UNIVERSITY OF HAWAII COMMUNITY COLLEGES

PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition □ Regular □ Experimental □ Other __________________________ (specify)
   B. Deletion □
   C. Modification □ in credits □ in title □ in number or alpha □ in prerequisites □ Other Course Description

2. NEW ALPHA, NUMBER AND TITLE __________________________

3. CREDITS __________

4. OLD ALPHA, NUMBER AND TITLE ENG 022, Introduction to Expository Writing

5. CREDITS 03

6. NEW CATALOG DESCRIPTION

   See attachment.

7. PREREQUISITES

   Completion of ENG 021 or placement into ENG 022, or consent of instructor

8. STUDENT CONTACT HOURS PER WEEK

   Lecture 3 Lecture/Lab ______ Lab ______ Other (specify) ______

9. PROPOSED DATE OF FIRST OFFERING

   Fall 1998

10. THIS COURSE □ IS REQUIRED □ IS AN ELECTIVE FOR THE WCC ________ PROGRAM/CORE

   □ CAN FULFILL ____________ REQUIREMENT

   (Please specify) (Circle approp.)

11. THIS COURSE □ INCREASES □ DECREASES □ MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSE WHERE:

   College(s):
   - Kap CC
   - Leeward CC
   - Hon CC

   Alpha, Number, Title:
   - ENG 022, Introduction to Expository Writing
   - ENG 022, Introduction to Expository Writing
   - ENG 022, Introduction to Expository Writing

13. THIS COURSE IS

   □ ALREADY ARTICULATED with ____________
   □ APPROPRIATE FOR ARTICULATION with ____________
   □ NOT YET APPROPRIATE FOR ARTICULATION

   (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

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

   ENG 010, which was a prerequisite for ENG 022 is no longer offered on this campus. Also, a new placement test will replace the Nelson-Denny Reading Test and placement criteria will change system-wide.

   REQUESTED BY: Elizabeth Young

   Date 3/5/98

   APPROVED BY:

   Department Chairperson

   Date 3/11/98

   Curriculum Committee

   Date 3/17/98

   Faculty Senate

   Date 3/17-98

   Dean of Instruction

   Date

   Provost

   Date

   K. Kyono

   Date 3/24/98

   Change recorded by Catalog Preparer
<table>
<thead>
<tr>
<th></th>
<th>Signatures</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1. Subject Area (one or more instructors in the area)</td>
<td>Aleece A. Year</td>
<td>3/4/98</td>
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<td>3/5/98</td>
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<tr>
<td>2. Department</td>
<td>Elizabeth Young</td>
<td>3/4/98</td>
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<td></td>
<td>Department Chairperson</td>
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<td>Was this course discussed in a dept. mtng.</td>
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<td>3. Division</td>
<td>Nekelee Tussi</td>
<td>3/5/98</td>
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<td>Assistant Dean of Instruction</td>
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<td>4. Curriculum Committee Review</td>
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<td>Disapproved</td>
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WCC FORM FOR COURSE MODIFICATIONS

Course: ENG 021, Intermediate Reading
Submitted by: E. Ishida-Babineau
Date: 3/5/98

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

   • The old prerequisite reads:
     ENG 009 or score of 59 to 79 on the Nelson-Denny Reading Test, or consent of instructor.
     The new prerequisite will read:
     Completion of LSK 035 or placement into ENG 021, or consent of instructor.

   • The old catalog description reads:
     Helps student improvement reading ability. Emphasizes vocabulary development, improved comprehension, and a more positive attitude toward reading. Course requires lab work in addition to class time. Concurrent registration in ENG 022 is highly recommended.
     The new catalog description will read:
     Helps student improvement reading ability. Emphasizes vocabulary development, improved comprehension, and a more positive attitude toward reading. Course requires lab work in addition to class time.

2. What is the rationale for the change?

   ENG 009 and ENG 010, prerequisites in the current catalog, are no longer offered on this campus. They have been replaced by LSK 035. In addition, concurrent registration in ENG 022 is no longer recommended because new placement criteria will be in place in Fall 1998. All community colleges will be switching over to a new placement test (COMPASS) in reading and writing. This change will widen the range of ability in these developmental reading/writing courses (ENG 021 and ENG 022). In order to accommodate these students, ENG 021 will be required (if the student scores between 49 and 69) before enrolling in ENG 022. Students who place between 70 and 78 will not be required to take ENG 021 (if they choose not to), but can enroll in ENG 022.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly. If so, explain thoroughly.

   No.

4. Is the course articulated with any 4-year program?

   No
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?

There will be no additional costs or financial considerations that will be required. Current faculty members of the Language Arts department will be teaching this course. No additional preparation will be 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.

No

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.)

N/A
Windward Community College
Course Outline

COURSE NAME: Introduction to Expository Writing

COURSE NUMBER: ENG 22

CREDIT/HOUR: 03

CATALOG
DESCRIPTION: A "refresher course focusing on grammatical form and
writing well-formed sentences and paragraphs. Use
of reference materials and dictionaries is stressed.

REQUIREMENTS COURSE
SATISFIES At WCC: Required for Business majors before
taking Eng 55: Bus Communications.

PREREQUISITES: Completion of Eng 021 or placement
into Eng 022, or consent of
instructor.

ACTIVITIES REQUIRED OTHER THAN AT CLASS TIMES:
Library Sections to be completed at the library outside of class
sessions. At least three conferences during the semester.

INSTRUCTOR: Jean Shibuya

OFFICE: Waipa 102A

OFFICE HOURS:

TELEPHONE: 235-7448, office; or leave
message at 235-7498, TLC;
or 235-0077 switchboard

EFFECTIVE DATE: Fall 1997
1. Goals of the Course
   Upon satisfactory completion of this course, you should:

   A. Improve your writing by learning about the writing process (finding a topic, prewriting, outlining, ordering, drafting, revising, and editing) and using techniques to improve your process.

   B. Understand and practice the accepted principles of grammar, punctuation, and usage of the English language.

   C. Be able to apply the basic principles of composition (unity, development, and organization) in writing paragraphs and essays that have subjects that are not too narrow or generalizations that are too broad, that have clear topic sentences and thesis statements, that provide specific examples and details to support generalizations, and that progress logically and in an organized manner.

   D. Learn the beginning steps of the research process, including writing summaries and completing WCC library sections.

   E. Have more confidence in writing.

2. Objectives of the Course
   Upon satisfactory completion of this course, you should:

   A. Show a basic understanding of sentence skills by correcting errors in sentence structure, grammar, punctuation, and usage by scoring at least at the 80% level on quizzes. Each quiz may be retaken once.

   B. Demonstrate the ability to apply basic principles of unity, development, and organization. We will begin by learning to write effective topic sentences, paragraphs, and finally short essays. You will be required to write at least five paragraphs and essays. Any returned assignment marked with a "Revise" must be revised until a satisfactory grade of "OK" or "Good" is assigned.
C. Keep a journal and make two or three entries a week. Journal topics will be both assigned and free choice.

D. Complete two library sections with a satisfactory score and turn in assignments that are parts of the research paper process. The short research report that results from these activities will be graded with a letter grade.

3. Mode of Instruction

Expect to spend at least two hours outside of class for every hour in class.

Meeting the objectives requires writing, thinking, doing individual exercises, participating in class discussions and doing group work.

Quizzes may be retaken once; a retake requires proof that the appropriate section in the textbook has been reviewed.

Class attendance is mandatory. Please notify me if you are going to be absent. Chronic absences, even if you have a good reason, will affect your grade. If you have five or more excused or unexcused absences, you may be counseled to repeat the course.

4. Grading: You must do all assignments and take all quizzes to pass this course.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Writing Assignments</td>
<td>35%</td>
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<tr>
<td>Journal</td>
<td>20%</td>
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<tr>
<td>Research Report</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>Class participation and conference</td>
<td>5%</td>
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<tr>
<td>Final Grammar and Short Essay Exam</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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Grades Available:

A = 90% or above
B = 80%-89%
C = 70-79%
D = 60-69%
NC = Below "D" level work

CR/NC Option available: Please see me before the withdrawal date.
   *Supplies:* one soft-cover folder with fasteners, assignment book, and notebook.

6. **Final Examination Dates:**