January 31, 2003:

Members present were Annie Brown, Rosemary Burnett, Roger Kuntemeyer, Donna Moore, Patrick Pajo, Daniel Petersen, James Schumaker and Wilt Watanabe.

1. Discussion of form changes, spirit of committee and current deadlines
2. **Dance/Ed 256 – RETURNED to proposer for issues noted below**
   Attachment II, Item 8 answer is incomplete; the committee desired clarification of who would teach the course (i.e., is it intended that either Mary Goya or Mai Wong be able to teach this course? what are the criteria for recognition as a Master teacher?); some members were still unclear as to the nature of cross-listing (why?)

February 07, 2003:

Members present were Annie, Brown, Donna Moore, Daniel Petersen, James Schumaker and Wilt Watanabe; Rosemary Burnett, Roger Kuntemeyer and Patrick Pajo were excused.
Guest of the committee was Dr. Michael Larish

1. Discussion of the spirit of the committee; one member provided the committee with more information on cross-listing of courses and information about Honolulu CC’s web-based curriculum forms
2. **Anth/Ling 121 – APPROVED w/changes noted below** (unanimously: 4 in favor)
   Dr. Larish spoke to the committee about the general nature of his proposed course and answered questions including the following...
   a. Form 1, Item 7: the prerequisite is altered to read “C” or better in Eng 22 or ESL 15 or placement in Eng 100 (thus the original “C” or better in Eng 21 or placement in Eng 102 portion was deleted from the proposed prerequisite)
   b. Attachment III, Item 9 answer (not applicable) was insufficient; Dr. Larish agreed to provide some detail as to other colleges
3. **ASAN 122 – RETURNED to proposer for issues noted below**
   a. Form 1, Item 7: committee suggested a writing prerequisite e.g., Completion of ESL 15 or Eng 22 or placement in Eng 100
   b. Form 2, Item 9: the Social Science requirement should (?) be checked in order to be consistent (with Attach.I, Item 3)
   c. Form 2, Item 9: Certificates of Achievement/Completion should not be included?
   d. Attachment I, Item 13: incomplete answer (who will teach it?)
   e. Form 3: needs a “Typed Name of Signature” (at bottom of page)
4. Discussion of English “blanket” prerequisite for courses whose writing prerequisite is sufficient to ensure the (redundant) reading level prereq.
5. WELDING proposals to begin next mtg (02/14/03); Rosemary Burnett will be acting chair for the committee in lieu of the current chairperson’s absence...
February 14, 2003: Meeting canceled due to chairperson’s absence and the incapacitation of the planned substitute chair which resulted in insufficient time to appoint a second acting chair for presiding over the committee.

February 21, 2003:

Members present were Annie Brown, Roger Kuntemeyer, Donna Moore, Patrick Pajo, Daniel Petersen, James Schumaker and Wilt Watanabe; Rosemary Burnett was not in attendance. Guest of the committee was Mr. Kenneth Nakamura.

1. **WELDING Program modification**
   Modularization of existing courses (for Certificate and Associate in Applied Sciences Degree) – the following 14 courses were ALL APPROVED w/changes noted below (5 in favor, 1 abstention)
   a. WELD 21
   b. WELD 22
   c. WELD 24
   d. WELD 25
   e. WELD 26
   f. WELD 27
   Form 1, Item 9 (co-requisite) will include co-requisite courses (WELD 21; WELD 22; WELD 24; WELD 25 or 26)
   g. WELD 31
   h. WELD 32
   i. WELD 34
   j. WELD 35
   Form 1, Item 9 (co-requisite) will include co-requisite courses (WELD 31; WELD 32; WELD 34; WELD 36 or 39)
   k. WELD 36
   l. WELD 37
   m. WELD 38
   n. WELD 39

2. Short discussion of ASAN 122 and ED/DANCE 256 pending their revisions by proposer; one member requested copies of ASAN 120 and 121 for the committee

3. Discussion of pursuing a web-based forms input system for curriculum proposals similar to Honolulu Community College; general agreement was to investigate this method, no vote or formal action was taken

3. Next mtg (02/28/03) with agenda to be announced (pending update for ED/DANCE 256 and ASAN 122)...

February 28, 2003:

Members present were Annie Brown*, Rosemary Burnett*, Roger Kuntemeyer, Donna Moore, Patrick Pajo, Daniel Petersen, James Schumaker and Wilt Watanabe.

*excused during deliberations regarding proposals items #2 and #3 below...

1. Brief discussion of spirit of the committee (chairpersons’ agenda)
2. **HUM/PSY 275** – **APPROVED** as submitted for being a repeatable for credit course (4 in favor, 1 abstention)
3. **DANC/ED 256** – **SUSPENDED**, pending clarification of Faculty Senate’s X-listed course criteria, for further discussion
4. **ASAN 122** – **APPROVED** as submitted; but with the alterations from Feb. 7th meeting, committee recommendations (6 in favor, 1 abstention)
5. **ITS 103** – **APPROVED** as submitted but pending the addendum of A Proposal for Program Modification submission (Attachment B) to reflect the increase in credits, from 66 to 67 (unanimous: 7 in favor)
6. Discussion of proposal forms: in light of e-mail from Sam Rhoads at Honolulu Community College and new information provided the committee by one member (concerning Maui CC), chair will follow-up with technical personnel and contact Maui CC in order to ascertain feasibility of creating “an interview, question-based website” which will create a database for both printing necessary forms and integrate with Banner for data-entry purposes...
7. Next mtg (03/07/03) with Food Service and Agriculture Program proposals slated for review; Ag proposals will require a Proposal for Program Modification (Attachment B) addendum?

March 07, 2003:

Members present were Annie Brown, Daniel Petersen, and James Schumaker; excused were Donna Moore & Wilt Watanabe; Rosemary Burnett, Roger Kuntemeyer, & Patrick Pajo were not in attendance...

1. Quorum not available (2:45 p.m.)
2. Submission/discussion of ITS Program Modification: all other members will be contacted via e-mail for comments/acceptance; completes ITS 103 proposal in order to include in upcoming (03/14) Faculty Senate Meeting
3. Discussion of FSER 41V: requires a Program Modification proposal and clarification of proposal action type (an addition, not a modification?)
4. Proposal form/process updates, and forms/attachments on diskette
5. FSER 41V and AG 122/200/230 slated for review at next mtg. scheduled for Friday, March 14th at 2:30 p.m. (03/07 agenda postponed for 03/14)
6. Mtg. adjourned @ 3:15 p.m.
March 14, 2003:

Members present were Annie Brown, Patrick Pajo, Daniel Petersen, James Schumaker and Wilt Watanabe; excused were Rosemary Burnett & Roger Kuntemeyer; Donna Moore was not in attendance. Guest of the committee was Mr. David Ikeda.

1. **FSER 41V – RETURNED to proposer for issues noted below**
   a. Form 1, Item 1C: eliminate bolding of 3, 4 & 5
   b. Form 1, Item 2: suggestion to alter a title abbreviation from including “STD” to reflect more appropriately the full wording of “STEWARDING” (as there is sufficient room for nine more characters in the proposed title)
   c. Attachment I, Item 1: suggestion to enhance the general objectives by consulting Bloom’s Taxonomy
   d. Attachment IV - Course Outline: omitted

2. **AG 122/200/230 – RETURNED to proposer for issues noted below**
   a. Form 1, Item 7: alteration to read “Completion of Eng 22 or placement in 102 or higher and completion of Math 22 or placement in Math 24X or higher”
   b. Attachment I, Item 10: same as noted (in part a) above
   c. Attachment I, Item 1: suggestion to enhance the general objectives by consulting Bloom’s Taxonomy
   d. Attachment I, Item 13: omitted due to form error, to be included in revised submissions (proposer given updated forms/attachments on diskette)
   e. Attachment III, Item 2: same as noted (in part a) above
   f. Attachment IV, Item C: same as noted (in part a) above
   g. Attachment I - Guidelines for New Course Proposal: omitted

3. Discussion with Mr. Ikeda involving the program modifications which correspond to the proposed course additions (as well as the anticipated other new course proposals for both the CA and AAS requirements)

4. Update provided by member concerning the recent adoption of official policies for Repeating Courses / Cross-listed Courses / Courses Fulfilling Two Area Requirements (Haw 5.304 / 5.305 / 5.607, respectively) for the upcoming return/review of Ed/Dance 256.

5. Discussion of the latest update with current forms being available on the web soon as well as reminding all of the intent to streamline the current forms this semester; brief mention of the long-range goal to work with the IT personnel to modernize the entire proposal process.

6. ENG 105 and possibly revised FSER 41V and DANC/ED 256 slated for the next mtg., scheduled for Friday, March 21st at 2:30 p.m.
March 21, 2003:

Members present were Roger Kuntemeyer, Donna Moore, Patrick Pajo, Daniel Petersen, James Schumaker and Wilt Watanabe; excused were Rosemary Burnett & Annie Brown.

1. **FSER 41V** – APPROVED as re-submitted, pending the addendum of A Proposal for Program Modification submission (Attachment B) to reflect the corresponding change in course title & number (unanimous: 5 in favor);

2. **ENG 105** – APPROVED as submitted, to include Attachment I, Item 13 w/info provided by proposer during meeting (unanimous: 5 in favor);

3. **DANC/ED 256** – APPROVED as re-submitted (unanimous: 5 in favor);

4. Discussion of proposal forms/attachments online (Employee Services of HawCC website), goal of revising forms by end of semester (will consult with each member individually), and long-term goal of revising entire process to be computer automated with Banner (as per DOI’s approval to work with Marv Kitchen);

5. Discussion of upcoming Faculty Senate meeting, no more immediate proposals, next committee meeting TBA.

April 25, 2003:

Members present were Annie Brown, Roger Kuntemeyer, Donna Moore, Daniel Petersen, and James Schumaker; excused were Rosemary Burnett, Patrick Pajo & Wilt Watanabe. Guest of the committee was Mr. David Ikeda.

1. **AG 122** – APPROVED* pending modifications to issues noted below

   Form 3, Item 2: add “Core Category” designations for each institution

   Attachment III, Item 1: replace current info w/suggested text regarding rate/level

   Attachment I, Item 1: summarize specific objectives into general objectives

2. **AG 200** – APPROVED* pending modifications to issues noted below

   Form 3, Item 2: add “Core Category” designations for each institution

   Attachment III, Item 1: replace current info w/suggested text regarding rate/level

   Attachment I, Item 1: summarize specific objectives into general objectives

3. **AG 230** – APPROVED* pending modifications to issues noted below

   Form 3, Item 2: add “Core Category” designations for each institution

   Attachment III, Item 1: replace current info w/suggested text regarding rate/level

   Attachment I, Item 1: summarize specific objectives into general objectives

   * (unanimous: 4 in favor): proposals were re-submissions, see March 14th record

4. **Hwst 170** – RETURNED to proposer for issues noted below

   Form 1, Items 2 & 8: correct “HawSt” with replacement as “HwSt”

   Form 1, Item 7: suggest “completion of Eng 22 or placement in Eng 102”

   Form 1, Item 12: appropriateness as GE AREA REQUIREMENT?

   Form 1, Item 16: suggest rewrite of last sentence (grammar?)

   Form 2, Item 2: corrections acceptable

   Form 2, Item 9: appropriateness as A.P./Hum/Cult.Env./Elective?

   **Committee seeks details of AAS degree program designation/approval; also has course ever been previously offered/taught as an experimental course or not?**
4. **Hwst 170 – (issues continued)**
   - Attachment I, Item 1: summarize specific objectives into general objectives
   - Attachment I, Item 3: correct “awSt” (line 3) with replacement as “HwSt”
   - Attachment I, Item 5: “Completion of assigned readings is required but not necessary…” should reflect an “optional” nature so as not to be contradictory
   - Attachment I, Item 10: suggest “completion of Eng 22 or placement in Eng 102” as an additional prerequisite (refer to Form 1, Item 7 above)
   - Attachment I, Item 13: missing/omitted
   - Attachment III, Item 1: provide more complete “rate/level” information
   - Attachment III, Item 3: same as Att.I, Item 5 above
   - Attachment III, Item 7: “proposed AAS degree...” (See Form 2, Item 9 above **)
   - Attachment IV, Item C: same as Form 1, Item 7 above

5. **Hwst 171 – RETURNED to proposer for issues noted below**
   - Form 1, Item 12: appropriateness as GE AREA REQUIREMENT?
   - Form 1, Item 16: suggest rewrite of last sentence (grammar?)
   - Form 2, Item 2: corrections acceptable
   - Form 2, Item 9: appropriateness as A.P./Hum/Cult.Env./Elective?
     ** Committee seeks details of AAS degree program designation/approval; also has course ever been previously offered/taught as an experimental course or not?
   - Attachment I, Item 1: summarize specific objectives into general objectives
   - Attachment I, Item 5: “Completion of assigned readings is required but not necessary…” should reflect an “optional” nature so as not to be contradictory
   - Attachment I, Item 13: missing/omitted
   - Attachment III, Item 1: provide more complete “rate/level” information
   - Attachment III, Item 3: same as Att.I, Item 5 above
   - Attachment III, Item 7: “proposed AAS degree...” (See Form 2, Item 9 above **)

6. **Eng 105**, previously approved has deficiency in Attachment I, Item 1 where the “general objectives” are the same as the “specific objectives” in Att.IV which should be retroactively corrected; also suggested change in Att.I form to read “general objective(s)” as opposed to current “general objectives”

7. **Ag 54A – RETURNED to proposer for issues noted below**
   - Form 1, Item 1C: should include Modification of “5. Other” for an appropriate change in “Description” to reflect the change in prereqs
   - Form 1, Item 10: change 10 (Lec/lab) credits to 12 (Lec/lab) credits
   - Attachment II, Item 8: provide answer to second question

8. Tentative announcement of Fall 2004 curriculum deadlines; no more meetings scheduled for current (Spring 2003) semester; proposal form revisions will continue by contact with individual cmte. representatives with goal of implementing before end of current semester