The members of the Credit Curriculum and Academic Affairs Committee (CCAAC) for the 2012-2013 Academic year were:

Math and Business: Vanessa Cole
Humanities: Sarah Hadmack (for Fall 2012), Kalawaia Moore (for Spring 2013)
Social Sciences: Margaret Coberly
Student Affairs: Patricia Chong
Academic Support: Elizabeth Ratliff
Natural Sciences: Ross Langston
Language Arts: Janine Oshiro
Kevin Morimatsu, Curriculum Coordinator, attended meetings regularly.
Brian Richardson, Academic Affairs designee for Curriculum Central

I am pleased to offer the following summary of Windward CC’s CCAAC activities and achievements over the past academic year (2012-2013):

- **17 Course Changes (alphabetically, by Alpha)** (as of April 9, 2013)
  - ANSC 152 Companion Animal Diseases and Nutrition (course modification)
  - ANSC 190 Veterinary Clinical Practices and Internship I (course modification)
  - ANSC 252 Diagnostic Imaging for Veterinary Technicians (course modification)
  - ANSC 263 Laboratory Animal Procedures (course modification)
  - ANSC 266 Veterinary Clinical Practices and Internship II (course modification)
  - ANSC 151 Clinical Laboratory Techniques (course modification)
  - ANSC 261 Anesthesiology and Dentistry for Vet Technicians (course modification)
  - ANTH 175 Polynesian Surf Culture (course modification)
  - ANTH 175L Surf Culture Field Lab (course modification)
  - BIOL 100 Human Biology (course modification)
  - BIOL 171 General Biology I (course modification)
  - BIOL 172 General Biology II (course modification)
  - CHEM 100 Chemistry and Society (course modification)
  - CHEM 100L Chemistry and Society Lab (course modification)
  - ENG 19 Writing Essentials (course modification)
  - ENG 21 Intermediate Reading (course modification)
  - ICS 100 Computing Literacy and Applications (course modification)

- **15 Course Additions (alphabetically, by Alpha)**
  - AERO 150 Introduction to Rocketry (new course)
  - ANTH 151 Emerging Humanity (new course)
AG 171 Farm Renewable Energy Systems (new course)
ANSC 252L Diagnostic Imaging for Veterinary Technicians Lab (new course)
ANSC 261L Anesthesiology and Dentistry for Vet Technicians Lab (new course)
ANSC 271 Anesthesiology and Surgical Nursing for Vet Technicians (new course)
ANSC 271L Anesthesiology and Surgical Nursing for Vet Technicians Lab (new course)
BIOC 141 Fundamentals of Biochemistry (new course)
ENG 204B Introduction to Creative Writing (Poetry) (new course)
ENG 280 Book Production: Rain Bird Literary and Art Journal (new course)
ICS 207 Building Web Applications (new course)
ICS 208 Website Design (new course)
ICS 241 Discrete Mathematics for Computer Science II (new course)
PACS 108 Pacific Worlds: An Introduction to Pacific Island Studies (new course)

- 5 Program and Certificate Changes

1. Web Support CoC
2. Hawaiian Studies AA
3. Hawaiian Studies ASC
4. Veterinary Technology AS
5. ABIT CoC

- 3 Program and Certificate Additions

1. Sustainable Agriculture CC
2. Natural Sciences AS
3. Plant-Food Production and Technology CoC

- Other Business

1. Implemented the new Curriculum Policies and Procedures.

2. Continued working with Kevin Morimatsu on Curriculum Central so that the college has a smooth transition to the new system.

3. Continued working with Brian Richardson to improve WCC’s new online course proposal database.

4. Made mandatory the use of the new online course proposal forms in lieu of the older Microsoft Word forms; processed all course proposals using the new online form.

5. Began using Curriculum Central’s online approval process in lieu of the Microsoft Word signature forms; processed all course proposals using the new online approval process.

6. Began using the Discussion Board to obtain college feedback for all curriculum proposals. The use of the Discussion Board has assisted the college in many ways: it
provides transparency of all curriculum proposals; it allows for a broad range of feedback on all proposals; it allows the committee specifically to help the proposer to create a sound proposal before the proposal is formally submitted.

On April 24, 2012, the CCAAC approved proposals that passed through Faculty Senate during their May 1, 2012 meeting that were subsequently approved by the Chancellor during summer 2012:

- ART 123 Modification
- ENG 8 Modification
- ENG 100 Modification
- ENG 22 Modification
- JPNS 197 New Experimental Course

**Assessment of goals submitted for 2012-2013:**

1. Implement the new policy and procedures for curriculum proposals beginning in Fall 2012.
   Result: This goal has been met. Curriculum Central continues to evolve as a system and thus the procedures will need to be adjusted. For example, the Office of Academic Affairs should probably create procedures for how to take completed curriculum changes and ensure that they are entered into Banner.

2. Working with the Office of Academic Affairs, implement an effective system for tracking all curriculum changes that have been approved by the Chancellor.
   Result: This is in process. The college needs to get the Curriculum Coordinator’s position sorted out.

3. Review the CCAAC’s charter in light of the new Chartered Groups policy.
   Result: Likely done by the end of this spring 2013 semester: the charter was submitted to the Faculty Senate on April 9, 2013 for their approval.

4. Assist the Office of Academic Affairs in improving the syllabus template.
   Result: This is deferred until next year.

**Goals for 2013-2014:**

1. Continue to improve the online curriculum proposal form.
   a. The committee discussed the possibility of having model answers for each question
2. Implement an electronic approval procedure for programs and certificates, as we’ve done for courses.