

Honolulu Community College

May 4, 2006

To: Honolulu Community College Faculty Staff Executive Committee
From: Sherry Nolte, Chair, Committee on Programs & Curricula
RE: 2005-2006 Annual CPC Report

Attached is a report summarizing the activities completed and actions taken by the 2005-06 CPC. For more details, please refer to the minutes of the monthly meetings which are posted at:

<http://honolulu.hawaii.edu/intranet/committees/minutes.html#cpc>

If I can provide clarification about items in this report, please contact me.

Honolulu Community College
Committee on Programs & Curricula
2005-2006 Annual Report

The primary function of the CPC is to ensure that the curriculum at Honolulu Community College meets the needs of the student population and the community that it serves. (CPC charter 2006).

This year's CPC focused on ensuring that policies and processes were in place to guide all aspects of curriculum from initial development through regular evaluation. A goal of this committee was that policies would be accessible to everyone affected by curriculum... students, faculty, staff, administrators and community members. Further, the committee's intent was that the policies that guide development and ongoing evaluation of curriculum at HCC ensure that the process is congruent with University of Hawai'i Board of Regents' policies, WASC/ACCJC standards and Honolulu Community College's mission.

Projects Completed:

- CPC Charter:
The final version of this document was approved by the FSEC in April of 2006.
- Transfer of Credit Policy:
This policy was worked on throughout the academic year and went through a number of revisions. The CPC approved a policy in December 2005. It was revised in April of 2006.
- Revision of web-accessible curriculum proposal forms:
These forms were revised throughout the year. All are now accessible via the Intranet and can be completed on line and saved by the proposer. Instructions for using these forms have been updated.
- General Education Philosophy:
The CPC approved a philosophy of general education for HCC in December 2005.
- Curriculum Flow Chart:
This chart, approved by the 2004-05 CPC, was modified and approved in October 2005.
- 2005—2006 Curriculum Reference Manual:
The manual was developed last year by David Cleveland and submitted to this year's CPC. It has been updated and revised and is available on the CPC website
<http://honolulu.hawaii.edu/intranet/committees/cpc/handbook.html>
- Curriculum Central Presentation:
The CPC hosted a presentation for all faculty and staff by Barbara Hatta & Paul Lococo from Leeward Community College. This presentation demonstrated the features of Curriculum Central, an

online curriculum development and management software product developed at LCC. Curriculum Central interfaces with Banner and will allow faculty the ability to create on-line curriculum materials including syllabi, course assessment materials, schedules for regular curriculum review and the ability to review curriculum proposal on line.

Curriculum Actions:

The 2005/06 CPC also approved the curriculum actions detailed in the Approved Curriculum Action Grids attached to this report.

Recommendations for 2006/07:

- Revisit the Transfer of Credit policy to ensure that the language meets WASC/ACCJC standards
- Revisit the role of the CPC in annual assessment
- Continue to advocate for on line access for all curriculum actions via a system such as Curriculum Central
- Work closely with representatives from MIR to resolve issues related to catalog currency.
 - When a curriculum action is approved there are implications for making changes accurately in the catalog and schedule. This is a time-consuming task. At this time it is unclear whether or not this responsibility should be with the faculty member who proposed the course or the staff at MIR.
- Continue discussion to identify systems for managing the impact of proposed curriculum actions on other courses and programs. It is currently not clear where the responsibility rests for notifying those impacted by proposed actions. See the April 2006 CPC minutes for a summary of this discussion.
- Determine whether or not to maintain on-line instructions for completing curriculum action forms, per the current structure, or to direct proposers to the sections of the CPC reference manual that provide more detailed instructions.
- Work with MIR to ensure that the CPC website is maintained with current information.
- Work with the FSEC to ensure that a rotation of CPC terms is identified and maintained per the guidelines in the CPC charter.

Respectfully submitted,

Sherry Nolte
2005/06 CPC Chair