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

1. Type of Action
   - A. Addition [ ]
   - 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
   OCN 260L O'ahu Surf Science and Technology Lab

3. Credits 1 credit

4. Old Alpha, Number and Title
   IS197L Introduction to Surf Science, Culture, and Technology

5. Credits 1 credit

6. New Catalog Description
   OCN 260L is a field lab designed to run concurrently with OCN 260, Pacific Surf Science and Technology. The course presents the surfing world through laboratory and field activities, including surfing demonstrations and instruction, learning water safety techniques, studying board design at surfboard manufacturing shops, and speaking with local industry professionals. Meteorology and surf forecasting techniques are covered through on-site weather observation activities, and physical processes involved in shaping waves as they approach a shoreline will be examined through several coastal studies.

7. Select box and type specific information in text box. 
   - Prerequisites [ ] Corequisites or Recommended Preparation
     concurrent or prior enrollment in OCN 260 credits

8. Student Contact Hours Per Week
   - Lecture
   - Lecture/Lab
   - Lab 3

9. Proposed Date of First Offering
   - Semester Spring
   - Year 2006

10. This course [ ] is proposed for the Liberal Arts Program Program. [ ] can fulfill AA Elective 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>UH Hilo</td>
<td>none</td>
<td>KapiolaniCC</td>
<td>none</td>
</tr>
<tr>
<td>UH Manoa</td>
<td>none</td>
<td>KauaiCC</td>
<td>none</td>
</tr>
<tr>
<td>West Oahu</td>
<td>none</td>
<td>LeewardCC</td>
<td>none</td>
</tr>
<tr>
<td>HawaiiCC</td>
<td>none</td>
<td>MauiCC</td>
<td>none</td>
</tr>
<tr>
<td>HonoluluCC</td>
<td>none</td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

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
     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:
   Originally an experimental course; requesting modification into a permanent course in order to provide a natural science course for students interested in understanding meteorological and oceanographic concepts relating to surf production and forecasting in Hawaii, technological developments relating to surfboard design and production, and to gain a basic understanding of the surfing, ocean recreation, and ocean safety industries in Hawaii. This course may qualify for the Academic Subject Certificate in Hawaiian Studies.

Requested by: [Signature] Joseph C. Costi 9-14-05
Approved by: [Signature] Dean Shibuya 10/25/05
Approved by: [Signature] Phillip C. Hagstrom 11/1/05
Approved by: [Signature] Dean of Instruction 9/1/05

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Angela Maxwell 11/02/05

Provost

Date

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

Course Alpha, Number, and Title: OCN 260L O'ahu Surf Science and Technology Field Lab

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department Area</td>
<td>2/17/05</td>
</tr>
<tr>
<td>[signature]</td>
<td>2/17/05</td>
</tr>
</tbody>
</table>

2. Department

<table>
<thead>
<tr>
<th>[signature]</th>
<th>2/17/05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph E. Corb</td>
<td></td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
</tr>
</tbody>
</table>

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

3. Division

<table>
<thead>
<tr>
<th>[signature]</th>
<th>9/16/05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Ashley</td>
<td></td>
</tr>
</tbody>
</table>

4. Curriculum Committee Review

| Approved |  | Disapproved |
|----------| |             |
| ✔ | | □ |

Reason:

<table>
<thead>
<tr>
<th>[signature]</th>
<th>October 25, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Shibuya</td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
</tr>
</tbody>
</table>
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form – Go to next page for Course Modification

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?
   This course meets the needs of interested students by educating them about natural processes affecting weather and surf in Hawaii and by providing them with practical knowledge about the ocean environment and ocean industries in Hawaii through field activities.

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?
   No additional staff, equipment or costs; Ian Masterson will teach the course.

3. Is a similar course taught elsewhere in the UH system? No If yes, provide details of how this course differs from existing similar courses.
   No

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
   No

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.
   No

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.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course OCN 260L
Submitted by Ian Masterson
Date September 14, 2005

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

Change old alpha, number and title from IS197L Introduction to Surf Science, Culture, and Technology to OCN 260L O‘ahu Surf Science and Technology Field Lab

2. What is the rationale for the change?

Course converting from an experimental status.

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

Yes; no longer experimental so designation must change; OCN appropriate due to oceanographic content of course.

4. Is the course articulated with any 4-year program? No

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?

No additional equipment or costs; will be taught by Ian Masterson; no additional prep required

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? (Go to next page for transfer course criteria.) Yes
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number OCN 260L

Submitted by Ian A. Masterson

Date September 14, 2005

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

None

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

Yes. Plymouth University in England and Edith Cowan University in Australia offer similar field oriented courses in Surf Science and Technology.

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.

CCC#6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: September 14, 2005

COURSE ALPHA & NUMBER: OCN 260L SEMESTER CREDITS: 1

COURSE TITLE: O‘ahu Surf Science and Technology Field Lab

DATE OF OUTLINE: September 14, 2005 Year 2005

(** 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>none</td>
<td></td>
</tr>
<tr>
<td>UH Manoa</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>UH West Oahu</td>
<td>none</td>
<td></td>
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<tr>
<td>Hawaii CC</td>
<td>none</td>
<td></td>
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<tr>
<td>Honolulu CC</td>
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<td>Kapiolani CC</td>
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<td>Leeward CC</td>
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</tr>
<tr>
<td>Maui CC</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>Windward CC</td>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>

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.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

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 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.
ARTICULATED COURSE
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
Instructor: Jan Akahi Masterson
Course Alpha: OCN 260L
Course Title: O‘ahu Surf Science and Technology Lab
Credits: 1 credit hour

CATALOG DESCRIPTION:

OCN 260L is a field lab designed to run concurrently with OCN 260, Pacific Surf Science and Technology. The course presents the surfing world through laboratory and field activities, including surfing demonstrations and instruction, learning water safety techniques, studying board design at surfboard manufacturing shops, and speaking with local industry professionals. Meteorology and surf forecasting techniques are covered through on-site weather observation activities, and physical processes involved in shaping waves as they approach a shoreline will be examined through several coastal studies.

PREREQUISITES:

OCN 260 (prior or concurrent enrollment) or consent of instructor.

RECOMMENDED BASIC SKILL LEVELS:

While there are no requirements for water skills in this course, several optional field activities require the ability to swim. However, the student should not be discouraged from taking the course if the student cannot swim. Much can be learned through the onshore demonstrations offered at each lab; and the instructor has alternative, land-based activities for those students who wish to stay dry.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME:

Please consider the drive time to and from lab meeting points and home or work. CPR, First Aid, and Lifeguarding classes may be available for the student to participate in if they are interested; however the activities take place outside of class time and at the student’s own expense.

INSTRUCTOR: Jan Akahi Masterson
OFFICE: TBA
TELEPHONE: cell (808) 733-4927
E-MAIL: masterson@hawaii.edu
EFFECTIVE DATE: Spring 2005
COURSE GOALS

Upon completion of this course, the student will have experienced laboratory and field activities that compliment and enhance the student's understanding of the content and concepts presented in the companion lecture course, Pacific Surf Science and Technology (OCN 260).

STUDENT ACTIVITIES

The student will:

- study the design of pre-historic, traditionally built papa heʻe nalu, historic-era, and modern surfboards, by visiting various surfing shops;
- study wave generating facilities;
- visit a surfboard production factory to gain an understanding of surfboard production techniques by observing them;
- participate in a beginning surfing lesson in order to learn basic surfing techniques in a safe environment (advanced surfers will receive training and tips to improve their surfing abilities);
- study local weather phenomena and ocean/surf conditions around Oʻahu;
- study the ocean and surf industries; and
- keep a journal on each lab session for personal documentation.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to:

- distinguish between pre-historic, traditionally built papa heʻe nalu, historic-era, and modern surfboards;
- outline the procedures involved in surfboard production;
- safely operate a surfboard using the basic techniques of surfing;
- access information on and identify local weather phenomena and ocean/surf conditions around Oʻahu;
- describe at least five ocean and surf industries.

MODE OF INSTRUCTION

The previously described objectives will be achieved through active participation in laboratory and field activities in which the student makes and documents his or her observations.

EVALUATION OF OBJECTIVE ACHIEVEMENT

ATTENDANCE. Attendance and active participation in this laboratory/field class are essential if the student is to benefit from enrollment in OCN 260L. Therefore, the student must attend 10 of the 13 scheduled laboratory/field activities (Labs 2 - 14; see syllabus). The student will receive five points for fully attending each of these laboratory/field activities (50 points total).

CLASS PARTICIPATION. Active participation means that the student listens attentively, makes and documents observations, contributes to discussions, and asks thoughtful questions. After each of the
laboratory/field activities attended, the student will be evaluated for active participation during laboratory/field activity.

**DAILY JOURNAL.** The student will develop and maintain a journal in which observations, thoughts, and analyses of the laboratory/field activities are recorded (50 points). This journal will be submitted at the end of the semester. The instructor may inspect these journals anytime throughout the semester.

**EXAMINATIONS.** The students will have a midterm exam (25 points), a field exam (25 points), and a final examination (50 points) to demonstrate understanding of information presented during the laboratory and field activities.

**METHOD OF GRADING**

The assignment of points will be according to the following protocol:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>50</td>
</tr>
<tr>
<td>Laboratory Journal</td>
<td>50</td>
</tr>
<tr>
<td>Mid-term Examination</td>
<td>25</td>
</tr>
<tr>
<td>Field Examination</td>
<td>25</td>
</tr>
<tr>
<td>Final Examination</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>

Each letter grade with its respective level of achievement is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>90% - 100% of cumulative points possible</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>80% - 89% of cumulative points possible</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>70% - 79% of cumulative points possible</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>60% - 69% of cumulative points possible</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>below 60% of cumulative points possible</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>Incomplete: This temporary grade is given at the instructor’s option when a student has failed to complete a small part of a course because of circumstances beyond the student’s control. All required work must be completed by the last day of instruction of the succeeding semester.</td>
</tr>
<tr>
<td><strong>CR</strong></td>
<td>Achievement of objectives at the C level or higher.</td>
</tr>
<tr>
<td><strong>NC</strong></td>
<td>Achievement of objectives at less than a C level.</td>
</tr>
<tr>
<td><strong>N</strong></td>
<td>Used at the option of the instructor to denote below passing work not deserving of credit.</td>
</tr>
</tbody>
</table>

*The Cr/NC option must be declared by the end of the 10th week of classes. Written consent of instructor is required for this option.*

**EXPECTATIONS OF STUDENTS**
The student is responsible for paying any outside fees related to laboratory activities. Educational discounts, group rates, and generous donations of time, personnel, and facilities do apply, helping to lessen these outside costs.

The student is responsible for keeping abreast with any changes in the syllabus that are announced in class.

Unless permission is granted by the instructor, all exams, and assignments must be completed and submitted to the instructor at the specified time and date.

If a student is unable to take the exam at the scheduled time, the student is responsible for notifying the instructor of the situation and reason(s). The student is responsible for requesting a make-up exam. An appropriate scoring penalty may be assigned to this make-up exam at the instructor’s discretion. The student may be required to fulfill additional requirements as specified by the instructor in order to qualify for a make-up test. Retests are not permitted. An exam not taken will be assigned a score of zero.

Success in this course will be enhanced by:

- demonstrating a positive, inquiring attitude toward all learning;
- setting aside adequate time for studying and working on problems;
- taking comprehensive notes (including journal entries) and reading any assigned literature;
- seeking the assistance of the instructor(s) as needed;
- attending and actively participating in all laboratory and field activities;
- completing all assignments; and
- keeping abreast with or ahead of the syllabus.

OTHER INFORMATION

A student can determine his/her current grade at any time during the semester by dividing his/her cumulative points by the cumulative points possible, converting this value into a percentage, and referring to the table of letter grades described above.

Any student wishing to be informed of his/her semester grade in advance of the official mailing of report cards should provide the instructor a stamped, self-addressed postcard or envelope on the day of the Final Exam.
Lab#1: Classroom Course Introduction
Lab#2: Water Safety: Beach Assessment techniques at Kailua Beach Park
Lab#3: Makapu’u Point: observing weather and climate
Lab#4: Tour of National Weather Service Offices on Sand Island Access Road
Lab#5: Tour a Mechanical Wave Generation Facility; Bring a swimsuit!
Lab#6: A Survey of Lifeguarding, First Aid, and Safety Techniques
Lab#7: Shoreline assessment along the North Shore
Lab#8: Ala Moana Beach Park: Man-made effects on Surf Breaks
Lab#9: Board Materials and Production Techniques at a local shapers shop (TBA)
Lab#10: Tour a Retail Surf Shop and/or Tour of Wholesale Distributor Factory
Lab#11: Surf Instruction Lab – meet in the Honolulu Zoo parking lot
Lab#12: Field Exam--A Day At Castle’s Beach in Kailua
Lab#13: JOURNALS DUE! Classroom Exam Review and Campus Weather Walk
Lab#14: Final Exam