University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - Addition [X]  Regular or [ ] Experimental or  [ ] Other  (click and type to specify)
   - Deletion
   - C. Modification:
     - in credits
     - in title
     - in prerequisites or co-requisites
     - Other  (click to specify)

2. New Alpha, Number and Title  ENG 019 Writing Essentials  3. Credits 3 credits
4. Old Alpha, Number and Title  ENG 0978 Writing Essentials  5. Credits 3 credits
6. New Catalog Description
   This course focuses on sentence structure and paragraph development with emphasis on unity, organization, and support. Grammar, mechanics, and punctuation will be covered.

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or
   - Recommended Preparation
   - Placement into ENG 019 or higher, C or better in ENG 008, or consent of instructor.

8. Student Contact Hours Per Week
   - Lecture 03
   - Lecture/Lab
   - Lab
   - Other  (click to specify)

9. Proposed Date of First Offering
   - Semester Fall
   - Year 2010

10. This course  [ ] is proposed for the * Program.  [ ] can fulfill * 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>
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<tbody>
<tr>
<td>MauiCC</td>
<td>ENG 019 Writing Skills</td>
<td>*</td>
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<tr>
<td>LeewardCC</td>
<td>ENG 019 Writing Essentials</td>
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<tr>
<td>KauaiCC</td>
<td>ENG 019 Writing Essentials</td>
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13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with UH Community Colleges
     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, 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:
   With the emphasis in meeting the needs of remedial/developmental students in the proposed UH Strategic Plan, UH Community College Strategic Plan and the Achieving the Dream Initiative, and Windward's Strategic Plan, this experimental remedial writing course accommodates students who do not place in ENG 021 or ENG 022. The course number is being numbered to match other similar courses in the UHCCs.

Requested by: [Signature]
Date: January 12, 2010

Approved by: [Signature]
Date: 1/19/2010

[Signature]
Date: 1/20/11

Provost
Date: FEB 8 2010

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

Course Alpha, Number, and Title: ENG 019 Writing Essentials

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<td>12/3/09</td>
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<td>12/3/09</td>
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<tr>
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<td>1/8/09</td>
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1. Department Area (more than one-departmental instructor's signature required)

2. Department
   - Jean Shiruya
   - Department Chairperson
   - December 3, 2009

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

3. Division
   - Paul P. Feen
   - 1/8/10

4. Curriculum Committee Review
   - Approved ☑
   - Disapproved □

   Reason:
   - [Signature]
   - Curriculum Committee Chairperson
   - 1/15/10

CCCM #6100 (Amended for WCC use October 2002)
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 would provide students the opportunity to "develop skills, fulfill their lives, [and] enrich their lives" (WCC Mission Statement) by helping them build their writing skills necessary for effective writing and learning. This course is an important component in achieving UH Strategic Outcomes #1 and #2, CC System Action Outcomes 1.3, 1.4, 2.3, 2.4 and WCC Action Outcomes 1.3, 1.4, 2.3, 2.4, and 2.6. Data from COMPASS indicate a need to address these students who do not qualify for ENG 021 or ENG 022.

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?

This course would be taught by Language Arts department faculty as part of his or her teaching workload.

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

The course does not really differ from similar courses taught elsewhere. These courses cover essentially the same concepts and skills: sentence level skills of punctuation, mechanics, and grammar; paragraph development.

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

English 019 will replace the experimental course ENG 978 (which reactivated English 010), so the course would not have an impact on the college curriculum. The course is being renumbered to match similar course offerings in the UHCCs.

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.
ENG 019 Writing Essentials
3 credits

INSTRUCTOR:
OFFICE:
OFFICE HOUR:
TELEPHONE:
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 member of our community.

CATALOG DESCRIPTION

This course focuses on sentence structure and paragraph development with emphasis on unity, organization, and support. Grammar, mechanics, and punctuation will be covered.

Activities Required at Scheduled Times Other Than Class Times

At least three to six hours per week should be scheduled to complete all course requirements. All tests (except for the final exam) and retests (if needed) must be taken in TLC, Manaleo 113.

STUDENT LEARNING OUTCOMES

At the completion of this course, you should be able to:

1. Use a writing process to produce clear, concise, credible, and grammatically correct paragraphs in various organizational patterns.

2. Write sentences free of errors in grammar, mechanics, and punctuation.

3. Apply various study skills, such as time management, textbook reading and notetaking skills, and lecture notetaking.
COURSE CONTENT

Concepts
- Active versus passive reading and thinking
- Main point or central thought
- Organizational structure and patterns
- Techniques to strengthen coherence in writing.
- Development of ideas
- Study skills
- Connotations and denotations
- General versus specific
- Collaboration
- Rules of mechanics, grammar, punctuation
- Word choice
- Writing process

Skills
1. Distinguish between general and specific items.
2. Distinguish between direct and indirect statements of main thought.
3. Identify the main thought, the major and minor details, and the organizational patterns of material.
4. Use the linear outline or another form of outlining.
5. Use appropriate writing style for academic writing.
6. Recognize and correct sentence errors.
7. Use a writing process.

COURSE TASKS

Writing Skills
1. Complete all assigned lessons in the text/workbook, *Stepping Stones*
2. Demonstrate mastery of grammatical and mechanical skills in quizzes with at least 70%.
3. Complete all writing assignments, including writing process stages (prewriting, drafting, collaboration, instructor conferences, and revisions). There will be at least four formal writing assignments due this semester. You will be able to revise these assignments.

Study Skills
Complete assigned lessons and homework in study skills strategies techniques.

ASSESSMENT TASKS AND GRADES

Letter grades will be assigned after the completion of all course requirements and writing level achieved as reflected in the final exam. Writing proficiency (correct grammar and usage in sentences and paragraph construction) will be determined by all writing assignments and the final exam. If you do not complete the requirements, you will be asked to repeat the course in order to reach the necessary proficiency level required for English 22. Five or more absences before the official withdrawal date, excused and unexcused, may also result in an N grade for this course.

Grades Available:
- A = 90% or higher
- B = 80% - 89%
- C = 70% - 79%
- N = Given only if student has made his or her best effort, but needs more work to achieve proficiency.
Areas Graded:
Attendance (A = 0-2 absences, B = 3-4, C = 5-6, D = 7-8, F = 9 or more) --------- 5%
Writing Final (must be 80% +)---------------------------------------- 30%
Writing (text) homework--------------------------------------------- 15%
Writing assignments (based on specified criteria)-------------------- 30%
Comprehension mastery tests ---------------------------------------- 20%
100%

LEARNING RESOURCE AND MATERIAL
1. Juzwiak: Stepping Stones
3. Pens: red or green for corrections; blue or black for assignments.

Getting the Most Out of This Course

1. Attendance: Class sessions are designed to give you the opportunity to practice and review skills and concepts. Therefore, attendance will be part of the grading. Attendance will be taken at the beginning of each session. Five or more absences before the official withdrawal date, excused and unexcused, may result in an N grade for this course.
   • If you are unable to attend the class session (for verifiable medical or emergency reasons), please contact the instructor immediately. If you are unable to reach the instructor, please leave a message on the voice mail. Phone numbers are on the first page of this course outline. If you do not call me, homework will not be accepted.
   • Be on time! A tardy of 10 minutes or more will count as an absence. However, it is to your benefit to attend the rest of the class session even if you are late. Homework assignments are generally given at the end of the class period.
2. If you must bring a pager or cellular phone into class, please set it on silent or off.
3. Homework: Make sure you complete the homework assignments when they are due. Class participation will be difficult if you are not prepared to share your work with the rest of the class. Homework will be collected. If you are absent, make sure you get the assignments from your instructor or a classmate. You are responsible for homework assigned during your absence.
4. Testing: You must complete all tests when scheduled. Make-up tests will only be administered if the student has contacted the instructor before the test and has a verifiable medical excuse. Make-up tests must be completed before the deadline established by the instructor.
5. You may take retests on quizzes/tests (except for the final exam). In order to do so, you must complete additional work in the area, correct the work, and submit the work to the instructor. Once the work has been turned in, the instructor will put the retest in the TLC. There will be deadlines for both the completion of the additional work and the retest.
6. All writing assignments must be typed, double-spaced. Follow the guidelines provided. Assignments not typed will not be accepted.
7. Organize your life and yourself. Use a daily or monthly planner to keep track of assignments, deadlines, and personal errands. Use a three-ring binder to organize your class materials.

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 to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawai.edu, or you may stop by Hale 'Akoko 213 for more information.