be a faculty committee to advocate and increase sustainability on campus.

Table it for now, and first get a committee. Christian will talk to Floyd & Dave and Faculty Senate.

System-wide. When there is an agreement system-wide, then it’s easier to do. Christian will talk to someone at KCC. There will be a sustainability meeting at UH-Manoa.

12. Ways to improve the curriculum proposal process? (ie, time stamp? shorten DB period? proposals go to Deans first?). What is the objective?

Discussion: Do we need two weeks on discussion board? Shorten DB period. Can we leave it as two weeks? If there is a heated discussion then perhaps some need more two weeks. Chair can extend it, as is currently stated in policy.

What is the objective?

Ideally everyone can post on discussion board and proposer speaks to dean first, etc. That process doesn’t always happen.
Policy is meant to dictate the process. Policies at system level is general/ It’s a framework. The day-to-day how to do is left off policy.

Need to be transparent. It’s an internal process change from 2 to 1 week to expedite process. But need to let everyone know.

Committee seemed to agree that the current process is okay, but that maybe the DB period could be shortened to one week instead of 10 days.

Kathleen will create a Google doc with the policy and add everyone to document to allow editing.

Adjourned. 2:30pm

Vanessa Cole