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
   3. Credits 3 credits

4. Old Alpha, Number and Title ENG 097B 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 ENG 97B or higher, or consent of instructor.

8. Student Contact Hours Per Week
   Lecture 03 Lab
   Lecture/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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</thead>
<tbody>
<tr>
<td>MauiCC</td>
<td>ENG 019 Writing Skills</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:
   ENG 097B is an experimental course. ENG 97B will be changed to ENG 0119.

Requested by: [Signature] December 3, 2009

Approved by:

[Signature] Date

[Signature] Date

[Signature] Date

[Signature] Date

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

Course Alpha, Number, and Title: ENG 097B

Signatures

1. Department Area (more than one departmental instructor's signature required)
   
   [Signatures]
   
   Dates
   
   12/13/09
   12/13/09
   12/03/09

2. Department
   
   [Signatures]
   
   Department Chairperson
   
   December 3, 2009

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

3. Division
   
   [Signatures]
   
   12/10/09

4. Curriculum Committee Review
   
   Approved ☑
   
   Disapproved ☐
   
   Reason:

   [Signature]
   
   Curriculum Committee Chairperson
   
   1/15/10

CCCM #6100 (Amended for WCC use October 2002)