Members Present: Lance Uyeda (chair), Patti Chong, Sam Geiling, Sarah Gray, Ryan Koo, Christian Palmer, and Jody Storm

Guests present: Kimberlee Bassford, Michael McIntosh, Kevin Morimatsu

Meeting came to order at 1:00pm.

1. Note taker? If you like, please use this google document draft (log in with your uh username to edit): [https://goo.gl/oICFy5](https://goo.gl/oICFy5)


3. JOUR 270, Introduction to Multimedia Storytelling (new course)

   Motion to accept course proposal: Sam, Christian seconded. Passed unanimously, 7-0.

4. Review of approval procedure for courses proposing to fulfill distribution requirements outside of their given disciplinary/departmental area.

   Discussion: The committee reviewed the current approval procedure and agreed that the procedure is satisfactory. Current procedure is that course proposers seeking distribution fulfillment outside of their academic department should consult with the other department before the course is approved. If they have not done this, the curriculum committee instructs them to discuss it before it is approved; the course will not move forward without appropriate departmental approval. Dates and results of consultations are documented in the online curriculum form box 1b.

5. Meeting adjourned at 1:20.

Meeting of Curriculum Committee subgroup on topics courses

Meeting came to order at 1:30.

Subgroup members: Christian Palmer, Patti Chong, Sarah Hadmack, Ryan Koo, Malia Lau Kong, Nicolas Logue, Kevin Morimatsu, and Lance Uyeda
Special topics course models to be considered:

- Current WCC model, individual disciplines apply for a special topics course. Special topics are offered under numbers -92, -94, and -96: AG 92V, AG 192V, ANTH 296, ASTR 294V, HWST 296, IS 204, MUS 296, REL 296, THEA 296.

- UH-Hilo model, special topics courses not listed in catalog but described en masse at beginning of the catalog:
  http://hilo.hawaii.edu/policies/documents/SpecialTopicsandExperimentalCourses.pdf
  http://hilo.hawaii.edu/uhh/teaching/handbook/CatalogCourseNumbSpecCourses.php

- UHWO equates special topics with experimental courses: “-96 Special Topics in Area (experimental courses not listed in the Catalog)”
  https://laulima.hawaii.edu/access/content/group/ac52255a-0879-48ed-b6db-f74c9d9d495f/3_Catalog/2015-2016%20General%20Catalog/UHWOCatalog_online.pdf
  Note: UHWO is using -96 for both experimental and special topics until summer 2016, at which time experimental courses will be designated with a -98 course number.

- Other?

Subcommittee recommendations:

1. We will develop a statement for the beginning of the catalog that defines special topics courses and differentiates them from experimental courses.
2. We will create a form to be submitted to the VCAA office in the case of periodically offered topics courses not intended for the catalog.
3. We noted that UH Hilo’s restriction on topics courses, which stipulates that a topics course may only be offered twice, is not appropriate for WCC.
4. The committee will work with instructors who regularly offer special topics course sections to 1) create alphas for those sections (e.g., REL 296 A - Religion and Science Fiction, REL 296 B - Sacred Places, etc.) or regular course numbers for them, and 2) decide whether those sections ought to be listed as fulfilling distribution requirements.

Meeting adjourned at 2:30.