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 (specify)

2. NEW ALPHA, NUMBER AND TITLE
   MUS 122B-Elementary Voice Class II

3. CREDITS 2

4. OLD ALPHA, NUMBER AND TITLE
   MUS 124-Elementary Voice Class II

5. CREDITS 2

6. NEW CATALOG DESCRIPTION

7. PREREQUISITES
   None

8. STUDENT CONTACT HOURS PER WEEK
   Lecture ___ Lecture/Lab 2 Lab ___ Other (specify) ___

9. PROPOSED DATE OF FIRST OFFERING
   Fall 1993

10. THIS COURSE □ IS REQUIRED □ IS AN ELECTIVE FOR THE WCC Humanities Core at UH when combined with 2 other credits (121-) or MUS REQUIREMENT (Please specify)
   AA PROGRAM/CORE (Circle approp.)
   □ CAN FULFILL
   (Please specify)

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):   Alpha, Number, Title:
   LCC         MUS 124
   WCC         MUS 124
   Maui CC     MUS 122B

13. THIS COURSE IS
   □ ALREADY ARTICULATED 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:
   Humanities PCC, music discipline, agreed to this as the standard number for class Voice I. Need to bring WCC's course into compliance.

REQUESTED BY:   □
   Department Chairperson
   Date 10/27/93

APPROVED BY:
   □
   Curriculum Committee
   Date 1/26/93

   □
   Faculty Senate
   Date 2/7/93

   □
   Dean of Instruction
   Date 1/13/93

   □
   Provost
   Date 2/13/93

   □
   Change recorded by Catalog Preparer
   Date 5/25/93

CCCM #6100
(Amended for WCC use Sept. 1991)
WCC FORM FOR COURSE MODIFICATIONS

Course MUS 124 Submitted by G. Moore Date

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.
   Change Alpha to MUS 122B from MUS 124.

2. What is the rationale for the change?
   Music instructors across the system agreed in a PCC meeting to number all performing courses the same voice class should.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.
   No

4. Is the course articulated with any 4-year program? Yes
   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?
   N/A

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No
   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? (See attached criteria for transfer courses.)
   Yes

WCC 9/91
# Levels of Review of Course Proposals at WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tr>
<td><strong>1. Subject Area</strong></td>
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<tr>
<td>(one or more instructors in the area)</td>
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<tr>
<td>Don Liu</td>
<td>10/26/92</td>
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<tr>
<td>Phil Perlman</td>
<td>10/27/92</td>
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<tr>
<td>Pa. R. Jacobs</td>
<td>10/27/92</td>
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<td>Phil Hagstrom</td>
<td>10/27/92</td>
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<th><strong>2. Department</strong></th>
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<tbody>
<tr>
<td>Gloria J. Moore</td>
<td>10/27/92</td>
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<tr>
<td>Department Chairperson</td>
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Was this course discussed in a dept. mng.? **Yes**

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<thead>
<tr>
<th><strong>3. Division</strong></th>
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<tbody>
<tr>
<td>Dan Keller</td>
<td>10/28/92</td>
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<td>Assistant Dean of Instruction</td>
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<th><strong>4. Curriculum Committee Review</strong></th>
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<tr>
<td>Approved</td>
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<tr>
<td>Disapproved</td>
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<td>Reason:</td>
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<tr>
<td>Curriculum Committee Chairperson</td>
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FORMS FOR NEW COURSE PROPOSAL

COURSE MODIFICATION/DELETION/COURSE ARTICULATION

1. To help you in the preparation of your forms for the above curriculum actions, it is recommended that you read CCCM #6100 (November 1, 1988) "Policies and Procedures for Approval of New and Modified Courses." This is available from the Office of the Dean of Instruction or from the CAAC Chairperson.

2. All curriculum actions (new course proposal, course modification, course deletion, course articulation) require the completion of:

A. COVER FORM (white)

   UH COMMUNITY COLLEGES PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE
   (2 sides; page 2 requires signatures only)

B. NEW COURSE PROPOSALS

   1. WCC Form for New Course Proposal (pink)
   2. Course Outline
   3. WCC Form for Transfer Courses (blue), if articulation desired.

C. COURSE MODIFICATIONS

   1. WCC Form for Course Modification (yellow)
   2. Course Outline (if the content of the course will be changed or, if the course number will be changed and articulation with any 4-year UH campus needs to be maintained).
   3. WCC Form for Transfer Courses (blue), if the course number will be changed and articulation with any 4-year UH campus needs to be maintained.

D. COURSE DELETIONS require only the COVER FORM.

E. COURSE ARTICULATIONS (with any 4-year UH campus)

   1. WCC Form for Transfer Courses (blue)
   2. Course Outline (if it is not a new course).
To provide required information and review of new course proposals, course modification, and/or articulation, the following should be included in a course outline:

1. Course description.

2. Hours per week of lecture, lab, and/or other activities and total student contact hours per week.

3. Prerequisites required, corequisites required, recommended preparation and basic skills needed. If the course involves the use of mathematics, indicate the level of quantitative reasoning required.

4. Specific course objectives (what knowledge and/or skills will successful completion of the course develop in the student?).

5. Method of instruction

6. Course content and approximate time to be spent on each topic. (Proposed semester schedule is acceptable).

7. Text(s) to be used and reading level of text (contact Learning Assistance Center to determine reading level). List text(s) to be used (if no text, so state). Indicate approximate percent of text to be used if less than 75%.

8. Reference and supplementary materials that may be found in the Library or elsewhere that will contribute to the course.

9. Course requirements: List any projects, field trips, experiments, reports, independent work, etc., which will be required or expected of students for the course.

10. Evaluation: Identify methods of evaluation which will be employed to determine if the course objectives are being met (e.g., written examinations, attendance, projects). Specify the grading procedure to be used in the course.
WCC FORM FOR TRANSFER COURSES

(To be completed for articulation with any 4-year UH campus)

Course ________________ Submitted by ________________ Date ______

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course and any related baccalaureate program area.

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

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.

WCC 9/91
WCC FORM FOR COURSE MODIFICATIONS

Course: Mus 124 Submitted by: J. More Date:

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.
   Change Alpha to Mus 122B from Mus 124

2. What is the rationale for the change?
   Music instructors across the system agreed at a PCC meeting to number all performing courses the same. Voice class should.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.
   No

4. Is the course articulated with any 4-year program? Yes
   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?
   N/A

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No
   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? (See attached criteria for transfer courses.) Yes

WCC 9/91