UNIVERSITY OF HAWAII COMMUNITY COLLEGES

PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

JULY 26, 1979

EXHIBIT II

CCCM #6100

CIRCUIT COURT

IGN (circle appropriate)  C. Modification

1. in credits

2. in title

3. in number or alpha

4. in prerequisites

5. Other ___________________ (specify)

B. Deletion

NEW ALPHA, NUMBER AND TITLE

BOT 160: Identification of Tropical Plants

OLD ALPHA, NUMBER AND TITLE

None

NEW DESCRIPTION

Nontechnical course in identification of common plants of tropics; includes native and introduced flora.

PRERequisites OR RECOMMENDED PREPARATION

NONE

STUDENT CONTACT HOURS PER WEEK

3. Lecture Lab Other (specify).

PROPOSED DATE OF FIRST OFFERING

Fall 1980 or Spring 1981

THIS COURSE IS (REQUIRED) ELECTIVE FOR THE Nat Sci PROGRAM

THIS COURSE (INCREASES) (DECREASES) MAKES NO CHANGE IN THE NUMBER OF CREDITS REQUIRED FOR THE PROGRAM

FOR THE PROGRAM.

STUDY COURSES OFFERED ELSEWHERE

College(s): UHM UHH

THIS COURSE IS (ALREADY ARTICULATED) (APPROPRIATE FOR ARTICULATION) (NOT APPROPRIATE FOR ARTICULATION).

PROVIDE DETAILS OF EXISTING OR DESIRED ARTICULATION (Date, college(s), purposes, pre-major or major, etc.).

Parallel course with UHM and UHH.

REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:

This course will satisfy an expressed need of WCC students to learn the skills necessary to identify Hawaiian plants; lend support to the AG/Hort program; and improve the match-up of WCC and UHM Botany Dept. curricula.

JUSTED BY

Chairperson

Date

REVIEWED BY

Dean of Instruction

Date

Provost

Date
GUIDELINES FOR NEW COURSE PROPOSALS

Each college is responsible for developing a course proposal format which requests the information necessary to making decisions on that campus. The Guidelines which follow cover only those matters which must be included in new course proposals, as relevant, for periodic course audits, and are not intended to be comprehensive.

1. What are the general course objectives? (What knowledge and/or skills will successful completion develop in the student?)

2. How is this course related to the educational needs and goals of the division, college, and community, as reflected in the EDP? How is it related to courses and programs in other disciplines?

3. For what program was the course designed? Is it an approved program? Will the course be required or elective? Would the course lengthen the time for students to complete the program? Does it replace another course?

4. How many hours will the student spend per week in lectures, laboratories, seminars, or other supervised instruction?

5. What independent work will be required of students? (Reading, research, writing, special projects, etc.) For written or other special projects, identify the usual number and length of projects. For readings, where the entire book or pamphlet is not used, indicate the percentage of the book to be used.

6. Will this course require additional staff, equipment, facilities, or other cost items? If so, are they available? Are they included in the budget, or will they be covered by reallocation?

7. Is a similar course taught at any other community college? Any other UI college? If so, provide information about the course identification and content of similar courses. If this course differs in important ways from existing similar courses, explain how.

8. If this course is comparable to a course taught on a four-year campus, and is intended to count in lieu of that course, the proposal must contain evidence of up-to-date information as to the content and objectives of the course on the four-year campus. (This information may be obtained through discussion with faculty teaching the course on the four-year campus or by obtaining a copy of the course syllabus or outline.)

9. If the course is appropriate for articulation with the UI General Education "core" or with any other department or college requirements on a UI four-year campus, provide a brief rationale.
WCC CURR. FORM 1

PROPOSAL FOR NEW COURSE

Course BOT 160: Identification of Tropical Plants
Transfer X Nontransfer
Submitted by Jeffrey W. Hunt Date Feb 27, 1980

1. COURSE OBJECTIVES: Upon completion of the course, the student will:
   1. Be able to identify Hawaiian plants and characterize the habitats of specific plants.
   2. Recognize selected plant families and describe their familial characteristics.
   3. Develop a heightened awareness of the environment and the roles that plants play in it.

2. COURSE RELATION TO EDP:
   1. Supports anticipated AG/HORT programs as well as diversifying Nat. Sci. offerings.
   2. Offers interested community members opportunity to learn about Hawaiian plants.

3. PROGRAM COURSE IN:
   1. Nat. Sci. program; Nat. Sci. requirement at WCC

4. STUDENT HOURS: 3 hours per week

5. INDEPENDENT WORK BY STUDENT: Yes, if an optional project is developed.

6. ADDITIONAL SUPPORTS NEEDED: All major materials are already available in LLRC.

7. SIMILAR COURSES IN SYSTEM:
   BOT 160 is presently given at UHM, UHH.
Course BOT 160: Identification of Tropical Plants

8. IF COMPARABLE TO FOUR YEAR CAMPUS COURSE RELATE EVIDENCE:

Same course at UHM and UHH.

9. RATIONALE (if appropriate) FOR ARTICULATION WITH UH:

NONE

10. PREREQUISITE:

NONE

11. IF SIMILAR TO AN UPPER DIVISION COURSE EXPLAIN CC APPLICATION:

NONE

12. OTHER: Although some field trips are taken, this course does not satisfy the lab/field trip requirements of WCC Natural Science core.
GENERAL OUTLINE FOR PROPOSED COURSE

Course: BOT 160: Identification of Tropical Plants  
Transfer: Nontransfer  
New:  
Modified:  
Submitted by: Jeffrey W. Hunt  
Date: Feb 27, 1980

1. COURSE DESCRIPTION:

Nontechinical course in identification of common plants of tropics; includes native and introduced flora.

2. HOURS PER WEEK:  
LEC 3  
LAB  
OTHER  
TOTAL 48

3. PREREQUISITES: NONE

COREQUISITES: NONE

RECOMMENDED PREPARATION: NONE

4. SPECIFIC COURSE OBJECTIVES: Upon completion of the course, the student will:

1. Be able to identify Hawaiian plants and characterize the habitats of specific plants.
2. Recognize selected plants families and describe their familial characteristics.
3. Develop a heightened awareness of the environment and the roles that plants play in it.

5. TEXTBOOK AND MATERIALS:

Harrington and Durrell, 1957. "How to Identify Plants"

Neal, M, 1965. "In Gardens of Hawaii"

6. REFERENCE MATERIAL SAMPLES:

All are presently available in LLRC.

7. AUXILIARY MATERIALS:

None needed; all in Sci Dept. now. Perhaps a collection of live plants to be started.
GENERAL OUTLINE FOR PROPOSED COURSE

Course: BOT 160: Identification of Tropical Plants

7. AUXILIARY MATERIALS:
   See last page.

8. METHODS OF INSTRUCTION:
   1. Lectures
   2. Field trips
   3. Classroom observations and discussions
   4. Projects (optional)

9. EVALUATION:
   1. Quizzes
   2. Examinations
   3. Field trips
   4. Observation/discussion notebook

10. OTHER: NONE

11. SYLLABUS: CONTENT AND TIME SCHEDULE:
    See Attached.
COURSE NAME: Identification of Tropical Plants

COURSE NUMBER: BOT 160

CREDIT HOURS: 03

CATALOG DESCRIPTION: Nontechnical course in identification of common plants of tropics; includes native and introduced flora.

REQUIREMENTS COURSE SATISFIES:

AT WCC: Meets AA degree Science requirements.

AT UH, MANOA: May meet Natural Sciences requirements.

PREREQUISITES: None

RECOMMENDED SPECIAL PREPARATION:

RECOMMENDED BASIC SKILL LEVELS:

Reading Level of Text(s):

Other:

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIMES: Yes

INSTRUCTOR:

OFFICE:

TELEPHONE:

EFFECTIVE DATE:
A. Goals of the Course

Upon completion of this course, you should:

1. Be able to identify Hawaiian plants and characterize the habitats of specific plants.
2. Recognize selected plant families and describe their familiar characteristics, and,
3. Develop a heightened awareness of your environment and the roles that plants play in it.

B. Objectives of the Course

1. The student will describe and integrate basic information related to Hawaiian plants as presented in lectures, readings, and field trips in 3 in-class exams without references. The exams will be objective and/or essay. Minimum level of achievement: 60%
2. The student will demonstrate that he/she can identify basic morphological and reproductive structures of Hawaiian plants and also give the scientific and common or Hawaiian names of representative species in weekly laboratory quizzes. These weekly quizzes will also evaluate the student's understanding of the previous and upcoming course material and assignments. Selected references may be utilized in these quizzes. A total of 12-14 lab quizzes will be given, of which the student may select the best 10. Minimum level of achievement: 60%
3. The student will maintain a notebook (in accordance with guidelines) recording and detailing classroom observations. The notebook will be collected at random two times for evaluation. Minimum level of achievement: 60%
4. The student will correctly and carefully use appropriate techniques and equipment in the study of plants including dissecting microscope use, the recording of classroom and field observations, and the collecting and preparing of plants for herbarium use. The student will have many opportunities to master these skills in order to improve to a highly proficient level. Lab and field skills and techniques are evaluated on a CR/F basis.
5. The student will apply appropriate techniques in identifying unknown plants giving the scientific name of representative plants in a timed laboratory exam. Selected references may be used in this exam. Minimum level of achievement: 60%
6. The student will complete the field trip exercises by attending field trips, doing the appropriate observations, deriving conclusions, and writing up the exercise in a short report. If unable to attend the field trip, the student will conduct the exercise on his/her own. Reports are due one week after the field trip; late reports will not receive maximum points. Minimum level of achievement: 60%
7. The student may choose to submit a typewritten and oral optional report or project. The optional report or project will be developed in consultation with the instructor. The optional work will be given a specified number of points to be added to the student's total point accumulation upon satisfactory completion of the work.

C. Mode of Instruction

The previously described objectives will be achieved through the aid of the following learning activities:

1. Assigned readings
2. Class lectures
3. Field trips

Assigned readings will serve to provide background and supplemental information to provide a broad base for a study of Hawaiian plants. Class lectures will build upon this base and provide additional information more specifically dealing with the topics discussed. Field trips and field exercises will be utilized to expose the student first hand to the plants of Hawaii. The material presented in all modes of instruction will be of an introductory nature but sufficient in content to allow serious study by the interested student.

D. Method of Grading

1. The student must meet the minimum level of achievement for Objectives 1-6 in order to receive a passing grade for the course. Failure to satisfy the minimum level of achievement for any one of the objectives will result in a grade of "F".

2. The assignment of points to the different objectives may vary each semester since the emphasis on the objectives is not always the same. However, the following is typical:

<table>
<thead>
<tr>
<th>Objective 1 (exams)</th>
<th>Objective 2 (lab quizzes)</th>
<th>Objective 3 (notebook)</th>
<th>Objective 4 (classroom and field techniques)</th>
<th>Objective 5 (identification exam)</th>
<th>Objective 6 (field trips)</th>
<th>Objective 7 (optional work)</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 points</td>
<td>200 points</td>
<td>50 points</td>
<td>CR/F</td>
<td>150 points</td>
<td>150 points</td>
<td>50 points</td>
</tr>
</tbody>
</table>

3. Letter grades will be assigned as follows:

A -- 90% or above of total points; meets minimum level of achievement in Objectives 1-6; all assignments completed.

B -- 80 - 89% of total points; meets minimum level of achievement in Objectives 1-6; all assignments completed.

C -- 70 - 79% of total points; meets minimum level of achievement in Objectives 1-6; all assignments completed.

D -- 60 - 69% of total points; meets minimum level of achievement in Objectives 1-6; all assignments completed.
D. Method of Grading (continued)

F -- below 60% of total points; failure to meet minimal level of achievement in Objectives 1-6; non-completion of assignments; informal or incomplete official withdrawal.

I -- Incomplete; given at instructors option when student has failed to complete a part of a course because of circumstances beyond his or her control.

CR -- Achieving a minimum level of achievement in Objectives 1-6; completion of all assignments; the student must indicate the intent to take the course as CR/NC in writing on either of the first two days of class.

NC -- Achievement of Objectives 1-6 at less than minimal passing achievement; non-completion of assignments.

W -- Official withdrawal from the course; achieving at the D level or higher; all assignments completed at time of withdrawal.

WF -- Official withdrawal from the course; achievement of Objectives 1-6 at less than minimal passing achievement; non-completion of assignments at time of withdrawal.

No retests are given. Make-up tests and waiver of minimum levels of achievement are given only in unique situations at the instructor's discretion. In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. Testing is done on an honor system. An "F" grade will be assigned to students involved in cheating systems.

E. Textbooks and Other Assigned Instructional Materials

The following textbooks are required:


The following textbooks are optional:


Other reading assignments will be from texts or handouts on reserve in the library.
F. **Other Information**

1. Instructor's office hours: To be announced at the start of the course.

2. Copies of previous evaluations and quizzes used in the course are on file in the LLRC.

3. Students may have to purchase handouts and supplies in the bookstore.

4. This course may **not** be satisfied through the credit by examination option.

5. Students should carefully review the attached sheet detailing "inherently dangerous activities" of this course and sign the appropriate UH Assumption of Risk and Release and/or Medical Consent Form.

6. Science courses at WCC generally require 2-3 hours study for each hour in class or laboratory.
<table>
<thead>
<tr>
<th>Date Beginning</th>
<th>Topic</th>
<th>Assignment</th>
<th>Field Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 15</td>
<td>Pre-Test. Course Procedures. Plant Kingdom overview and classification</td>
<td>1</td>
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<tr>
<td>Jan 21</td>
<td>Vegetative structures. Reproductive structures. Pollination. Fruit and seed. Growth and Development.</td>
<td>2</td>
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<tr>
<td>Jan 28</td>
<td>Techniques of plant identification.</td>
<td>3</td>
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<tr>
<td>Feb 4</td>
<td>Native and introduced plants.</td>
<td>4</td>
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<tr>
<td>Feb 11</td>
<td>Fern Allies. Ferns. Gymnosperms.</td>
<td>5</td>
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<tr>
<td>Feb 25</td>
<td>EVALUATION I.</td>
<td>6</td>
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<tr>
<td>Mar 3</td>
<td>Selected monocot families (Typhaceae) (Araceae) (Pandanaceae) (Bromeliaceae) (Gramineae) (Commelinaceae) (Palmae) (Cyperaceae)</td>
<td>7</td>
<td>Mon-Mar 17 Tantalus 8:00 am</td>
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<tr>
<td>Mar 10</td>
<td>Selected monocot families (Liliaceae) (Musaceae) (Amaryllidaceae) (Zingiberaceae) (Dioscoreaceae) (Cannaceae) (Iridaceae) (Orchidaceae)</td>
<td>8</td>
<td></td>
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<tr>
<td>Mar 18</td>
<td>Selected dicot families. (Casuarinaceae) (Aizoaceae) (Piperaceae) (Portulacaceae) (Moraceae) (Nymphaeaceae) (Amaranthaceae) (Berberidaceae) (Nyctaginaceae) (Magnoliaceae) (Annonaceae)</td>
<td>9</td>
<td>Sat-Apr 12 Lyon Arboretum 1:00 pm</td>
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<tr>
<td>Mar 31</td>
<td>Selected dicot families (Lauraceae) (Pittosporaceae) (Papaveraceae) (Rosaceae) (Cruciferae) (Leguminosae) (Moringaceae) (Geraniaceae) (Crassulaceae) (Oxalidaceae) (Rutaceae)</td>
<td>10</td>
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### COURSE SCHEDULE (Cont'd)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
<th>Field Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 14</td>
<td>Selected dicot families.</td>
<td>10</td>
<td>Foster Gardens programmed field trip; anytime between Mar 31 to Apr 20</td>
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<tr>
<td></td>
<td>(Meliaceae)</td>
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<td></td>
<td>(Malpighiaceae)</td>
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<td></td>
<td>(Euphorbiaceae)</td>
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<td>(Anacardiaceae)</td>
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<td>(Malpighiaceae)</td>
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<td>(Sapindaceae)</td>
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<td>(Euphorbiaceae)</td>
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<td>(Balsaminaceae)</td>
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<td>(Anacardiaceae)</td>
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<td>(Malvaceae)</td>
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<td>(Passifloraceae)</td>
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<td>(Bombacaceae)</td>
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<td></td>
<td>(Caricaceae)</td>
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<td></td>
<td>(Sterculiaceae)</td>
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<td></td>
<td>(Begoniaceae)</td>
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<tr>
<td></td>
<td>(Cactaceae)</td>
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<tr>
<td>Apr 21</td>
<td>Selected dicot families.</td>
<td>11</td>
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<tr>
<td></td>
<td>(Barringtoniaceae)</td>
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<td></td>
<td>(Oleaceae)</td>
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<td></td>
<td>(Myrtaceae)</td>
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<td></td>
<td>(Loganiaceae)</td>
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<td></td>
<td>(Gunneraceae)</td>
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<td></td>
<td>(Apocynaceae)</td>
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<td>(Araliaceae)</td>
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<td></td>
<td>(Asclepiadaceae)</td>
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<td>(Umbelliferae)</td>
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<td>(Convolvulaceae)</td>
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<td></td>
<td>(Primulaceae)</td>
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<tr>
<td>Apr 28</td>
<td>Selected dicot families.</td>
<td>12</td>
<td>Sat-Apr 26 Waimea Arboretum 9:30 am</td>
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<td></td>
<td>(Boraginaceae)</td>
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<td>(Rubiaceae)</td>
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<td>(Verbenaceae)</td>
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<td>(Cucurbitaceae)</td>
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<td>(Labiatae)</td>
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<td>(Lobeliaceae)</td>
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<td>(Solanaceae)</td>
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<td>(Goodeniaceae)</td>
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<td>(Scrophulariaceae)</td>
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<td>(Compositae)</td>
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<td>(Bignoniaceae)</td>
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<td>(Acanthaceae)</td>
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<tr>
<td>Apr 29</td>
<td>EVALUATION III.</td>
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<tr>
<td>May 5</td>
<td>LABORATORY EVALUATION</td>
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<tr>
<td>May 6</td>
<td>Presentation of reports/projects.</td>
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</tbody>
</table>

Note: Assignments are to be read prior to discussion in lecture.

Bring texts and handouts to each lecture.
WCC CURR. FORM 2 page 2

GENERAL OUTLINE FOR PROPOSED COURSE
BOT 160: Identification of Tropical Plants.

7. AUXILIARY MATERIALS:
   See last page.

8. METHODS OF INSTRUCTION:
   1. Lectures.
   2. Field trips.
   3. Classroom observations and discussions.
   4. Projects (optional)

9. EVALUATION:
   1. Quizzes.
   2. Examinations.
   3. Field trips.
   4. Observation/discussion notebook.

10. OTHER
    NONE

11. SYLLABUS: CONTENT AND TIME SCHEDULE:

   See Attached.
PROPOSAL FOR NEW COURSE.

Course: BOT 160: Identification of Tropical Plants

Transfer: X Nontransfer

Submitted by: Jeffrey W. Hunt
Date: Feb. 27, 1980

1. COURSE OBJECTIVES: Upon completion of the course, the student will:
   1. Be able to identify Hawaiian plants and characterize the habitats of specific plants.
   2. Recognize selected plant families and describe their familial characteristics.
   3. Develop a heightened awareness of the environment and the roles that plants play in it.

2. COURSE RELATION TO EDP:
   1. Supports anticipated AG/HORT programs as well as diversifying Nat Sci offerings.
   2. Offers interested community members opportunity to learn about Hawaiian plants.

3. PROGRAM COURSE IN:
   1. Nat Sci program; Nat Sci requirement at WCC.

4. STUDENT HOURS: 3 hours per week.

5. INDEPENDENT WORK BY STUDENT: Yes, if an optional project is developed.

6. ADDITIONAL SUPPORTS NEEDED: All major materials are already available in LLRC.

8. SIMILAR COURSES IN SYSTEM:
   BOT 160 is presently given at UHM, UHH.
PROPOSAL FOR NEW COURSES

Course: BOT 160: Identification of Tropical Plants.

8. IF COMPARABLE TO FOUR YEAR CAMPUS COURSE RELATE EVIDENCE:
   Same course at UHM and UHH.

9. RATIONALE (if appropriate) FOR ARTICULATION WITH UH:
   NONE.

10. PREREQUISITE:
    NONE.

11. IF SIMILAR TO AN UPPER DIVISION COURSE EXPLAIN CC APPLICATION:
    NONE.

12. OTHER: Although some field trips are taken, this course does not satisfy the lab/field trip requirements of WCC natural science core.