Members Kanani Baker (STU SRVC), Robert Barclay (LANG), Pam DaGrossa (Recording Chair), Toshi Ikagawa (SOC SCI), Ellen Ishida-Babineau (Presiding Chair), Ross Langston (NAT SCI), Malia Lau-Kong (HUM), Leslie Lyum (ETC), Ellen Nagaue (ETC), April Sandobal (ETC), Tara Severns (SUP), Johnny Singh (MAT BUS), Libby Young (Off-Campus Chair)

Guests Jan Lubin (Director of Planning and Program Evaluation), Dave Ringette (CCAAC Chair)

1. Call to order 12:39pm
2. Approval of March 16, 2010 meeting minutes
   
   **MOTION TO ACCEPT MINUTES OF MARCH 16, 2010, WITH MINOR CHANGES [UNANIMOUS]**

3. Reports

   A. **Senate Chairs’ Meeting with the Chancellor** (Pam D.)
      Pam and Libby met with Doug, Cliff, Paul Field, and Bernadette. Pam reported that Doug did not recall receiving the policy on policies, and requested it be resent to both him and Jan. Richard is still working on putting the schedule of classes policy and procedures into the correct form. Doug did give his final approval to and forward the Reassigned Time and Sabbatical Request policies to Jan. Clifford’s reminder of the MAPSAC informational meeting on 3/31 and his confirmation that decisions on major facilities development are still based on the current Master Plan, led Doug to ask if the faculty’s concerns warrant the formation of a task force to address long-range thinking and planning such as the possibility in the future of re-doing the Master Plan.

      After a short discussion, it was agreed that we do not currently want to form a task force with the administration to talk about long-range planning, and will allow MAPSAC and SPB to continue to develop their roles on campus.

   B. **CCAAC** (Dave R.)
      i. **ICS 123 Introduction to Audio and Video Editing** (addition)
         This course was offered as a topics course. Now they want to offer it as a permanent course. It helps fulfill requirements for the Web Support Certificate of Competence. Robert asked why, if this is a course already, an addition is being requested. Dave said that because it was offered as a topics course, it is being presented as an addition due to the revisions made.

         Ross suggested creating a new category of request, perhaps “Conversion,” so that one form could be used instead of two. Dave said that the committee would rather stick with what they have until Curriculum Central is in place. Dave will make a note of the suggestion and bring it up at a later date.

         **MOTION TO APPROVE THE ADDITION OF ICS SURVEY OF MEDICAL TERMINOLOGY [1ST TARA S., 2ND ROSS L.; UNANIMOUS]**

      ii. **ICS 211 Introduction to Computer Science II**
         **MOTION TO APPROVE THE ADDITION OF ICS 211 [1ST JOHNNY S., 2ND ELLEN N.; UNANIMOUS]**

         The Business Department is attempting to increase the number of students transferring to Manoa and Hilo. This class will assist with articulation.
iii. Memo regarding modification of the ICS Web Support Certificate of Competence

Dave presented this memo for review. It requests the deletion of ICS 121V and the addition of ICS 123 to the ICS Support Certificate of Competence

**MOTION TO RECOGNIZE THE MEMO DATED MARCH 11, 2010 [1ST ROBERT B., 2ND LIBBY Y.; UNANIMOUS]**

C. Task Force: Constitution Revisions (Pam D.)

Pam described the major areas of revision including replacing outdated language (e.g., Academic Development Plan replaced with Strategic Plan); redefining ETC constituencies; disallowing administrators from serving as chairs of Senate committees; adding a Non-Credit Curriculum and Academic Affairs Committee (NCCAAC); and including the HAP and Foundations Boards as standing committees.

The forum on the constitutional changes, as well as the forum on the mission statement, will be Thursday, April 8, 12:35pm in Kuhina 115.

D. Subcommittee: Planning, Budget, and Accreditation (Tara S.) No report.

E. Subcommittee: New Initiatives (Robert B.)

Robert has activated the new New Initiatives website. He requests feedback on the new format: http://www.wcc-initiatives.info/wccforum/

F. Task Force: AA Degree Graduation Requirements (Johnny S.)

Johnny distributed a revised Task Force recommendation for Math and CIL Requirements (attached). They are recommending more options for fulfilling the math requirement, including a variety of ways to qualify for Math 100 (Mānoa uses these).

Tara said the Task Force is proposing establishing a CIL designation for courses. This would need to be initiated and developed by the CCAAC. The Task Force proposes that ICS 100, 101, 105, and 115 be granted probationary approval to speed things along.

The Task Force would like to set up an open forum to discuss these proposals. It will be Thursday, April 15, during the lunchtime break if a room is available. Johnny will send an announcement and the proposal to all faculty and staff.

Robert B. expressed concern over adding another level of bureaucracy (CIL Board). It was noted that someone (CCAAC?) must check classes, but it is not necessary to determine who or how at this point.

**MOTION TO RECOMMEND THE TASK FORCE MATH AND CIL REQUIREMENT RECOMMENDATION AND MOVE IT TO CAMPUS DISCUSSION [1ST LIBBY Y., 2ND LESLIE L.; 10-0-1]**

G. Subcommittee: Policies and Procedures (Toshi I.)

i. Revised Assigned Time Policy

Ross conveyed one department member’s query as to whether there are any limits to assigned time. Whether the concern was amount or duration, these decisions are left to the Vice Chancellor.

**MOTION TO APPROVE THE REVISED ASSIGNED TIME POLICY [1ST MALIA L-K., 2ND ROBERT B.; UNANIMOUS]**
ii. Schedule of Classes/ Class Cancellation Policies

We are still waiting on Richard to resend this in the proper format. Ellen I-B. reminds him regularly.

H. ACCFSC/CCCFSC (Libby Y.)

Libby requested feedback on the Revised General Education Core MOA (3/11/10, attached) she distributed. Libby reported that Patty Chong was concerned about the process for communicating the denial of a designation and working with the campus to work out issues relating to that course. Tara asked how this related to differences among the campus in terms of requirements (e.g., one campus may require two courses in a diversification while another campus requires one). She would like clarification of what constitutes “core” and the differences between campuses. Several people expressed understanding that the “core” is transferable, regardless of specific differences campus to campus.

The ACCFSC would like the Senate’s approval by our last meeting. We will vote on this at the 4/20 meeting.

4. Call for nominations for Presiding Chair, Recording Chair, and Chair of the CCAAC

Ross agreed to be nominated for Presiding Chair. It is reported that Kathleen French has agreed to be nominated as the CCAAC Chair.

5. Adjourned 1:45pm

The next meeting will be April 20, 2010, 12:40pm, in Palanakila 117.

Respectfully submitted by Pamela DaGrossa, Recording Chair
April 7, 2010

Approved April 20, 2010
Math and CIL Graduation Requirements

The task force met for the fourth time on March 30, 2010 to finalize its recommendations for Math and CIL requirements for WCC's AA degree. The task force took input from the Faculty Senate into consideration, such as the concern from Student Services about additional tuition cost that students would incur if we added a three-credit CIL course requirement. The task force also continued its dialog with the administration (represented by Paul Field). With this input in mind, the task force came up with the following recommendations:

Math Requirement:

A student must qualify for math 100 or higher. This can be achieved by satisfying one of the following:

- Passing grade of C or higher in Math 25.
- Minimum SAT math score of 510.
- Minimum ACT math score of 22.
- Placement into Math 100 via the COMPASS Placement Test.
- Placement into Math 100 via the Algebra II End of Course Exam given in Hawaii public high schools, grade of C or better in Algebra II, and completion of a math course (Algebra II or higher) in the senior year of high school. (This method of placement will be available beginning fall 2010.)

Computer Information Literacy Requirement:

Establish a CIL designation for courses. Students who pass one of these 3-credit courses with a grade of C or better would fulfill the CIL requirement.

A CIL subcommittee of the CCAAC would be established to determine CIL hallmarks and to "certify" instructor/courses to be designated as CIL intensive. The members of this subcommittee would need a minimum of 3 credits of reassigned time for one semester to establish the hallmarks and procedures.

To begin with, the following courses would be granted probationary certification immediately: ICS 100, 101, 105, and 115; These courses must apply for CIL certification within a year.

The task force feels that these recommendations provide more options for students to meet their CIL and math requirements and are cost effective for both students and the College.

Note: Since the budget projections for the academic year 2010 – 2011 is bleak, there may not be enough support from administration to cover cost of CIL exam next year. Therefore, the task force recommends moving forward with this proposal by acting on it as quickly as possible.