

**HONOLULU COMMUNITY COLLEGE
COMMITTEE ON PROGRAMS AND CURRICULA**

**MINUTES
9/21/07**

Members Present: Gary Boydell, Dolores Donovan, Sally Dunan, Ross Egloria (Recorder), Erika Lacro, Femar Lee, Chris Ann Moore, Sam Rhoads, Marcia Roberts-Deutsch (Chair), Stacy Rogers, Bert Shimabukuro, Vern Takebayashi, Maggie Templeton.

Members Absent: Mark Silliman, Ralph Kam, Jan Lubin, Gordon Pang (or Tech I DCC rep.)

1. Meeting called to order at 11:05AM
2. Committee self-introductions

OLD BUSINESS

3. Minutes from 4/20/07 approved. M/S: Dunan/Templeton; unanimous.
4. Approval of GG 103 course modification. M/S: Roberts-Deutsch/Donovan; unanimous.
5. Status of inactive courses: UC began the process of looking at courses which should be made inactive (i.e., would remain in the database, but not be listed in the catalogue.) Recommend to other divisions to do the same. Dolores had a problem with an inactive course (ENG 210) which ECE is requesting be resurrected but problems with Banner are preventing this.
6. Status of Curriculum Central. System task force has been created. First meeting is next week Tuesday. In lieu of waiting for this product to be developed and rolled out, the CPC is looking for an interim product.
7. Other carryover items from last year. Dolores talked to Jan Petersen. Leon is working with Dolores on some of the course proposals for new curriculum under Title III (MELE, ocean studies, First Year Experience.)

NEW BUSINESS

8. 2007-2008 CPC Calendar with pertinent deadlines is available. Calendar is available on the HCC Intranet. One date change: Veteran's Day falls on a Monday (Nov. 12) instead of Friday (Nov. 9.)

9. Issue of Mandatory Proctoring for all DE courses by Fall 2008. This issue was brought to the CPC by Ross Egloria from the DE Review Board. Members of the DE Review Board agreed that all distance education courses (cable and online) must use some sort of proctoring if exams are used in their course assessment. DE Review Board would like to see this happen by Fall 2008. However, because the DE Review Board is a subcommittee of the CPC, it is unknown what authority they have to expect this of all DE instructors/courses. Chris mentioned that similar issues have come up in discussions with the General Education Board and anything done should be aligned to prevent overlap. Also, Stacy had concerns that the DE Review Board not ask for curriculum actions to be re-submitted that have already been approved through regular CPC processes. Also brought up the issue if proctoring was mandatory, how would true distance cases (such as those on the mainland or other parts of the world) be expected to explain proctoring? Vern recommended that a survey be done of current DE instructors asking for their input on this issue as a starting point before actually deciding a course of action. Also, DE Review Board will work with General Education Board to ensure that both committees are coordinated in this effort (if it is decided that it should be pursued). Ross will report back at next CPC meeting on what results have been gathered from current DE instructors.
10. Issue of improving syllabi across the curriculum (not only for DE.) Rob Edmondson brought up a concern at the DE Review Board meeting that it would help if syllabi were improved by making some sort of template that required certain elements. Some of the committee members are against this action of prescribing a format for individual syllabi. It was suggested that the Faculty Development website on the Intranet be utilized which currently has a suggested format. It can be accessed at <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/syllab-1.htm> Ross will take comments from CPC back to DE Review Board.
11. Note: Because of this conversation, it was noted that in the CPC Charter, on Page 2, 5th Bullet under “Scope of Authority”, it states “Determines that current, valid syllabi for all college courses are on file (paper & electronic) based on the college’s cycle of Annual Review and Program Assessment”. It was noted by Sam and Sally that the term “syllabi” should be changed to say “course outlines.”
12. Sam’s Acrobat PDF notes experiment. This first round didn’t work as expected. Instead of emailing PDF documents out to each committee member, suggested that a single file be saved on a network drive and each committee member’s work computer be connected to that network drive (password protected.) Once member’s work computer is setup to connect to the network drive, shouldn’t have to create the connection again. Committee members will open the file directly from the network drive and publish comments directly. Sam will check on issues such as: 1) if person presses “save” instead of “publish” button, and 2) possibility of different folders for different committees (the various DCCs). Also noted that these files are only accessible from the HON IT network on campus. Members may be able to read the documents from home (via SSH) BUT the files will not be able to be edited.

13. Possible Upcoming Actions for 2007-2008

- a. CENT
- b. COSM
- c. ECE?
- d. General Education Component of CTE programs
- e. MELE
- f. Various Learning Communities
- g. Math 111 (required for Elementary Teachers at UHM; FS designation if approved.)
- h. New English literature course
- i. STEM?
- j. Entrepreneurship
- k. Academies (possibility of new division?)
- l. Centralized database of core outlines (to minimize having multiple copies all over the place and trying to keep all version updated) – if able to use a format that is similar to the proposed Curriculum Central idea, this would lessen the work down the line

14. Curriculum proposal forms need to be modified for the upcoming dates.

15. Summary of Curriculum Actions (last one 04-05.) VCAA secretary prepares list of stuff. Marcia previously received information from June Zakimi, VCAA's secretary. Needs to backtrack to figure out what goes into current summaries.

16. Meeting adjourned at 12:19PM.