The members of the Curriculum Committee (CC) for the 2013-2014 Academic year were:

Chair: Kathleen French
Math and Business: Vanessa Cole
Humanities: Kalawaia Moore (for Fall 2013), Ryan Koo (for Spring 2014)
Social Sciences: Paul Briggs
Student Affairs: Patricia Chong
Academic Support: Elizabeth Ratliff
Natural Sciences: Ross Langston
Language Arts: Janine Oshiro (for Fall 2013), Lance Uyeda (for Spring 2014)

Guest: Kevin Morimatsu, Curriculum Coordinator, attended meetings regularly
Guest: Brian Richardson, Academic Affairs designee for Curriculum Central

In May 2013, a new charter for the committee was adopted, changing the name from the Credit Curriculum and Academic Advisory Committee (CCAAC) to the Curriculum Committee (CC), which will hopefully help rationalize the committee structure for the college.

I am pleased to offer the following summary of Windward CC’s Curriculum Committee activities and achievements over the past academic year (2013-2014):

- **30 Course Changes (alphabetically, by Alpha)** (as of April 17, 2014)

  ACC 201 *Introduction to Financial Accounting* (modification)
  ACC 202 *Introduction to Managerial Accounting* (modification)
  AG 152 *Orchid Culture* (modification)
  ANSC 140 *Introduction to Veterinary Technology* (modification)
  ANSC 142 *Anatomy and Physiology of Domestic Animals* (modification)
  ANSC 142L *Anatomy and Physiology of Domestic Animals Laboratory* (modification)
  ANSC 263: *Exotic and Laboratory Animal Procedures* (modification)
  BIOL 100 *Human Biology* (modification) *(in progress)*
  ENG 22 *Introduction to Composition* (modification)
  GG 166 *Planetary Geology* (archived)
  HIST 151 *World Civilization I* (modification)
  HIST 152 *World Civilization II* (modification)
  ICS 100 *Computing Literacy and Applications* (modification)

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1 Proposals that have not yet been approved by the Chancellor in Curriculum Central (as of April 28, 2014) are marked “in progress.”
ICS 101 *Digital Tools for the Information World* (modification)
ICS 111 *Introduction to Computer Science* (modification)
IS 103 *Introduction to College* (modification)
IS 160A: *Polynesian Voyaging and Seamanship* (modification)
IS 160B: *Polynesian Voyaging and Seamanship* (modification)
IS 160L: *Polynesian Voyaging and Seamanship Lab* (modification)
IS 260A: *Polynesian Voyaging and Stewardship* (modification)
IS 260B: *Polynesian Voyaging and Stewardship* (modification)
IS 260L: *Polynesian Voyaging and Stewardship Lab* (modification)
JPNS 101 *Elementary Japanese I* (modification)
JPNS 102 *Elementary Japanese II* (modification)
JPNS 201 *Intermediate Japanese I* (modification)
JPNS 202 *Intermediate Japanese II* (modification)
MATH 24 *Elementary Algebra I* (modification)
MATH 25 *Elementary Algebra II* (modification)
MATH 28 *Developmental Mathematics II* (modification)
SOC 251 *Introduction to Sociology of the Family* (modification) (in progress)

The language arts department has also changed the remedial and developmental sequence to integrate reading and writing classes.

- **11 Course Additions (alphabetically, by Alpha)**

CE 270 *Applied Mechanics* (new course)
EE 160 *Programming for Engineers* (new course)
EE 211 *Basic Circuit Analysis* (new course)
ENG 20 *Reading and Writing Essentials* (new course)
ENG 23 *Introduction to College Reading and Writing* (new course) (in progress)
HWST 296 *Special topics in Hawaiian Studies* (new course)
JPNS 108 *Basic Japanese Conversation* (new course)
MATH 21 *Developmental Mathematics I* (new course)
OCN 120 *Global Environmental Challenges* (new course)
PHYS 274 *General Physics III* (new course)
THEA 296 (new course) (in progress)

- **4 Program and Certificate Changes**

Academic Subject Certificate in BioResources and Technology: Plant Biotechnology (archive) (in progress)
Certificate of Achievement: Agripharmatech (modification)
Certificate of Competence: Plant-Food Production and Technology (modification)
ASNS Modification: Adding Pre-Engineering focus (modification) (in progress)
▪ Other Business

1. Implemented the new Curriculum Policies and Procedures, with a significant focus on online procedures.

2. Working with Kevin Morimatsu on Curriculum Central so that the college has a smooth transition to the new curriculum approval system.

3. Continued working with Brian Richardson to improve WCC’s new online course proposal database. Made changes to the online instructions to help clarity of steps.

4. Continued 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.

5. Continued 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.

6. Kevin Morimatsu spearheaded discussions at the system-level concerning the proposed move from Curriculum Central to a Kuali-based curriculum management system. The implementation is expected to occur over the next two years.

On April 22, 2014, the CC approved the following proposals that might be approved by the Faculty Senate during their May 6, 2014 meeting (after this report is submitted):

ANSC 190: Veterinary Clinical Practices and Internship I (modification)
ANSC 191: Veterinary Office and Computer Skills (modification)
ASNS (modification)
ICS 212: Program Structure (new course)
ICS 215: Introduction to Scripting (new course)
PHRM 203: General Pharmacology (modification)

▪ Assessment of goals submitted for 2013-2014:

1. Improve the online curriculum proposal form
   Result: This goal is currently in process. The University of Hawai‘i system is changing from Curriculum Central to a Kuali-based curriculum management system, which will necessitate even further changes to our own online form. During Spring
2014 we deleted, reworded, and combined questions. We are waiting for instructions from the system as to other necessary changes.

2. Implement an electronic approval procedure for programs and certificates, as we have done for courses
   Result: The University of Hawai‘i system is changing from Curriculum Central to a Kuali-based curriculum management system. The committee thus has to wait until this new system is ready before we switch our programs to an electronic approval process.

- **Goals for 2014-2015:**

  1. Work with Kevin Morimatsu to facilitate a smooth transition to the Kuali-based curriculum management system
  2. Improve WCC’s internal database curriculum form to help faculty through the curriculum proposal process
  3. Create an electronic curriculum approval system for all programs and certificates, similar to the course approval system
  4. Work with the Office of Academic Affairs to facilitate their feedback on proposals while proposals are still on the Discussion Board. This feedback would include, for example, a timeline given to the proposer as to when the course or program can first be offered.