Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition  
   - B. Deletion  
   - C. Modification: in credits, in title, in number or alpha, in prerequisites or co-requisites, Other

2. New Alpha, Number and Title  
   AG 192v Special Topics in Agriculture

3. Credits

4. Old Alpha, Number and Title

5. New Catalog Description
   Topics related to diversified agriculture chosen by the Instructor. Course content may vary. May be repeated.

6. Old Catalog Description

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

8. Student Contact Hours Per Week
   Lecture: 1-4
   Lecture/Lab
   Other

9. Proposed Date of First Offering
   Semester: Spring
   Year: 2009

10. This course is proposed for the Program. can fulfill AA Elective If Other, specify

11. This course: 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>UH Hilo</td>
<td>AG 194 Special topics in Agriculture</td>
<td>*</td>
<td>*</td>
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</tbody>
</table>

13. This course is: 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, college(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:
To offer a 100 level course to transfer as an elective intended for visiting or one time timely offerings

Requested by: [Signature] 11/13/08

Approved by: [Signature] 11/18/08

Dean of Instruction 11/19/08

Provost 11/20/08

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

Course Alpha, Number, and Title: Ag Special topics in Agriculture

Signatures

<table>
<thead>
<tr>
<th>1. Department Area (more than one departmental instructor's signature required)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature] Joseph E. Colette</td>
<td>9/25/08</td>
</tr>
<tr>
<td>[Signature] Leticia D. Colares</td>
<td>12/05/08</td>
</tr>
<tr>
<td>[Signature] [Name]</td>
<td>12/25/08</td>
</tr>
</tbody>
</table>

2. Department

[Signature] [Department Chairperson] 9/25/08

Was this course discussed in a department meeting? ☑ Yes ☐ No 9/25/08

3. Division

[Signature] Margaret Coberly 10/3/08

4. Curriculum Committee Review

Approved ☑

Disapproved ☐

Reason:

[Signature] Paul R. Fields 11/13/08

Curriculum Committee Chairperson
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form – Go to next page for Course Modification)

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?

This course will increase the students understanding of current agriculture issues. This course can contribute toward attainment of WCC strategic outcome 4.5

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?

No other resources required. To be taught by visiting experts or other faculty to cover timely issues.

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

Yes, None

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 WCC Form for Transfer Courses (blue). See criteria for transfer courses.

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
University of Hawaii Community Colleges
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 September 19, 2008

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.) *
Proposition to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

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 AG 194

Submitted by Dave Ringuette

Date September 30, 2008

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

   AG 194 at UH Hilo This will be the same course

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

   Yes UH Hilo

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.

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
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:** September 19, 2008

**COURSE ALPHA & NUMBER:**  
**SEMESTER CREDITS:** *  

**COURSE TITLE:**

**DATE OF OUTLINE:** September 19, 2008  
**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>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td></td>
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<tr>
<td>UH Manoa</td>
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<tr>
<td>UH West Oahu</td>
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<td>Hawaii CC</td>
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<td>Honolulu CC</td>
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<td>Kapiolani CC</td>
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<td>Kauai CC</td>
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<td>Leeward CC</td>
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<tr>
<td>Maui CC</td>
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<tr>
<td>Windward CC</td>
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</tr>
</tbody>
</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
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

ARTICULATED COURSE
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
AG 194: SPECIAL TOPICS IN AGRICULTURE
variable credits (1-4 cr)

INSTRUCTOR: DAVE RINGUETTE
OFFICE: Uluwehi
OFFICE HOURS: posted on office door
TELEPHONE: 236-9265
EMAIL: ringuett@hawaii.edu
EFFECTIVE DATE:

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

Topics related to diversified agriculture chosen by the Instructor. Course content may vary. May be repeated. (1-4 hrs. lecture; 1-8 hrs lecture/lab)

PREREQUISITES

None

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME

To be announced in the SOC for the semester during which this class is offered.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

1. Identify the important concepts and facts presented for the topic(s) under examination
2. Make inferences and draw conclusions from the topic(s) under discussion
3. Develop skills appropriate to the topic(s) under discussion
4. Gain a higher appreciation for the human endeavor of agriculture.
5. Gain a higher awareness of the potential career paths that this special topics course in agriculture covers.
COURSE OVERVIEW

A. Goals of the Course

The goals of this course vary with the topic under discussion. In general, topics selected will focus on one or more of the following areas: upcoming agriculture events; current activity in agricultural research. Other special topics may be offered as deemed appropriate.

B. Expectations of Students

Success in this course will be enhanced by:

1. a positive, inquiring attitude toward science
2. setting aside adequate time for studying and working problems
3. reading the text carefully and making notes and use of handouts and other learning materials whenever necessary
4. seeking assistance from the instructor
5. class attendance and responsibly obtaining all assignments and/or changes to the course syllabus
6. keeping abreast with or ahead of the syllabus

C. Mode of Instruction

Lecture/Discussion and/or Lab: The initial portion of each lecture period is used to discuss and clarify any questions from the preceding class meeting. The remaining portion is used to present and discuss new materials for a lecture-based special topics course and hands-on activities/experiments for a lab-based special topics course. Demonstrations and audio-visual materials are included where appropriate.

ASSESSMENT TASKS AND GRADING

Method of Evaluation

Evaluation of the successful completion of the objectives of this course will be determined by grades received on all tests. Number of tests and quizzes will be determined by the instructor and stated in the specific course syllabus.

All tests are principally objective-type tests with a few short essay-type questions. Tests dates are listed on the course syllabus.

Test dates are listed on the course syllabus. The student is responsible for keeping abreast with any changes in syllabus that are announced in class. Unless the instructor grants permission, all tests must be completed and submitted to the instructor at the specified date and time.
Grading System

Each letter grade and its respective level of achievement is provided in the following table:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100% of cumulative points possible (excellent achievement)</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89% of cumulative points possible (above average achievement)</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79% of cumulative points possible (average achievement)</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69% of cumulative points possible (minimal passing achievement)</td>
</tr>
<tr>
<td>F</td>
<td>below 60% of cumulative points possible (less than minimal passing achievement)</td>
</tr>
</tbody>
</table>

I Incomplete: This is a temporary grade given at the instructor's option when a student has failed to complete a small part of a course because of circumstances beyond the student's control. The student is expected to complete the course by the designated deadline in the succeeding semester. If this is not done, the “I” will revert to the contingency grade identified by the instructor.

Credit/No Credit Option

Note: Refer to the current Schedule of Classes for CR/NC declaration deadlines. This grading option is not available in all courses and will not be offered to majors in required courses.

CR Achievement of objectives of course at the C level or higher. (course credit awarded)
NC Used to denote achievement of objectives of the course at less than C level under CR/NC option. (no course credits awarded)

N The “N” grade, which is issued at the instructor’s option, indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies, (no course credits awarded)

W Official withdrawal from the course. See the Schedule of Classes for information regarding current semester deadlines. If a student officially withdraws within the erase period, the record of registration will not appear on the student’s transcript. (no course credits awarded)

L Audited Course (no course credits awarded)
LEARNING RESOURCES

To be determined by the instructor according to the topic(s) covered.

Additional Information

1. If a student is unable to take an exam at the scheduled time, the student is responsible for notifying the instructor of the situation and reason(s). The student is responsible for requesting a make-up exam. An appropriate scoring penalty may be assigned to this make-up at the instructor’s discretion. The student may be required to fulfill additional requirements as specified by the instructor in order to qualify for a make-up test. **No more than one make-up test is allowed per student in this course.** Any test not taken will be assigned a score of zero.

2. Retests are **not** permitted.

3. If you have a physical, sensory, health, cognitive or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor, Ann Lemke, to discuss reasonable accommodations that will help you succeed in this class. She can be reached by phone at 235-7448 or via email lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

4. A student can determine his/her current grade at any time during the semester by dividing his/her cumulative score by the cumulative points possible and converting into a percentage and referring to the table of Letter Grades.

5. Any student wishing to be informed of his/her Final Exam grade and/or semester grade in advance of the official report of grades may provide the instructor a stamped, self-addressed postcard or envelope on the day of the Final Exam with an enclosed note requesting the grades.