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
   - CHEM 272L: Organic Chemistry Laboratory I

3. Credits
   - 2 credits

4. Old Alpha, Number and Title
   - CHEM 272L: Organic Chemistry Laboratory I

5. Credits
   - * (for credits)

6. New Catalog Description
   - Laboratory principles of Organic Chemistry I, the first semester course in organic chemistry intended for science majors. Topics to be covered include structure, properties, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy of alkanes, alkenes, alkynes, alkyl halides, alcohols and their applications to biology. (one 5-hour lab session/week)

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or
   - Recommended Preparation
   - A grade of "C" or better in Chem 272 or registration in Chem 272 or instructor's consent

8. Student Contact Hours Per Week
   - Lecture: 
   - Lecture/Lab: 
   - Lab: 5 hrs
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester: Summer
   - Year: 2010

10. This course is proposed for the Liberal Arts Program. * Can fulfill 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>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KapiolaniCC</td>
<td>CHEM 272L Organic Chemistry Laboratory I</td>
<td>UH Manoa</td>
<td>CHEM 272L Organic Chemistry Laboratory I</td>
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<tr>
<td>UH Hilo</td>
<td>CHEM 241L Organic Chemistry Laboratory I</td>
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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 KCC's CHEM 272L, UHM's CHEM 272L and UHH's CHEM 241L
   - 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:
   - CHEM 272L is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

Requested by: _______________________________ Date: ____________
Approved by: ______________________________ Date: ____________
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: CHEM 272L: Organic Chemistry Laboratory I

Signatures

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

   ![Signatures]

   Dates
   
   2/1/09
   
   2/2/09
   
   2/3/09
   
   2/4/09

2. Department

   ![Department Chairperson]

   Dates
   
   02/04/09

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

   Dates
   
   02/02/09

3. Division

   ![Division]

   Dates
   
   2/4/2009

4. Curriculum Committee Review

   Approved ☑

   Disapproved ☐

   Reason:

   ![Curriculum Committee Chairperson]

   Dates
   
   02/10/09
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?

CHEM 272L is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

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?

Additional organic chemicals and laboratory supplies will be purchased through an external grant. Estimated cost of $4,000. This course to be taught by existing faculty.

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. Exact same course (CHEM 272L) is offered at UH Manoa and KCC but at UH Hilo CHEM 241L is a 1 unit (4hrs/week) course).

4. Is this course experimental and/or unique to Windward Community College? No 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? No 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
Submitted by
Date  February 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.) *
Course Alpha and Number CHEM 272L

Submitted by Leticia Colmenares

Date February 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.

   UH Manoa: CHEM 272L (2 credits, intended for science majors)
   UH Hilo: CHEM 241L (1 credit, intended for science majors)

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

   University of Arizona (CHEM 247A: Organic Chemistry Laboratory I); UCDavis University of California (CHEM 129A: Organic Chemistry) Each of these is 2 credits.

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: February 2, 2009

COURSE ALPHA & NUMBER: CHEM 272L   SEMESTER CREDITS: 2

COURSE TITLE: Organic Chemistry Laboratory I

DATE OF TITLE: February 2, 2009

(/** 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>CHEM 241L</td>
<td>BS in Biology, BA in Chemistry</td>
</tr>
<tr>
<td>UH Manoa</td>
<td>CHEM 272L</td>
<td>BS in Biology, Chemistry, etc.</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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<tr>
<td>Kapiolani CC</td>
<td>CHEM 272L</td>
<td>DY</td>
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<tr>
<td>Kauai CC</td>
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<td>Leeward 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
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