TO: Faculty Senate  
FROM: Jean Shibuya, Curriculum and Academic Affairs Committee Chair

The CAAC met on the second and fourth Tuesdays of the month, beginning on August 30, 2005. As CAAC chair, I met with faculty who initiated proposals, gathered information, guided the proposals through the approval process, set meeting agenda, and chaired the meetings. I also serve as the Windward representative on the System-wide Committee on Writing.

During the 2005-2006 academic year, the CAAC approved the following additions, deletions, and modifications to Windward Community College's curriculum:

1. Modification in title of CHEM 100L from “Chemistry and Man Lab” to “Chemistry in Society Lab” (1 credit) 8/30/05
2. Modification in title, alpha and number from IS 197Introduction to Surf Science, Culture, and Technology to OCN 260 Pacific Surf Science and Technology (3 credits) 10/25/05
3. Modification in title, alpha, and number for IS 197L Introduction to Surf Science, Culture, and Technology to OCN 260L Oahu Surf Science and Technology Field Lab (1 credit) 10/25/06
4. Modification in prerequisites for MATH 22 Pre-Algebra Mathematics (3 credits) 10/25/05
5. New course addition of OCN 201L Science of the Sea Laboratory (1 credit) 10/25/05
6. Modification in course requirement designation for the AA degree for AG 120 Plant Science (3 credits) 10/25/05
7. Modification in title for ART 280 to from “Aspects of Asian Art” to “Introduction to Eastern Art” (3 credits) 12/06/05
8. Removal of prerequisite for ART 116 Introduction to Three Dimensional Composition (3 credits) 12/06/05
9. Removal of prerequisites for IS 201 the Ahupuaa (3 credits) 12/06/05
10. Modification in title of ART 115 from “Introduction to Design” to “Introduction to 2D Design” (3 credits) 01/24/06
11. Modification in title, course number and alpha, and catalog description from OAT 23 Document Formatting to BUSN 123 Word Processing for Business (3 credits) 01/24/06
**12. Modification in for MATH 111 Mathematics for Elementary Teachers I 02/14/06**
**13. MATH 112 Mathematics for Elementary Teachers II 02/14/06**
14. Modification in course alpha and catalog description and removal of prerequisites for OAT 20B Basic Keyboarding, Part 1 to BUSN 20B Basic Keyboarding, Part 1 (1 credit) 02/14/06
15. Modification in title, course number and alpha, and catalog description; and removal of prerequisites of OAT 25B to BUSN 89 Electronic Calculating (1 credit) 02/14/06
16. Modification in title, course number and alpha, and addition of student learning outcomes for OAT 21 B, C, D Keyboarding I, II, III (1 credit each) to BUSN 121 Introduction to Word Processing (3 credits) 02/14/06
17. New course addition of BUSN 166 Professional Employment Preparation (1 credit) 02/14/06
18. Modification in title, course number and alpha, and course description; and removal of prerequisites for BUS 55 Business Math to BUSN 188 Business Calculations (3 credits) 02/14/06
19. Modification in title, course number and alpha, and addition of student learning outcomes for OAT 93V Cooperative Education to BUSN 193V Cooperative Education (1 to 4 credits) 02/14/06
20. Modification in title and removal of one prerequisite for ICS 101 Tools for the Information Age to ICS 101 Digital Tools for the Information World (3 credits) 02/14/06
21. Deletion of ACC 124B Principles of Accounting I, Part 1 (2 credits) 03/07/06
22. Deletion of ACC 124C Principles of Accounting I, Part 2 (2 credits) 03/07/06
23. Deletion of ACC 125 Principles of Accounting II (3 credits) 03/07/06
24. Deletion of ACC 126 Principles of Accounting III (3 credits) 03/07/06
25. Deletion of ACC 132 Payroll and Hawaii General Excise Tax Accounting (3 credits) 03/07/06
26. Deletion of BUS 25 Starting a Business (3 credits) 03/07/06
27. Deletion of BUS 70B Customer Relations (1 credit) 03/07/06
28. Deletion of BUS 110 Career Communications (3 credits) 03/07/06
29. Deletion of BUS 170 Introduction to Investments (3 credits) 03/07/06
30. Deletion of ENG 55 Business Communications (3 credits) 03/07/06
31. Deletion of ENG 180 Continuing Writer’s Workshop (3 credits) 03/07/06
32. Deletion of ENG 210 The Research Paper (3 credits) 03/07/06
33. Deletion of ENG 211 Autobiographical Writing (3 credits) 03/07/06
34. Deletion of GG 102 Historical Geology (4 credits) 03/07/06
35. Deletion of HPER 123C Folk and National Dances of the Pacific (3 credits) 03/07/06
36. Deletion of ICS 102 The Internet (3 credits) 03/07/06
37. Deletion of ICS 104 Introduction to Networking/Computer Support (3 credits) 03/07/06
38. Deletion of ICS 105F Voice Input (1 credit) 03/07/06
39. Deletion of ICS 125 Computer Maintenance and Repair (3 credits) 03/07/06
40. Deletion of MATH 001 Basic Mathematics (4 credits) 03/07/06
41. Deletion of MATH 006 Metric System (1 credit) 03/07/06
42. Deletion of MATH 007 The Pocket Calculator and Mathematical Application (1 credit) 03/07/06
43. Deletion of MATH 035 Unified Geometry (3 credits) 03/07/06
44. Deletion of MATH 050 Technical Mathematics I (3 credits) 03/07/06
45. Deletion of MATH 173 Introduction to Linear Algebra (3 credits) 03/07/06
46. Deletion of MATH 202 Probability and Statistics (4 credits) 03/07/06
47. Deletion of OAT 20C Basic Keyboarding, Part 2 (1 credit) 03/07/06
48. Deletion of OAT 22B Skill Building (2 credits) 3/7/06
49. Deletion of OAT 23E Introduction to WPRO:Electronic Typewriter (1 credit) 03/07/06
50. Deletion of OAT 34 Word Processing (WordPerfect) (1 credit) 03/07/06
51. Deletion of OAT 40B Filing (1 credit) 03/07/06
52. Deletion of OAT 40C Records Management (1 credit) 03/07/06
53. Deletion of OAT 41 Introduction to Office Skills (2 credits) 03/07/06
54. Deletion of OAT 43 Professional Development (3 credits) 03/07/06
55. Deletion of OAT 43C Professional Image (1 credit) 03/07/06
56. Deletion of OAT 50 Office Procedures and Technology (3 credits) 03/07/06
57. Deletion of OAT 52 Administrative Office Procedures (3 credits) 03/07/06
58. Deletion of OAT 60B Beginning Symbolic Shorthand I (2 credits) 03/07/06
59. Deletion of OAT 60C Beginning Symbolic Shorthand II (2 credits) 03/07/06
60. Deletion of OAT 61 Skill Building Symbolic (3 credits) 03/07/06
61. Deletion of OAT 62 Intermediate Symbolic Shorthand (3 credits) 03/07/06
62. Deletion of OAT 64 Advanced Symbolic Shorthand (3 credits) 03/07/06
63. Deletion of OAT 67 Abbreviated Writing (2 credits) 03/07/06
64. Deletion of OAT 80 Machine Transcription (3 credits) 03/07/06
65. Deletion of OAT 130 Information Processing (3 credits) 03/07/06
66. Deletion of OAT 131 Information Processing Applications (3 credits) 03/07/06
67. Deletion of OAT 197 Word Processing Core Skills (3 credits) 03/07/06
68. Deletion of OCN 202 Field Studies in Marine Sciences (1 credit) 03/07/06
69. Deletion of OCN 209 Oceanographic Techniques (3 credits) 03/07/06
70. Deletion of OFPRO 10 Introduction to Office Skills (2 credits) 03/07/06
71. Modification in title and catalog description and removal of prerequisites for IS 105C Job Search Skills to IS 105C Professional Employment Preparation (1 credit). This course will be cross-listed with BUSN 166 Professional Employment Preparation. 03/14/06
72. Modification of catalog description and removal of some prerequisites for ENG 209 Business Writing (3 credits) 03/14/06
73. New course addition of PHIL 213 Modern Philosophy (3 credits) 03/14/06
74. New course addition of ASTR 130 Introduction to Archaeoastronomy (3 credits) 04/25/06
75. New course addition of ANTH 175 Polynesian Surf Culture (3 credits) 04/25/06
76. New course addition of ANTH 175L Surf Culture Field Lab (1 credit) 04/25/06
During the Fall semester, the CAAC oversaw the departmental review of courses. As a result, 52 courses were deleted from the WCC Course Master List. In February 2006, the Committee approved the change in review policy of the Academic Subject Certificate in Art: Drawing and Painting.

In April 2006, the Committee approved the new Course Outline template for use beginning Fall 2006. All course outlines will henceforth carry the mission statement of the college and student learning outcomes for the course.

Beginning in the Fall 2005 semester and continuing through Summer 2006, the CAAC has been assisting the Institutional Effectiveness Committee in collecting student learning outcomes (SLOs) for courses. These course SLOs will be published in the college Catalog in the course description section. To avoid any cumbersome procedures, SLOs will not be considered as part of course descriptions, and any changes in SLOs will not be subject to CAAC approval. An efficient system of keeping track of SLO changes will be devised by Fall 2006.

Appended is the annual report the Writing Advisory Board submits to the UH System-wide Committee on Writing for renewal of Windward Community College’s writing intensive program. The report was submitted at a meeting on April 28 and the college received recertification to offer WI courses for the following year.

I thank the following members for the time and thought they put into each deliberation brought before the Curriculum and Academic Affairs Committee:

Patti Chong, Student Services
Margaret Coberly, Social Sciences
Letty Colmenarens, Natural Sciences
Frank Mattos, Language Arts
Janice Nuckols, Humanities
Jean Okumura, Business / Mathematics
Brian Richardson, Academic Support