

Committee on Programs and Curricula (CPC)  
Meeting of December 14, 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), Ralph Kam (Dean, University College), Vern Takebayashi (Tech II DCC Representative), and Ross Egloria (Assessment Committee Chair), Pat Yahata (MIR)

Guests: Keala Chock (MELE, HWST), Diane Caulfield (Tech II Human Services)

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

1. The minutes of the November 16, 2007 meeting were approved without comment.

2. Old Business:

PDF Review of Proposals. Sam Rhoads indicated that he has not received the FIRE proposal yet, which is the next proposal he intends to post for electronic review. Stacy Rogers will follow up on locating the proposal.

General Education Inventories for CTE Divisions. For Tech I, Bert Shimabukuro provided a hard copy example for the OESM program illustrating the format used to cross-reference course level student learning outcomes to the 16 general education areas listed in the accreditation standards for two year programs, a potential accreditation issue previously raised by Jim Poole during the October meeting. The spreadsheet format used provided a very clear indication of areas supported and not supported by different courses, but it was not clear on the surface how the SLOs related to the areas referenced. Bert explained that the hard copies provided do not show all of the information used to make the correlations. The correlations are actually based on more substantive information than we examined. For Tech II, Sam Rhoads provided a higher level overview developed by Gary Boydell cross-referencing Tech II programs to the A.S. degree categories for general education requirements. Marcia indicated that both efforts are clearly works in progress and requested that we re-visit this topic in January. She proposed that everyone consider the question "What would be the most meaningful next step?" as the focus for our discussion next month.

3. New Business: Curriculum Proposals

MELE (New Program Proposal). Marcia noted that based on the recommendation of the Strategic Planning Committee, the University College and Tech II DCC's met jointly to review the MELE proposal. Keala Chock introduced the proposal for the MELE program and explained that, based on Erika Lacro's research, the new program proposal can be submitted without course proposals for the purpose of submission to the Board of Regents for review as a new program. This proposal is therefore being submitted with descriptions of courses, but the individual course proposals will be submitted separately. Sam noted that the DCC approval of the MELE program was made contingent on the subsequent submission of the required course proposals. Sam also had questions regarding the course sequencing, specifically the indication that a minor is required for the program (at Belmont) and that Computer Science is a recommended minor. Since HCC teaches ICS 111 and 211, which are both suitable introductory programming courses for a Computer Science minor, perhaps these courses should be included as electives in the MELE program at HCC. Vern Takebayashi also noted that the DCC strongly recommended that the proposed support course requirements for the MELE program, such as CENT 112,

be coordinated with the support programs to ensure the specified courses would be available. In particular, CENT 112 will no longer be a required course in the CENT program effective Fall 2008, so the course is not scheduled to be offered. Ralph Kam noted that University College also teaches courses that could be used to support minors other than the Computer Science minor. Sam also noted that the MELE program indicates an unusually high number of credits for general education courses for a two year program, but does not delineate what those courses should be. He requested that a list of general education requirements (and the course sequencing) be provided to clarify the requirements proposed. Keala indicated that he will be meeting with Belmont in early January and will discuss the issues raised by our curriculum review process as part of that meeting. The question was raised whether the new course proposals need to be submitted for review in January. The conclusion was that since the ad hoc program is already offering experimental courses that can continue to be offered as experimental courses for another year, it is not essential for the individual course proposals to be submitted and approved in January. It is possible to defer listing the courses in the catalog for another year and to continue to teach the experimental courses while the formal course proposals are being developed. Sam Rhoads made a motion to approve the MELE program proposal, contingent on resolution of the issues discussed including submission of proposals for individual courses, delineation of the general education requirements, and coordination with support programs to resolve questions pertaining to support courses. Stacy Rogers seconded the motion. The motion was unanimously approved.

SOSE 145. Diane Caulfield introduced the proposal to add a new course in group counseling for the Human Services program. This adds a new course as an elective in response to a recommendation from the program advisory committee and also reflects industry practice for use of group counseling. There is a related program modification proposal that adds the new elective to the catalog description for the program. Marcia posed a question regarding the level of English required for the course. The discussion noted that this course will be offered in the context of the A.A.S. degree and the only applicable requirement is ENG 22. The training objective in this course is to prepare students to work as aides in a group counseling situation, not as leaders. Students who wish to continue on to a related baccalaureate degree would need to complete additional English courses consistent with the requirements of the baccalaureate degree program. Sam moved that both the course and program proposals be approved. Stacy seconded. The motion was unanimously approved.

#### University College Proposals

Proposal to delete HWST 280/280L. This course and lab will be replaced by newer courses that update the material and are suitable for articulation with UHM. Maggie Templeton moved that the proposals be approved. Dolores seconded the motion. The motion was unanimously approved.

Proposals for new courses: HWST 281/281L. The proposed course updates the content of HWST 280/280L and is suitable for articulation with UH Manoa. The course requires review by the general education review board and H-focus review board. CPC action for these proposals was deferred to allow the general education and H-focus review boards to complete the review process before formal approval by the CPC.

Proposals for new courses: HWST 282/282L. The SLO regarding swimming has been removed based on the explanation that the only reason for the specified swimming test in this course is to determine whether students are required to wear life preservers while in the boat. As this course also requires review by the general education and H-focus review boards, CPC action on these proposals was deferred to allow the general education review process to be completed before formal approval of the course. The delay will also allow time for pen and ink changes to be incorporated into a final version of the course proposal.

New course proposal: ENG 257H. This proposal has been reviewed by the WI committee and still requires review for language/literature diversification. Further action was deferred to January to allow time for review by the diversification board.

New courses: MATH 111/112. We reviewed the proposal for MATH 111 in November and deferred discussion to allow for consideration of both proposals at the same time. MATH 112 requires review for general education (Foundations) articulation review. The proposals also need to be cleaned up and the SLOs need some additional work. Maggie will return the proposals to Frank Mau and request that he contact Sam for assistance to improve the proposals. Further action deferred until January to allow for review by the general education/Foundations committee and to improve the proposals.

New courses: BIOL 172/172L. Discussion and vote deferred to January to allow the submitting program time to make improvements to the proposal and resolve procedural issues. Although the course proposed is a good course and clearly has merit, as discussed last year when a similar issue came up, proposals for new courses should be managed by full-time faculty, vice lecturers. Maggie will return the proposal to the responsible faculty member and provide feedback regarding improvements needed.

New course: PHYS 131. Sam feels the SLOs should be rewritten to bring them into alignment with the guidelines established for use of action verbs through the assessment/accreditation processes. The course outline also needs improvements. Further action deferred until January to allow time for the proposals to be improved and to allow time for completion of the general education review for diversification.

PHYS 51. Physics wants to reverse a previous change to restore PHYS 51 to PHYS 51V. The course is offered in different formats at different campuses, so the V designation is needed to allow for the differences between course offerings. The question is whether the previous change (to remove the V designation) can be administratively rescinded, or whether a course proposal is needed. The decision was that to keep the paper trail straight the Physics 51 course proposal should be submitted and approved by the CPC. Action on the course proposal was deferred until the next CPC meeting and the proposal was returned to the DCC Chair for signature and resubmission, as it had not been signed yet.

#### Tech II Proposals

Program Modification: ECE. The proposed change is to list in the catalog program description the specific courses that can be used to meet the ED elective requirements. This will make it easier for students to identify the courses that can be taken as electives. Sam moved that the proposal be approved. Chris Ann seconded. The motion was approved unanimously.

Course modification: ED 296P. The proposed change is to correct a typographical error in the course co-requisite. Maggie moved to approve the proposal. Stacy seconded. The motion was unanimously approved.

#### 4. New Business: Planning for Spring 2008

Marcia proposed the following topics for consideration during Spring 2008.

- a. SLOs. We have made good progress with respect to establishing SLOs for courses and programs, but have not yet resolved questions regarding where we keep archives for SLOs and establishing a process for posting SLOs on the Internet.
- b. Curriculum Action Forms. Are further modifications needed to provide better guidance to faculty for preparing curriculum actions?

c. Course Outline Form. Are further modifications needed to improve the development of course outlines?

d. CPC Handbook. The current handbook has always been a draft. Perhaps it is time to review it to identify changes needed.

e. Curriculum Review Process. Does the flow chart representing the process for curriculum review need to be re-evaluated, updated, or clarified? For example, this year we have discussed at length the process requiring curriculum actions to be submitted to the general education review board before submission to the DCC for curriculum review, yet curriculum proposals have routinely been submitted to the DCC first. Is it possible to improve the flow for curriculum review and perhaps allow for parallel paths for curriculum review and general education and articulation reviews?

f. Are there other policy/procedures issues that need to be reviewed, such as the CPC charter? For example, should the Chairperson of the General Education Review board be a regular member of the CPC?

g. Training and Ease of Use. What can we do to improve ease of use (for example, posting information on the HCC web site) and training to improve awareness of curriculum review processes?

#### 5. New Business: Proposed Calendar for Spring 2008

The following dates are proposed for CPC meetings during Spring semester: January 25, February 15, March 14 (11-12:30 PM to avoid conflict with SPC), April 18, May 9 (for election of chair for 2008-2009 CPC). Except as noted above, all meetings would be scheduled at 9-11 A.M. Please advise Marcia of conflicts or issues with the proposed dates and times.

6. The meeting was adjourned at 11:15. The next meeting is scheduled for 9:00 am on January 25, 2008 in 2/614.

Submitted by: Sally Dunan, Recorder