Minutes of CCAAC Meeting  
January 22, 2013

Members attending: Vanessa Cole, Kathleen French (Chair), Ross Langston, Janine Oshiro, Elizabeth Ratliff, Patti Chong

Guest: Kevin Morimatsu, Brian Richardson

Proxy: Kathleen French proxy vote for Margaret Coberly

1. Approval of Minutes from November 27, 2012

Kathleen emailed the 11.27.12 minutes out on 11.30.12 with the statement that if no corrections, additions, or deletions were received by 12.6.12, the minutes were approved.

2. ENG 204B
   • No discussion, no corrections

Vanessa motioned that the course be approve. Kalawaia seconded. Motion passed unanimously.

| Yea: 8 | Nay: 0 | Abstain: 0 |

3. Recording votes.

How to record voting and who can vote was discussed. The reason for recording the vote was the request of Doug Dykstra. He wanted to use the vote as a “flag” for him to scrutinize the proposal more carefully if there was differing views versus the proposals that were unanimously approved.

Elizabeth looked at the online Faculty Senate notes and Roberts Rules for guidance. She found that the CCAAC Chair usually voted to break a tie vote, but could actually vote on every issue.

After the discussion, Kevin will be recording the votes in Curriculum Central.

4. Certificate of Competence

• Change the date on I.A. Date of proposal: November 26, 2012
• Question raised: Why AG 152 Orchid Culture for a Plant-Food Production and Technology certificate?
  Orchids are edible.
• Question raised: Can AG 152, Orchid Culture, be considered a DB?
  To ask Inge
• TPSS classes that may be more skill oriented rather than theory based since CoC’s purpose is defined: “Designated short-term credit or non-credit courses that provide job upgrading or entry level skills for students.”
  o TPSS 120B-Beverage Crops (Manoa DB)
  o TPSS 120C-Herbs, Spices & Flavoring (Manoa DB)
  o TPSS 120D-Tropical Fruits (Manoa DB)
  o TPSS 120E-Ornamental Plants (Manoa DB – May not fit this CoC)
  o TPSS 200-Tropical Crop Science
  o TPSS 220-Organic Food Crop Production (Manoa DY)
• CoCs are not counted as NS degrees.

Janine motioned to table the CoC until the next CCAAC meeting. Kalawaia seconded. Motion passed unanimously.

| Yea: 7 | Nay: 0 | Abstain: 0 |

5. CHEM 100 and CHEM 100L

• Discussion regarding if the course should be voted upon because of the nature of the change, “To have uniform title and description throughout the UH System.”

Janine motioned to vote on the 2 courses on the Discussion Board. Ross seconded. Motion passed unanimously.

| Yea: 7 | Nay: 0 | Abstain: 0 |

Ross motioned to approve CHEM 100 and CHEM 100L. Vanessa seconded. Motion passed unanimously.

| Yea: 7 | Nay: 0 | Abstain: 0 |

Meeting adjourned at 2:15 pm