CCAAC Minutes for April 9, 2013

Members present: Kathleen French, Ross Langston, Elizabeth Ratliff, Janine Oshiro, Patti Chong, Vanessa Cole, Kalawai Moore, Kevin Morimatsu (Kathleen proxy for Margaret Coberly)

1. Approval of Minutes from 3/12/13
Vanessa motioned to accept the minutes; Patti seconded. Vote: 7 to 0 in favor.

2. Course Modification: BIOL 100
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=BIOL&Number=100

The Natural Science Department would like to eliminate the current pre-requisite to make it consistent with other non-major introductory courses.

Vanessa motioned to approve this proposal; Elizabeth seconded. Vote: 8-0 in favor.

3. New Course: ANTH 151
http://windward.hawaii.edu/Curriculum/Details.php?Alpha=ANTH&Number=151

In the previous discussion of this course, members were concerned that the Humanities Department, a major stakeholder, had not been consulted. Since then the department voted and gave their preliminary approval for this course to have the FGA designation. The Social Sciences Department also approved the proposal.

Ross motioned to approve this proposal; Kalawai seconded. Vote: 8-0 in favor.

4. New Course: ICS 241

In the previous discussion of this course, members were concerned with the language and measurability of the system-approved SLO. The instructor provided a detailed explanation of how the SLO would be measured.

Kalawaiia motioned to approve this proposal; Elizabeth seconded. Vote: 8-0 in favor.

5. Curriculum Charter
Several modifications were made to the charter:

Added more explanation of the committee’s purpose: reviews all aspects of the college’s credit curricula including course descriptions, SLOs, and course rigor and makes recommendations to appropriate groups or people

Added more specific explanation of member duties: Members are responsible for briefing their respective departments about committee activities and, when requested by the chair, obtaining formal departmental input in a timely manner.
Added more specific explanation of elections: Election of Curriculum committee chair will be held concurrently with the Faculty Senate elections during the spring semester. Elections may be conducted by paper or online ballot.

Clarified the deadline for posting the minutes: Decisions of the Curriculum Committee are recorded in committee minutes posted on the college website within three weeks of the meeting.

Clarified the deadline for posting the committee’s timeline: The committee shall maintain an annual timeline of its expected activities, which will be reviewed annually and posted on the committee’s website by September 15th of each year.

Added the purpose of comment box: The group will ensure that an anonymous comment box is available on the group's web page. This comment box is intended to provide an additional avenue for input for faculty, students and staff regarding curriculum matters. The curriculum committee will also participate in college-wide assessments of chartered groups and other forms of assessment.

Added a deadline for new courses to be included in the catalog: February: deadline for curriculum proposals and modifications to appear in the next catalog.

The committee finished the charter, and it will now be sent to Faculty Senate.

Meeting adjourned at 2:15pm.