CCAAC Meeting Minutes
November 13, 2012

Members present: Patti Chong, Margaret Coberly, Vanessa Cole, Kathleen French (Chair), Sarah Hadmack, Ross Langston, and Janine Oshiro

Guests present: Kevin Morimatsu and Brian Richardson

1. Approval of the Oct. 23, 2012 Minutes

Vanessa motioned to approve the minutes; Patti seconded. The minutes were approved.

2. ENG 280

The following changes were made:

- Eliminate ASC Hawaiian Studies elective credit in box 28.
- Eliminate AA Hawaiian Studies elective credit in box 29.
- Add “Six credits may be applied to the AA degree” to box 8.
- Add “Grade of ‘C’ or better in ENG 100” to box 9.
- Add “Student Publications Board” to box 27.
- Add period to complete the sentence in box 19.

Ross motioned to approve the proposal with changes; Sarah seconded. Members voted to approve the proposal.

3. Compass Placement Scores and CCAAC

The process to make changes to Compass scores was clarified:

- Departments maintain an internal procedure; they submit memos to the relevant parties, including Banner and counselors.
- If the changes affect the language of the prerequisites, departments must submit a modification form through CCAAC.

4. Grammatical Editing and the Discussion Board

There has been some concern over the discussion of grammar and punctuation on the Discussion Board.

Members decided on the following:

- Each member will remind his or her department to uphold academic standards when submitting proposals.
- The Chair has the power to send a proposal back for revisions if she deems there are too many grammatical errors for an efficient discussion.
•  The Discussion Board will be used to discuss content issues, not grammar.

5. ENG 19 and ENG 21

The ENG 19 prerequisite will state, “Placement into ENG 19 or higher, or grade of ‘C’ or better in ENG 18, or consent of instructor.”

The ENG 21 prerequisite will state, “Grade of ‘C’ or better in ENG 97A or ENG 18, or placement into ENG 21 or higher.”

Sarah motioned to approve the proposal with changes; Margie seconded. Members voted to approve the proposal.

The meeting adjourned at 2:12.