### Proposal to Initiate, Modify or Delete a Course

#### 1. Type of Action

- [ ] Addition  
- [ ] Deletion  
- [x] Modification

- [x] Regular  
- [ ] Experimental  
- [ ] Other

#### 2. New Alpha, Number and Title

<table>
<thead>
<tr>
<th>Art 116 Intro to three-dimensional composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits 03</td>
</tr>
</tbody>
</table>

#### 3. Old Alpha, Number and Title

<table>
<thead>
<tr>
<th>Art 106 Intro to sculpture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits 03</td>
</tr>
</tbody>
</table>

#### 4. New Catalog Description

- [x] Prerequisite: Adding or consent of instructor
- [ ] Other Art courses have this

#### 5. Prerequisites

| Cut 101 or concurrent req. or consent of instructor |

#### 6. Student Contact Hours Per Week

- [ ] Lecture 8
- [x] Lecture/Lab
- [ ] Lab 4
- [ ] Other (specify)

#### 7. Proposed Date of First Offering

- [ ] Date

#### 8. Similar Courses Offered Elsewhere

- UH Manoa
- KCC
- Art 116
- Art 106

#### 9. This Course

- [ ] Is Required
- [x] Elective for the WCC

#### 10. Proposed Date of First Offering

- [ ] Date

#### 11. This Course

- [ ] Increases
- [ ] Decreases
- [x] Makes No Change in Number of Credits Required for the Program/Core

#### 12. Similar Courses Offered Elsewhere

- College(s): UH Manoa, KCC
- Alpha, Number, Title: Art 116, 106

#### 13. This Course

- [ ] Already Articulated with WCC/ UH
- [ ] Not Yet Appropriate for Articulation

#### 14. Reason for Initiating, Modifying or Deleting Course or Other Pertinent Comment

- 1987 UH Manoa changed course no. from 116 to 106 for pre-major and major, 1992 UH Manoa changed back from 106 to 116

#### Requested By:

- [Signature]  
- [Date]

#### Approved By:

- [Signature]  
- [Date]

#### Change Recorded By Catalog Preparer

- [Signature]  
- [Date]
<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Subject Area (one or more instructors in the area)</td>
<td></td>
</tr>
<tr>
<td>Advancing Holness</td>
<td>9/22/92</td>
</tr>
<tr>
<td>Faye Robinson</td>
<td>9/27/92</td>
</tr>
<tr>
<td>Elaine L. Moore</td>
<td>9/29/92</td>
</tr>
<tr>
<td>2. Department</td>
<td></td>
</tr>
<tr>
<td>Paul Adams</td>
<td>5/18/92</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
</tr>
<tr>
<td>Elona A. Moore</td>
<td></td>
</tr>
<tr>
<td>Was this course discussed in a dept. mng.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>10/27/92</td>
</tr>
<tr>
<td>3. Division</td>
<td></td>
</tr>
<tr>
<td>John Miller</td>
<td>10/28/92</td>
</tr>
<tr>
<td>Assistant Dean of Instruction</td>
<td></td>
</tr>
<tr>
<td>4. Curriculum Committee Review</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>2/2/93</td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
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<tr>
<td>Reason:</td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
</tr>
</tbody>
</table>
FORMS FOR NEW COURSE PROPOSAL

COURSE MODIFICATION/DELETION/COURSE ARTICULATION

1. To help you in the preparation of your forms for the above curriculum actions, it is recommended that you read CCCM #6100 (November 1, 1988) "Policies and Procedures for Approval of New and Modified Courses." This is available from the Office of the Dean of Instruction or from the CAAC Chairperson.

2. All curriculum actions (new course proposal, course modification, course deletion, course articulation) require the completion of:

A. **COVER FORM** (white)

   UH COMMUNITY COLLEGES PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE
   (2 sides; page 2 requires signatures only)

B. **NEW COURSE PROPOSALS**

   1. WCC Form for New Course Proposal (pink)
   2. Course Outline
   3. WCC Form for Transfer Courses (blue), if articulation desired.

C. **COURSE MODIFICATIONS**

   1. WCC Form for Course Modification (yellow)
   2. Course Outline (if the content of the course will be changed or, if the course number will be changed and articulation with any 4-year UH campus needs to be maintained).
   3. WCC Form for Transfer Courses (blue), if the course number will be changed and articulation with any 4-year UH campus needs to be maintained.

D. **COURSE DELETIONS** require only the COVER FORM.

E. **COURSE ARTICULATIONS** (with any 4-year UH campus)

   1. WCC Form for Transfer Courses (blue)
   2. Course Outline (if it is not a new course).
GUIDELINES FOR A COURSE OUTLINE

To provide required information and review of new course proposals, course modification, and/or articulation, the following should be included in a course outline:

1. Course description.

2. Hours per week of lecture, lab, and/or other activities and total student contact hours per week.

3. Prerequisites required, corequisites required, recommended preparation and basic skills needed. If the course involves the use of mathematics, indicate the level of quantitative reasoning required.

4. Specific course objectives (what knowledge and/or skills will successful completion of the course develop in the student?).

5. Method of instruction

6. Course content and approximate time to be spent on each topic. (Proposed semester schedule is acceptable).

7. Text(s) to be used and reading level of text (contact Learning Assistance Center to determine reading level). List text(s) to be used (if no text, so state). Indicate approximate percent of text to be used if less than 75%.

8. Reference and supplementary materials that may be found in the Library or elsewhere that will contribute to the course.

9. Course requirements: List any projects, field trips, experiments, reports, independent work, etc., which will be required or expected of students for the course.

10. Evaluation: Identify methods of evaluation which will be employed to determine if the course objectives are being met (e.g., written examinations, attendance, projects). Specify the grading procedure to be used in the course.
WCC FORM FOR TRANSFER COURSES

(To be completed for articulation with any 4-year UH campus)

Course Art 116 Submitted by Paul Adams Date 5/10/92

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

U. H. Manoa, was Art 106, they changed it to Art 116 to correspond to the other foundation numbers, Art 113, 114, 115, and now 116.

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

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.
WCC FORM FOR COURSE MODIFICATIONS

Course Code 116 Submitted by Phoebe Nash Date 5/10/92

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course. (None) Course content is the same.

2. What is the rationale for the change? Course title corresponds to U. H. Manoa.

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? U. H. Manoa. If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation. None

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.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (See attached criteria for transfer courses.) No

WCC 9/91
WCC FORM FOR NEW COURSE PROPOSALS

Course: 116  Submitted by: Paul Nelson  Date: 5/10/92

1. How is this course related to the educational needs and goals of the College/Department/Community as reflected in the EDP?  
   is part of the Curriculum program.

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

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 on 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 attached criteria for transfer courses.)

WCC 9/91
Final decisions as to the academic level of a course should generally rest with the professional judgment of the faculty. Each of the items below indicates an area which should be considered in arriving at this judgment, although not all items pertain to all courses. It is important that judgments not be made by the "least common denominator" approach; the standard to keep in mind is the "typical" college transfer course, rather than the most borderline courses now accepted within the system.

1. Rate of progress expected of students.

High schools and colleges typically differ rather substantially in the quantity of material taught in a semester. The course in question should be compared with high school and college courses in related areas.

2. Basic skills (reading, writing and analytical) needed for success in the course.

The concern here is with the skill levels required of students rather than the level of material in the class. To be successful in most freshman transfer courses, a student must have a minimum of 10th grade skill level in the areas relevant to the course.

3. Amount and level of reading, writing or other independent work required.

As a rule of thumb, much of the reading material for a freshman level course should be at 12th or 13th grade level. Sometimes sophisticated ideas are presented in a simple writing style (such as the writing of Camus). In these cases, the level of the audience for which the materials were developed or who normally read them may be a useful indicator.

College courses usually differ from high school courses in the amount of reading, writing or other independent work required of students. The long standing rule of thumb for lecture classes is that students should spend two hours studying outside of class for every hour in class. For laboratory classes, a rule of thumb is that the student should spend three hours per week for each credit assigned to the class, with the student working independently or in groups for a substantial portion of the lab.

4. Amount and level of quantitative and logical reasoning required.

Where the course involves use of mathematics, a minimum of one year of high school algebra, or its equivalent, as background for the course would be required for transfer courses. (In the field of mathematics itself, courses through second year algebra are non-transfer.) Courses should also be examined for use of logical principles.
**Type of Action** (circle appropriate)

A. Addition
   1. Regular
   2. Experimental
   3. Other [new course/ (specify)]

B. Deletion [articulation]

**New Alpha, Number and Title**

ART 116 Foundation Studio: Three-dimensional Design

**Old Alpha, Number and Title**


**New Description**

Emphasis on three-dimensional visualization and tactile exploration of forms, environments, and ideas through a variety of approaches, tools, processes and materials.

**Prerequisites or Recommended Preparation**

ART 101, or concurred

**Student Contact Hours Per Week**

2. Lecture  4. Lab

**Other (specify)**

**Proposed Date of First Offering**

Spring '84

**This Course is (Required) (Elective) for the**

WCC Humanities Program

**This Course (Increases) (Decreases) (Makes no Change) in the Number of Credits**

**Required for the Program**

**Similar Courses Offered Elsewhere**

College(s) [UHM, HCC, LCL etc.]

**Alpha, Number, Title:**

ART 116 Foundation Studio 3-D Design

**This Course is (Already Articulated) (Appropriate for Articulation) (Not Appropriate for Articulation) to be Articulated**

**Provide Details of Existing or Desired Articulation** (Date, college(s), purposes, pre-major or major, etc.):

to be articulated in Spring '83

**Reason for Initiating, Modifying or Deleting Course or Pertinent Comment:**

1. Basic to understanding 3-D design and sculpture
2. Essential to a beginning comprehensive art program at WCC
3. Required for Transfer students to UH Art Program

**Requested By**

**HUMANITIES**

Department Division [HUMANK] Chairperson [P. MCNELL] Date [9/82]

**Approved By**

Curriculum Committee [PHILLY P. HAGSTROM] Date [11/12/82]

(Other required campus signature) [R. M. FRYMIRE] Date [12-15-82]

Dean of Instruction [D. J. DOY] Date [3/1/84]

Provost [D. J. DOY] Date [3/1/84]
LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

1. Subject Area (one or more instructors in the area)
   
   Signature: [Signature]
   
   Date: 11/1/82

2. Division
   
   Signature: [Signature]
   
   Date: 11/1/82

3. Administrative Confirmation of System Requirements
   
   Signature: [Signature]
   
   Date: 11/6/82

4. Curriculum Committee First Review
   
   Disapproved
   
   Reason:
   
   Further Information Required
   
   Please provide the following:
   
   Approved for review by other divisions
   
   Signature: [Signature]
   
   Date: [Signature]

   Curriculum Committee Chairperson

5. Curriculum Committee Second Review
   
   Approved
   
   Disapproved
   
   Reason:
   
   Signature: [Signature]
   
   Date: 11/12/82

   Curriculum Committee Chairperson