Curriculum Committee  
Meeting Minutes  
Tuesday, August 25, 2015  
Palanakila 117

Members Present: Lance Uyeda (chair), Patti Chong, Sam Craddock, Mariko Kershaw, Ryan Koo, Christian Palmer, and Jody Storm

Guests present: Kevin Morimatsu, Michael McIntosh

Meeting came to order 1:03 pm

Agenda:

1. Approval of Minutes from April 14, 2015 –
   April 24, 2015 Email from Kathleen French (CC Chair) indicated that the minutes were approved (via email).

2. Discussion/reaffirmation of curriculum approval process as requested by VCAA office
   - Lance shared that it was brought to his attention that there had been new courses that were being approved without discussion with the department and Division Dean
   - Patti shared that in the hard copy course modification form there were spaces to indicate that the new course was to be discussed at a department meeting, department chair, and division dean. With this in mind, could we have Step One include
     o Discussed with Department
     o Discussed with their Division Dean
   - Christian mentioned that this was discussed last year. (See February 24, 2015 CC Minutes)
   - Discussion: Various committee members
   - Lance: For this academic year, Lance will have the new course proposer discuss with the new course at a department meeting and urge the proposer to seek input from their dean.

3. Kuali update
   - All 10 UH campuses are moving their curriculum process to Kuali and will be online with Kuali by July 1, 2016.
   - Question for discussion: Should we continue to have the home-grown version for the faculty proposers to use, then Kevin moves the information to Kuali? It is more efficient to have the proposer input the information on to the Kuali form.
   - Can we have the sections that the proposer will need to fill out in a different color? There appears to be elements that the proposer wouldn’t be completing. Kevin indicated we may be able to “hide” the elements that proposers do not need to address. Kuali is still in the development stage.
Can we have a historical account of the changes of the course? Kevin said there is 
“Versioning” element which may be able to capture the information for the campus.

Proposer can “cut and paste” text to the Kuali form.

4. Preliminary comments on upcoming proposals (if any)

- Can the courses that are increasing the number of times the course can be repeatable 
be “fast-tracked”? Discussion indicated that a course’s repeatability is not necessarily a 
minor change.

- Suggest the discussion of a generic Topics class and the Experimental class. Some are 
using the Topics class in the same fashion as the experimental. UH Hilo has an 
informative page on topics and experimental courses: http://hilo.hawaii.edu/uhh/teaching/handbook/CourseProgramProposals.php

Meeting adjourned at 2:15 pm.