

MINUTES
Committee on Programs and Curricula (CPC)
Meeting of November 16, 2007

Present: Marcia Roberts-Deutsch (WI Coordinator and Chair), Chris Ann Moore (University College), Stacy Rogers (Tech I), Sally Dunan (Tech II), Maggie Templeton (Student Services and University College DCC Representative), Femar Lee (Academic Support), Bert Shimabukuro (Division Chair, Tech I), Sam Rhoads (Division Chair, Tech II), Dolores Donovan (Division Chair, University College), Mark Silliman (Dean, Tech I), Gary Boydell (Dean, Tech II), Ralph Kam (Dean, University College), Erika Lacro (Vice Chancellor of Academic Affairs), Jan Lubin (Director, MIR), Vern Takebayashi (Tech II DCC Representative), and Ross Egloria (Assessment Committee Chair).

Guest: Pat Yahata (MIR).

The meeting was called to order by Chair Marcia Roberts-Deutsch at 9:05 am in room 2/614.

1. The minutes of the October 19, 2007 meeting were approved. A motion was made and seconded.
2. Old Business:

The new method of reviewing proposals via pdf files was briefly discussed. Several members of the Committee indicated that they were able to review the CENT APC proposal that had been distributed electronically. A future Tech I proposal will likely be reviewed this way.

Housekeeping: The problem of what to put and keep in the CPC folder was discussed. The Chair asked that the minutes of DCC meetings be placed in the folder as well as the old DCC cover sheets. This will aid CPC members in their review. Also, the Committee talked about the problem of what to do with old stuff and proposals for experimental courses. Members of the Committee will remove old material, and the proposals for experimental courses will be given to the VCAA.

The Chair briefly explained what happened to the COOP 93/193V Proposals. It appears that it is a work-load issue. The DOIs and the COOP teachers are working on a solution. The proposal was withdrawn by Ken Johnson.

The Ad Hoc Committee on Curriculum forms has not yet met. The convener (Jerry Saviano) will be getting the committee together soon.

3. New Business Curriculum Proposals:

University College:

ESL 20. It was noted that the course was designed for students who were unsuccessful in ESL 3 and ESL 13 and thus that it did not make sense for these two courses to be listed as prerequisites. The proposal

was approved after these prerequisites were removed. Motion made by Maggie Templeton, seconded by Dolores Donovan. Passed unanimously

QM 121 and QM 122. The proposal to delete these two courses was approved (it was unclear whether or not QM 122 had been deleted earlier so just to be sure, that deletion was also approved). Motion made by Maggie Templeton, seconded by Femar Lee. Passed unanimously.

A brief discussion regarding the re-use of experimental numbers took place. It was agreed that the numbers can and should be re-used, but when there is a possibility of confusion, a suffix of a., b., c., etc. can be added to the course number. It was also noted that the title of the course will change even if the number is the same.

Tech II:

CENT APC (Advanced Professional Certificate)

Sally Dunan gave a detailed overview of the proposal. After Sally was finished, there were a few questions from the Committee, and Sally answered these questions. Sally said she would provide clean copies of the flow-charts to accompany the proposal. It was noted that QM 121 was listed as an elective in a few places. In view of the fact that QM 121 has been deleted, it was agreed that all references to QM 121 would be removed from the proposal. Erika Lacro (VCAA) asked whether there was a MOU.

Sally made a motion (seconded by Sam Rhoads) to approve the proposal to modify the CENT APC program. The motion passed unanimously.

Sally also made a motion (seconded by Maggie) to approve the proposal to modify CENT 300, 305, 310, 340, 345, 370, 375 and 390. The motion passed unanimously.

CENT AS

The discussion continued regarding the AS program and the plans that the CENT department has for the CENT UH West Oahu BAS.

After that discussion several motions were made and passed (all unanimously)

Moved/Seconded

Sally/Sam To approve the CENT AS Program modification

Sally/Sam To approve the modifications to CENT/ICS 110, CENT 231, 240, 262, 263, 272, 273, and 2999V.

Sally/Sam To approve the modifications to CENT 112, 113, 116, 130, 131, 140, 227, 232, 253, 272, 273, and 299V.

Sally/Maggie To approve the deletions of CENT 115, 164, 212, 215, 252, 260, 261, 264, 274 and ICS 215.

The members of the Committee expressed their appreciation of the quality of the CENT proposals. Sally and Paul were mentioned in particular regarding how well the job was done.

4. Marcia gave a brief update on Curriculum Central. Not much has happened.
5. Other Business:

A question was raised about the December meeting and whether or not the MELE proposals will be ready by December. Erika indicated that the proposals were nearly complete and that they would be ready for the joint Tech II/UC DCC review prior to next month's CPC meeting. It was agreed that we would try to hold the joint DCC meeting on November 30 if the two DCCs can make it. It was also noted that the Board of Regents will meet in March on the HCC campus, and that if the MELE proposal is ready, it can be presented to the Board at that time.

6. The meeting was adjourned at 10:40. The next meeting will take place at

9:00 am on December 14, 2007 in 2/614

Respectfully submitted, Sam Rhoads, recorder