

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

**MINUTES
10/19/07**

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

Members Absent: Allen Tateishi (Tech I DCC rep.)

Guests: Jim Poole (AOC), Jerry Saviano (Foundations Chair)

Meeting called to order at 9:00AM

I. Minutes from 9/21/07 approved. M/S: Rhoads/Templeton- Unanimous.

II. OLD BUSINESS

1. **PDF Review of Proposals (Sam Rhoads).** Members discussed PDF review process, although a few problems to be worked out, consensus reached on it being a positive alternative to making in-person reviews, especially with feature of sharing comments online. Plan is to continue using CPC to test PDF reviews before suggesting to other groups. Sam volunteered to continue to lead on this activity and will also work with faculty in posting documents for review.

III. NEW BUSINESS – CURRICULUM PROPOSALS

UC –DCC:

Math 111 – Discussion on format and revisions needed to be in sync with all proposals.

Question on when the sequence course, Math 112 will be offered. Marcia will let Frank Mauz know what changes are required to re-submit for next CPC meeting. There is still time to meet deadline for fall 2008 submission into catalog.

Tech II:

COSM 50V (modification) - Approved M/S: Rhoads/Donovan - Unanimous

COSM 93V (modification) – Approved M/S Rhoads/Templeton - Unanimous

Coop/Internship (modification) – Tabled

AJ 193V

CA 193V

CENT 290V

CENT 293V

COSM 93V

FT 93V

FT 193V

Discussion centered on the issue of whether or not this request is a workload issue needing resolution at the Administrative level rather than a CPC item. It was mentioned that the Early Childhood Education program was similar to this request and previously went thru the CPC.

Also noted were issues of fairness in workload, any system-wide agreements, enrollment data, and union items that should be considered.

It was decided to table these requests until more information is obtained to clarify process. Erika Lacro (Interim VCAA) will locate the CCMs that are relevant to the workload question. It was requested that Ken Johnson (Co-op Coordinator) attend next CPC meeting to answer questions and explain request.

IV. NEW BUSINESS – POLICY/PROCEDURE ISSUES

A. Curriculum Forms (Jerry Saviano) – As Chair of the Foundations Board, Jerry questioned the use of the currently listed format in proposing courses, specifically why there is both UHM and/or AA degree options on how the course will apply. It was explained that the forms were established a few years ago and should be re-evaluated given the changes in articulation procedures for foundation courses. It was decided that an ad-hoc committee be formed to make recommendations on changes to CPC forms as needed to update to current standards. Jerry, Sam, Maggie, Pat, and Jan Lubin will be on this committee.

B. General Education for CTE Programs (Jim Poole, AOL Committee) - Jim passed out handout - **WASC/ACCJC Gen Ed Requirements for CTE Programs**
The Accreditation Oversight Committee reminds and assists various factions of HCC of responsibilities and actions needed to fulfill our responsibilities noted in the Planning Document (II.A.3.a, b, c). There are many areas listed under CTE General Education portion including topics such as ethics, effective citizenship, interpersonal skills, respect for cultural diversity, etc. If all were included, there would be more than 13 courses (up to 39 credits) to satisfy the Standards. Presently, all CTE programs are only required to take 15 credits in categories directed by the catalog.

Jim passed out (AOL) recommendations/suggestions to make this easier to handle as follows:

1. Regardless of the degree, Group all Gen Ed courses under the three categories listed in the Standard: Humanities and Fine Arts, Natural Sciences, and Social Sciences (eliminate the present CTE Gen Ed categories)
2. Reduce the number of courses required for CTE programs by creating Gen Ed courses that satisfy several standards in each course.

There was much discussion regarding how this could be accomplished. It was decided that all CTE programs would follow-up and list how courses in the division meet each Standard. Many examples were given demonstrating possible solutions such as ethics being presented as part of a core class. It was pointed out that these subjects very often are taught but we need to document how and list in terms of SLO's and other measurable data. CTE programs will report back to the CPC on their progress in this area. This may also assist in developing plans for program reviews.

C. Curriculum/ Catalogue Timelines for Fall 2008 (Jan Lubin) – Jan passed out timeline that needs to be updated for Fall 2008 catalog. As dates need to be changed somewhat from last year, Marcia will work with Jan to coordinate and update form as needed.

V. STANDING ITEMS:

Curriculum Central Update: Jan stated that LCC, KapCC, HawCC, and soon Kauai CC will be using spreadsheet given for consensus. There was question as to whether this was optional or not for HCC. Marcia and Jan to clarify.

VI. Other Items:

Jan explained that the V next to a course number stands for variable credit and that experimental courses may be used as electives and other area requirements as decided by campus.

Meeting adjourned at 10:30AM.