1. Call to order 12:41pm
2. Approval of October 20, 2009 meeting minutes
   
   **MOTION TO ACCEPT MINUTES OF OCTOBER 20, 2009, AS CORRECTED WITH ONE MINOR CHANGE [UNANIMOUS]**

3. Reports
   
   A. Senate Chairs meeting with Chancellor (Ellen Ishida-Babineau)
      
      The chairs described the New Initiatives website to the Chancellor. The Senate commended Robert B. and the New Initiatives Subcommittee for their work on this.

   B. CCAAC (Paul Field)
      
      i. **Proposal to Modify Number of History 224 to History 284** (attached). This number makes it the same as nearly all the other campuses.

      ii. **Proposal to Modify the title of ART 207** (formerly Introduction to the Techniques and Esthetics of Photography; attached) to Intermediate Photography: Techniques and Aesthetics of Photography. This matches what Manoa is doing.

      **MOTION TO APPROVE THE MODIFICATIONS TO HIS 224/284 AND ART 207 [ROSS L. 1ST, JOHNNY S. 2ND; UNANIMOUS]**

      iii. **Proposal to Add AG 132 Integrated Pest Management** (Old: AG 32 BCD Plant Disease and Pest Control; attached) This is an expanded course which will be part of the agriculture program. Robert B. questioned the use of the term “ecological.” Ross L. suggested that

      **MOTION TO APPROVE THE ADDITION OF AG 132 [TARA S. 1ST, LIBBY Y. 2ND; UNANIMOUS]**

      iv. **Proposal to Add ICS 197A Digital Image Editing** as an experimental course. Paul noted that this course is taught on other campuses as ART 202. Mark Hamasaki and Peggy Regentine want to try the course out first to see how it goes and later determine how best to list it. This may be a new direction for the photography lab. A lecturer will be teaching it.

      Robert B. commented that this course seems to be teaching a particular software rather than in a more general 100-level course format. Paul noted that the description was drawn from the course on other campuses. Tara S. noted that Adobe software does have the greater share of the market and other software works in a similar way, so learning Adobe will teach skills that are transferable.

      Ross L. asked if there are any guidelines for a 100 level course. Paul said this has come up before, but he knows of no written guidelines. The proposer has to show that it is a 100 level course.

      Libby asked if the course will focus on ethical issues associated with photo manipulation. Paul does not think it will.
MOTION TO APPROVE THE ADDITION OF ICS 197A [JOHNNY S. 1ST, MALIA L-K. 2ND, UNANIMOUS]

v. Paul Field informed the CCAAC that he is stepping down as chair. Because he will now continue as Interim Dean in the spring, he will not continue as CCAAC chair. He will continue working with Curriculum Central.

Ellen I-B. called for ideas for the election of a new chair. Pam pointed out that the Faculty Senate Constitution allows the selection of a Standing Committee Chair by either election or by selection by committee members. Ellen will send a memo to the CCAAC asking them to select a new chair.

C. Task Force: Constitution Revisions (Tara S.)

Tara described the Task Force’s timeline. The members will meet in November to discuss their proposed amendments and prepare a document showing both the original verbiage and proposed changes. At the November 17 meeting, the Task force will seek a majority vote from the senate to accept the proposed changes to the Constitution. If they vote to proceed, the document showing the original text and proposed changes will be distributed to the faculty. November 18, 19, or 20, a meeting for the whole faculty will be held to allow discussion of the proposed changes. The following week, a ratification vote will be held online and, if ratified, the revisions will be sent to the Chancellor who will transmit them to the President of the University.

D. Planning, Budget, and Accreditation (Tara S.)

Mission/Vision/Core Values Committee

A draft description of this committee was distributed prior to the meeting (attached). Tara noted that the composition of the committee is small to allow them to work more efficiently. However, the intent is that the committee will get input from all concerned groups.

Libby asked how the committee might seek input. Varies suggestions were made, including holding a forum and meeting with departments. It was decided that how the committee collects its information will be up to the committee.

MOTION TO APPROVE THE RECOMMENDATION FOR THE MISSION, VISION, AND CORE VALUES COMMITTEE [ROBERT B. 1ST, ROSS L. 2ND, UNANIMOUS]

Leslie L. described the long process that ETC experienced creating a purpose statement. Some discussion ensued as to what a purpose statement is. Leslie requested that the Faculty Senate make a statement regarding purpose statements. Jan confirmed that the credit side of WCC does not have a purpose statement. She thinks the ETC wanted a purpose statement to ensure that at-risk populations are their main target. Leslie suggests that it ended up working against that goal. Ellen I-B. suggested that Jan talk with the Director of ETC about the appropriateness of the purpose statement.

E. Procedures and Policies Review (Toshi I.)

i. Excellence in Teaching Award. (Senators take it back to your departments for comment and discussion.)

Tara reported that one person in Student Services asked if the selection criteria is consistent from year-to-year or is determined by each committee. Jan said that a rubric or criteria will be created in a Faculty Senate / Administration meeting. There was general agreement that the criteria listed in the recommendation are enough.
MOTION TO FORWARD THE EXCELLENT IN TEACHING AWARD RECOMMENDATION ON TO THE CHANCELLOR [TOSHI I. 1ST, APRIL S. 2ND; UNANIMOUS]

ii. Planning and Budget Council. (Senators also take the recommendations on the Planning and Budget Council to your departments for comment and discussion.)

iii. Malia asked to change the word “fortify” to something else, such as strengthen.

MOTION TO APPROVE THE RECOMMENDATION OF CHANGING THE WORD “FORTIFY” TO SOMETHING ELSE, SUCH AS STRENGTHEN. [1ST TOSHI, 2ND ROBERT, UNANIMOUS]

Jan noted that all Department Reports and so forth must go to the Deans before they get to Jan, so they must be in earlier than the deadline listed.

iv. Sabbatical Review Committee & Process for Handling Reassigned Time

Subcommittee drafted a policy and procedures for the Sabbatical Review Committee and a process for handling reassigned time. This is supposed to come from the Chancellor, so Toshi will send the drafts to the Chancellor for a response. He will bring the Chancellor’s response back to Faculty Senate.

F. ACCFSC/CCCFSC (Libby Y.)

Libby Y. thanked everyone for speedy feedback on the letter to the President. All other community colleges, except HCC which was still in discussion, signed off on our version.

4. Unfinished Business

CIL – Tara S. said Bryan Shon is grading the tests.

Libby Y. said that Faculty Senate will have to take this up as an issue related to the Reverse Transfer policy because of Windward’s unique requirements of CIL and Math 25. An Ad Hoc committee will probably need to be formed to re-look at these two requirements. Ellen I-B. suggested we think about this and how best to proceed.

5. Adjourned 1:28pm

The next meeting will be November 17, 2009, 12:40pm, Palanakila 117.

Respectfully submitted by Pamela DaGrossa, Recording Chair

November 3, 2009

Approved November 17, 2009
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition
   - B. Deletion
   - C. Modification: in credits in number or alpha
   - in title
   - in prerequisites or co-requisites
   - Other (click to specify)

2. New Alpha, Number and Title
   HIST284

3. Credits 3 credits

4. Old Alpha, Number and Title
   HIST224

5. Credits 3 credits

6. New Catalog Description

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester Spring
   - Year 2010

10. This course is proposed for the Liberal Arts Program. This course can fulfill AH: Hist.Culture If Other, specify ASC Hawaiian Studies Elective

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HawaiiCC</td>
<td>HIST284</td>
<td>UH Hilo</td>
<td>HIST274</td>
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<tr>
<td>HonoluluCC</td>
<td>HIST284</td>
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<td>HIST284</td>
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<td>KapiolaniCC</td>
<td>HIST284</td>
<td>KauaiCC</td>
<td>HIST284</td>
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<tr>
<td>LeewardCC</td>
<td>HIST284</td>
<td>UH Manoa</td>
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</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with UH Manoa
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - Appropriate for Articulation with
   - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   Align course number with the majority of other campuses.

Requested by: __________________________________________ Date
Approved by: __________________________________________ Date

Department Chairperson
Curriculum Committee Chairperson
Faculty Senate Chairperson
Dean of Instruction
Provost

CCCM #6100 (Amended for WCC use October 2002)
<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<td>1. Department Area (more than one departmental instructor’s signature required)</td>
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2. Department

Department Chairperson

Was this course discussed in a department meeting?  ☐ Yes ☐ No

3. Division


4. Curriculum Committee Review

Approved ☐

Disapproved ☐

Reason:

Curriculum Committee Chairperson
WCC Form for New Course Proposals
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

4. Is this course experimental and/or unique to Windward Community College? * If yes, provide rationale and details of its impact on the College Curriculum

5. Is a similar course taught in the upper division level by a 4-year UH college? * If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
Course HIST284
Submitted by Paul Field
Date November 2, 2009

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

Change Course # from HIST224 to HIST284

2. What is the rationale for the change?

Align course number with number used on other campuses in the UH system.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

No.

4. Is the course articulated with any 4-year program? *

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

Manoa. There should be no impact on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

N/A

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

No

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) No
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number

Submitted by

Date November 2, 2009

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College    DATE SUBMITTED: November 2, 2009

COURSE ALPHA & NUMBER: SEMESTER CREDITS: *

COURSE TITLE:

DATE OF OUTLINE: November 2, 2009 Year *

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

   Standing Committees
   Written Communication
   Mathematical & Logical Thinking
   World Civilizations
   Languages
   Arts & Humanities
   Natural Science
   Social Science

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

   In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
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<tbody>
<tr>
<td>UH Hilo</td>
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<td>UH Manoa</td>
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<td>UH West Oahu</td>
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<td>Hawaii CC</td>
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<td>Maui CC</td>
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<td>Windward CC</td>
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3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

   __________________________
   Typed Name or Signature

   Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the “ARTICULATION RECOMMENDATION FORM” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

   If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even if it is “we agree with the committee”).

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication.

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

ARTICULATED COURSE
CHANGE IN ALPHA/NUMBER/TITLE

Old Course

Course Alpha & Number: HIST224
Title: History of Hawaii

Revised Course

Course Alpha & Number: HIST284
Title: History of Hawaii

Semester and Year when the revised course was/will be first offered:
Spring 2010
Reason for the change in Alpha/Number/and/or Title:
To align with numbering on other campuses in the UH system.

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College
Certifying Authority (Typed Name or Signature and Title) Dr. Richard Fulton, CAO
Date: 09/31/09

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor’s Office for CC, 2327 Dole Street
Revised 1/19/01
Proposal to Initiate, Modify or Delete a Course

1. **Type of Action**
   - [ ] A. Addition
   - [ ] B. Deletion
   - [X] C. Modification: in credits, in title, in number or alpha, in prerequisites or co-requisites, Other (click to specify)

2. **New Alpha, Number and Title**
   - ART 207 Intermediate Photography: Techniques and Aesthetics of Photography

3. **Credits**
   - 3 credits

4. **Old Alpha, Number and Title**
   - ART 207 Introduction to the Techniques and Aesthetics of Photography

5. **Credits**
   - 3 credits

6. **New Catalog Description**
   - Same (no change).

7. **Student Contact Hours Per Week**
   - Lecture 2 hrs.
   - Lab 4 hrs.
   - Other (click to specify)

8. **Proposed Date of First Offering**
   - Semester Spring
   - Year 2010

9. **This course is proposed for the Liberal Arts Program**
   - Program.
   - [X] can fulfill AH: The Arts
   - If Other, specify

10. **This course Makes No Difference in the number of credits required for the program/core.**

11. **Equivalent or similar courses offered in the UH System:**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Manoa</td>
<td>Art 207 Intermediate Photo: Black &amp; White</td>
<td>*</td>
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</tr>
<tr>
<td>KapiolaniCC</td>
<td>Art 207 Intermediate Photo: B/W Studio</td>
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<tr>
<td>HawaiiCC</td>
<td>Art 207 Intermediate Photography</td>
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</tbody>
</table>

12. **This course is (check one and click in appropriate textbox and provide details):**
   - [X] Already articulated with UH Manoa, KCC
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:

13. **Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:**
   - Update course name to align with UH system classes.

14. **Request by:**
   - Department Chairperson
   - Date

15. **Approved by:**
   - Curriculum Committee Chairperson
   - Date
   - Faculty Senate Chairperson
   - Date
   - Dean of Instruction
   - Date
   - Provost
   - Date

CCCMM #6100 (Amended for WCC use October 2002)
# Levels of Review of Course Proposal at Windward Community College

**Course Alpha, Number, and Title:** ART 207  Intermediate Photography: Techniques and Aesthetics of Photography

<table>
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<td>2. Department</td>
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<tr>
<td>Department Chairperson</td>
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<td>Was this course discussed</td>
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<td>in a department meeting?</td>
<td>□ Yes □ No</td>
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<td>3. Division</td>
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<td>4. Curriculum Committee</td>
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<tr>
<td>Curriculum Committee Chairperson</td>
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</tbody>
</table>
WCC Form for Course Modifications

Course ART 207 Intermediate Photography: Techniques and Aesthetics of Photography
Submitted by Mark Hamasaki
Date October 23, 2009

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.

   Old name: ART 207 Introduction to the Techniques and Esthetics of Photography
   New name: ART 207 Intermediate Photography: Techniques and Aesthetics of Photography

2. What is the rationale for the change?

   Original name implied that this course was an introductory class even though the number was a "200" level class. UH Manoa changed their numbering system so there are now introductory 200 level classes.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

   NO

4. Is the course articulated with any 4-year program? Yes

   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

   No impact on articulation. UH Manoa and KCC, both offer the same class. Change in name is to align it with both campuses.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

   None

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No If yes, provide details and justification for these alterations.

   No

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) Yes
University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course  

1. Type of Action  
- [ ] A. Addition  - [ ] Regular or [ ] Experimental or [ ] Other (click and type to specify)  
- [ ] B. Deletion  
- [ ] C. Modification: [ ] in credits [ ] in title [ ] in number or alpha [ ] in prerequisites or co-requisites [ ] Other (click to specify)  

2. New Alpha, Number and Title  AG 132 Integrated Pest Management  
3. Credits 3 credits  

4. Old Alpha, Number and Title  AG 32 BCD Plant Disease and Pest Control  
5. Credits 3 credits  

6. New Catalog Description  
Strategies of integrated pest management; biological and cultural pest controls, weed control, disease control, insect control.  

7. Select box and type specific information in text box.  
- [ ] Prerequisites  
- [ ] Corequisites or Recommended Preparation  

8. Student Contact Hours Per Week  
- Lecture 3  
- Lecture/Lab  
- Lab  
- Other (click to specify)  

9. Proposed Date of First Offering  
- Semester Fall  
- Year 2010  

10. This course [ ] is proposed for the Agricultural Tech. Program Program. [ ] can fulfill Agr Specialty Requirement. If Other, specify  

11. This course Makes No Difference in the number of credits required for the program/core.  

12. Equivalent or similar courses offered in the UH System:  

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
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</table>

13. This course is (check one and click in appropriate textbox and provide details):  
- [ ] Already articulated with  
  Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:  
- [ ] Appropriate for Articulation with  
  Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:  
- [x] Not yet appropriate for Articulation.  

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:  
Society and thus the horticulture industry has embraced a more ecological approach to pest management. This course addresses this concern.  

Requested by:  
Department Chairperson  Date  

Approved by:  
Curriculum Committee Chairperson  Date  
Faculty Senate Chairperson  Date  
Dean of Instruction  Date  
Provost  Date  

CCCM #6100 (Amended for WCC use October 2002)
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: AG 132 Integrated Pest Management

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<th>Signatures</th>
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1. Department Area (more than one departmental instructor’s signature required)

   ______________________________
   ______________________________
   ______________________________
   ______________________________
   ______________________________

2. Department

   Department Chairperson

   Was this course discussed in a department meeting? □ Yes □ No

3. Division

   ______________________________

4. Curriculum Committee Review

   Approved □
   Disapproved □

   Reason:

   ______________________________
   Curriculum Committee Chairperson

CCCM #6100 (Amended for WCC use October 2002)
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   This course replaces the outdated AG 32 BCD Plant Disease and Pest Control

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   NONE Will be taught by current instructor

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

   No

4. Is this course experimental and/or unique to Windward Community College? * If yes, provide rationale and details of its impact on the College Curriculum

   No

5. Is a similar course taught in the upper division level by a 4-year UH college? * If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

   No

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach \textit{WCC Form for Transfer Courses} (blue). See criteria for transfer courses.
Classroom Technology, Inc.
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date November 2, 2009

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *
   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
Course Alpha and Number AG 132 Integrated Pest Management

Submitted by Dave Ringuette

Date November 2, 2009

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

None

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

Mercer County Community College

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: November 2, 2009

COURSE ALPHA & NUMBER: SEMESTER CREDITS: *

COURSE TITLE:

DATE OF OUTLINE: November 2, 2009 Year *

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

   Standing Committees
   Written Communication □
   Mathematical & Logical Thinking □
   World Civilizations □
   Languages □
   Arts & Humanities □
   Natural Science □
   Social Science □

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

   In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

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<td>UH West Oahu</td>
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</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

_________________________
Typed Name or Signature

Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
Committee Level:

1. When the committee has completed its review of a course, the “Articulation Recommendation Form” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

   If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. Do not send the recommendations directly to any campus.

Receiving Campus:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even if it is “we agree with the committee”).

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication.

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of Not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

---

Note: UCA Clearinghouse

John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

ARTICULATEDCOURSE
CHANGE IN ALPHA/NUMBER/TITLE

Old Course

Course Alpha & Number:

Title:

Revised Course

Course Alpha & Number:

Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College

Certifying Authority (Typed Name or Signature and Title)

Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor’s Office for CC, 2327 Dole Street

Revised 1/19/01
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. **Type of Action**
   - A. Addition [□] Regular or [X] Experimental or [□] Other (click and type to specify)
   - B. Deletion
   - C. Modification: [□] in credits [□] in title [□] in number or alpha
     [□] in prerequisites or co-requisites [□] Other (click to specify)

2. **New Alpha, Number and Title**
   - ICS 197A Digital Image Editing

3. **Credits**
   - 3 credits

4. **Old Alpha, Number and Title**

5. **New Catalog Description**
   Introduces the terminology, tools, and techniques of industry-standard digital image editing, photo retouching, and color correction of images. Topics include navigating user interfaces, leveraging the features of Adobe Bridge, compositing multiple images into a layered digital file, precision masking and edge control of selections, digital painting and image repair, professional color manipulation techniques, high-volume automation uses and procedures, visual filters and special effects, perspective and 2-dimensional representations of 3-dimensional space and lighting, optimizing and slicing images for Internet websites, preparing images for video broadcast and print reproduction, animation fundamentals and output. Projects will emphasize comprehension and effective use of Photoshop’s broad toolset and innumerable commercial applications. (3 hrs. lect.)

6. **Student Contact Hours Per Week**
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

7. **Prerequisites**
   - [□] Corequisites or
   - [X] Recommended Preparation
   - Basic Computing Skills

8. **Proposed Date of First Offering**
   - Semester Spring
   - Year 2010

9. **This course**
   - [□] is proposed for the * Program.
   - [□] can fulfill * If Other, specify 'Is an experimental course'.
   - [□] Makes No Difference in the number of credits required for the program/core.

10. **Equivalent or similar courses offered in the UH System:**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
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<tbody>
<tr>
<td>UH Manoa</td>
<td>ART 202</td>
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<tr>
<td>KapiolaniCC</td>
<td>Art 202</td>
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</table>

11. **This course**
   - [□] is (check one and click in appropriate textbox and provide details):
     - Already articulated with
     - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
     - Appropriate for Articulation with
     - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
     - Not yet appropriate for Articulation.

12. **Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:**
   This course in digital image editing would complement the existing Web Support Certificate of Competence. Offering this course on an experimental basis would provide data on whether there is a need for this type of course. ICS 197A would support existing courses such as Art 102, Introduction to Printmaking Screen Printing as well as photography and Art 202 on other campuses.

13. **Requested by:**
    Department Chairperson Date

14. **Approved by:**
    Curriculum Committee Chairperson Date
    Faculty Senate Chairperson Date
    Dean of Instruction Date

CCCM #6100 (Amended for WCC use October 2002)
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title:

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1. Department Area (more than one departmental instructor’s signature required)

   ________________________________________________________________
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   ________________________________________________________________
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   ________________________________________________________________
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2. Department

   ________________________________________________________________
   ________________________________

   Department Chairperson

   Was this course discussed in a department meeting? □ Yes □ No
   ________________________________

3. Division

   ________________________________________________________________
   ________________________________

4. Curriculum Committee Review

   Approved □
   Disapproved □

   Reason:

   ________________________________________________________________
   ________________________________

   Curriculum Committee Chairperson
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   The Strategic Plan Action Outcomes (Nov 2008) state that the mission of the college is to address critical workforce shortages and prepare students to be leaders in a globally competitive economy. Graphical design and Web production are career areas that require digital design skills that ICS 197A will offer.

   The Strategic Plan Action Outcomes listed below relate to the digital editing skill set.
   - Outcome 4.1 is to develop high-skilled, high-wage workforce areas such as information technology and digital media. Digital editing is a major component of digital media skills.
   - Outcome 4.3 is to expand the curriculum that prepares students for information technology. The Business Department has a goal to develop more Web Design coursework for students to become competent Web Designers. This course will complement Web Design work.
   - Outcome 4.8 is to increase the number of degrees and certificates awarded in Technology. The Business Department plans to expand Web Design coursework that would require more sophisticated digital imaging skills.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   A lecturer would teach the experimental course in Spring 2010. If the experimental course is successful, the course will be added as a permanent ICS or cross-listed Art course (if the Art Department chooses.) If the course does not fill, the course would not be taught. No additional cost will be incurred as the Noeau Labs presently have Adobe Photoshop CS4 and Adobe Photoshop Elements and the Noeau Lab is available for the course.

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

   Similar art courses are taught at LCC, KCC, and HawaiiCC as well as at UH Manoa. The main difference in this course is that this course will use the ICS alpha rather than an Art alpha and will have a Web emphasis for the experimental course.

4. Is this course experimental and/or unique to Windward Community College? Yes If yes, provide rationale and details of its impact on the College Curriculum

   Yes. There will be little impact on the college curriculum. The Business Department will use the data from offering this course to determine if there is a demand for digital imaging at the college.

5. Is a similar course taught in the upper division level by a 4-year UH college? Yes If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

   UH Manoa offers ART 202 and is similar (also stated in #3 above.)

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date November 2, 2009

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *

   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number

Submitted by

Date November 2, 2009

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: November 2, 2009

COURSE ALPHA & NUMBER: 

SEMESTER CREDITS: *

COURSE TITLE:

DATE OF OUTLINE: November 2, 2009 Year *

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

   Standing Committees
   Written Communication
   Mathematical & Logical Thinking
   World Civilizations
   Languages
   Arts & Humanities
   Natural Science
   Social Science

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

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3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

Typed Name or Signature

Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the “ARTICULATION RECOMMENDATION FORM” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even it is “we agree with the committee”).

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

ARTICULATEDCOURSE
CHANGE IN ALPHA/NUMBER/TITLE

Old Course

Course Alpha & Number:

Title:

Revised Course

Course Alpha & Number:

Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College

Certifying Authority (Typed Name or Signature and Title)

Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor’s Office for CC, 2327 Dole Street

Revised 1/19/01
ICS 197A  Digital Image Editing
3.0 Credits
Time

INSTRUCTOR:

OFFICE:

OFFICE HOURS:

TELEPHONE:

EFFECTIVE DATE:  Fall 2010

EMAIL:

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

Introduces the terminology, tools, features and techniques of industry-standard digital image editing, photo retouching, and color correction of images. Topics include navigating user interfaces, leveraging the features of Adobe Bridge, compositing multiple images into a layered digital file, precision masking and edge control of selections, digital painting and image repair, professional color manipulation techniques, high-volume automation uses and procedures, visual filters and special effects, perspective and 2-dimensional representations of 3-dimensional space and lighting, optimizing and slicing images for Internet websites, preparing images for video broadcast and print reproduction, animation fundamentals and output. Projects will emphasize comprehension and effective use of Photoshop’s broad toolset and innumerable commercial applications. (3 hrs. lect.)

Prerequisite: Basic Computing Skills.

Activities Required at Scheduled Times Other Than Class Times

A significant quantity of computer work throughout the semester will need to be completed outside our class sessions. To complete this work, each student must either:

A. Utilize our on-campus computer labs during their posted hours of operation.

B. Access an off-campus computer with installed licenses for the current version of Adobe Photoshop. Free 30-day trials of these applications can be downloaded from adobe.com

Be aware that although WCC offers access to a generous quantity of concurrent Adobe licenses (available in our on-campus computer labs), there are limits that may be encountered at any time during the semester — for example 24 users campus-wide can run Adobe Photoshop at any one time; the 25th simultaneous attempt will be rejected. Each student is always responsible for completing her or his work prior to each deadline, so plan sufficient time to resolve contingencies.
STUDENT LEARNING OUTCOMES

The student learning outcomes for this course are:

1. Explain the merits of digital photography in the continuum of photographic concepts and practices.
2. Demonstrate skills in digital image capture with several input devices.
3. Demonstrate advanced skills in digital image manipulation using image processing software.
4. Demonstrate an ability to integrate the use of digital image processing in the creation of multimedia artworks.
5. Demonstrate skills in preparation of digital images for a variety of output formats.
6. Apply the visual elements of line, shape, value, color, texture, space, time and motion as well as the design principles of balance, rhythm, emphasis, contrast, variation and unity in the creation of digital art works.
7. Use problem-solving strategies to complete the creative process from concept development through revisions to final output.

COURSE TASKS

Students will be individually assessed on demonstrated comprehension and personal skill in each of those ten (10) Student Learning Outcomes. The four (4) assessment formats are:

1. Reading quizzes
2. In-class exercises
3. In-class participation
4. Design projects

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading quizzes</td>
<td>10 points</td>
<td>15</td>
<td>150 points</td>
</tr>
<tr>
<td>In-class exercises</td>
<td>20 points</td>
<td>13</td>
<td>260 points</td>
</tr>
<tr>
<td>In-class participation</td>
<td>10 points</td>
<td>17</td>
<td>170 points</td>
</tr>
<tr>
<td>Design projects</td>
<td>250 points</td>
<td>3</td>
<td>750 points</td>
</tr>
</tbody>
</table>

Course Total (subject to change with notice) 1,330 points
Conversion to WCC Letter Grades

\[ 1,197 - 1,330 = A \]
\[ 1,064 - 1,196 = B \]
\[ 931 - 1,063 = C \]
\[ 798 - 930 = D \]
\[ 0 - 797 = F \]

In-class participation (verbal) is a major component in this course. Being reserved, shy or otherwise quiet will negatively impact assessment — this course is a safe environment to practice the verbal skills needed in creative careers, and practice always involves some awkwardness… The more you practice, the less awkward you’ll become!

Reading quizzes and in-class exercises are the stepping stones toward the more complex design projects. Completing these tasks successfully will allow your creativity to be properly expressed in your design projects.

- Reading quizzes are handed out at the beginning of each class and are collected no later than ten (10) minutes after class begins. They are short and straightforward after each reading has been completed.
- In-class exercises will focus on a topic integral to the upcoming design project. The finished in-class exercise must be either: [1] emailed to _____@hawaii.edu or [2] uploaded to Laulima for ICS 197A prior to the end of class. Open discussion and collaboration on in-class exercises is highly encouraged.

Projects:
1. Poster Composition — design and produce a personal composition for poster output
2. Animated Advertising Campaign — online ads in several standard sizes
3. Product Design — create a hip update to a familiar product

Projects are graded using the following three (3) criteria:
A. Concept: Visual communication as a product of research + imagination 100 pts
B. Craftsmanship: Software skills, file handling, press-ready/web-optimized 100 pts
C. Presentation: Speech, interaction, poise & business attire 50 pts

Keys to success on in-class exercises and projects are: [a] lecture attendance, [b] adequate note-taking, [c] active in-class participation and [d] resourceful use of our textbook — if those routine chores are neglected, the in-class exercises and projects will be difficult and may seem overwhelming.

Late work is not accepted.
Submitting incomplete work at the deadline yields far better assessment than scoring zero (0). All submitted work must be time-stamped by either [1] using this course’s Laulima dropbox or [2] sending email to above address (linking to an uploaded file if too large to send as an attachment). Work not time-stamped is not accepted.
LEARNING RESOURCES

The textbook required for this course is *Photoshop CS4 Digital Classroom*, ISBN 978-0-47-041090-5

It is currently available at the WCC bookstore as well as numerous retail booksellers locally and online. **The first reading quiz will be at the beginning of the 2nd class meeting — don’t hesitate to purchase your book!**

Each student needs a two gigabytes or larger USB drive or external storage device for transporting digital files. Any student can access her or his mapped F:\ and/or M:\ drive(s) from any networked computer on campus; external storage offers one more back-up for file security plus allow file transport for off-campus computer work. Burning DVDs is an alternative.

POLICIES

- **ENROLLMENT** — Only enrolled students are permitted in the classroom; no guests, children or pets of any size/kind.
- **ATTENDANCE** — Students are expected to arrive before class begins and remain until class ends. All late arrivals and early departures disrupt others’ learning processes and drops the offender’s semester grade 1% per incident.
- **DEADLINES** — Each student, whether present or absent, is responsible for all course work deadlines; late work is not accepted. *No exceptions!*
- **DISRUPTIONS** — During lectures, raise your hand and wait to be called upon & conduct all side conversations outside the classroom (but during in-class exercises, collaborative discussion is openly encouraged). All phones, iPods and any other noisemaking devices must be OFF (not set to vibrate or mute) throughout our sessions. Placing or receiving calls, texting, instant messaging, tweeting, etc. must be done before or after class. Food and drinks are subject to standard lab policy (to aid prolonged public speaking, instructor will drink water as needed). Each disruptive incident will result in loss of 1% of offender’s semester grade and dismissal for the day.
- **INCOMPLETE** — Only extreme, unforeseeable circumstances (such as death in family, debilitating illness, etc.) warrant a grade of “Incomplete” at the instructor’s discretion. Students must submit written notification to instructor within 10 days of incident to be considered for an “Incomplete.” Details on next steps will then be discussed.
- **HELP** — Windward Community College offers a wide variety of services to assist you with your goals and challenges. If you need some help (academic or otherwise), you may:
  - Call Academic Advising at 235-7413 or visit them in ‘Akoakoa 212
  - Call TRiO Student Support Services at 235-7487 or visit them in Na‘auao 146 and online at [http://trioscoop.blogspot.com](http://trioscoop.blogspot.com)
  - Call 1-800-448-3000 for crisis dialog
  - Call 911 for emergency assistance

Course Outline
1. Exploring Photoshop & Adobe Bridge
   a. User interface
   b. Tools & panels
   c. Customization
2. Basic Photoshop operations
   a. Resolution & size
   b. Combining images
   c. Adding text
3. Selection tools and edge control
4. Painting and retouching images
5. Color correction and image optimization
6. Learning layers
7. Maximizing layers
8. Automation and smart objects
9. Filters and special effects
10. Compositing design elements
11. **Project 1: Poster Composition**
12. Optimizing for internet and video
13. Animation fundamentals
14. **Project 2: Animated Advertising Campaign**
15. 3D objects and animation
16. **Project 3: Product Design**
Mission, Vision, and Core Values Committee

Charge: Review the Mission, Vision and Core Values of the College to determine if they align with WCC, UHCC and UH System Strategic Plans, and to facilitate updates as needed.

Line of Authority: The Committee reports to the Faculty Senate, who will present the information to the Institutional Effectiveness Committee, Planning and Budget Council, and Accreditation Steering Committee (or to the campus as a whole), who will make recommendations for modification before the Faculty Senate makes its final recommendation to the Chancellor.

Leadership: The committee shall elect a chair from among its members.

Membership: Appointed by position or elected by representative unit.

- The Director of Planning / IEC Chair
- A Staff Representative from Civil Service or APT
- A Student Representative (ASUH-WCC)
- A Representative from the Administration
- A Faculty Representative from ETC/VCE
- A Faculty Representative from Instruction Div I
- A Faculty Representative from Instruction Div II
- A Faculty Representative from Student Services

Decision Nature: Advisory.

Decision-making Protocol: The committee consults the WCC, UHCC and UH System Strategic Plans and any other source of information it deems useful in determining whether the Mission, Vision and Core Values statements need updating. If the committee should find a need for revision(s), it will gather input from a broad range of students, staff, faculty, and administrators before drafting its recommendation(s). The committee will submit its recommendation(s) in writing to the Faculty Senate.

Documentation: The committee records discussion, recommendations and decisions via minutes and memos, and posts minutes on the college website. The committee makes written reports to the Faculty Senate.

Termination Date: Upon completion of review and updates.