Attended: Christine Lu, Kathleen French, Pam DaGrossa, Paul Briggs, Toshi Ikagawa
Not attended: Frank Palacat, Margie Coberly, Roy Fujimoto
Guests: Brian Richardson, Patti Chong, Roy Inouye

1. Social Work 200 course (Roy Inouye, TRIO)
   • Main question was whether we house this course in our department or not. The answer was yes, at least for now.
   • Roy Inouye provided information about School of Social Works, UH Manoa and the need at WCC.
   • Patti suggested that a potential problem may be to find a lecturer and how to support this lecturer.
   • We will contact UH Manoa and Honolulu CC for additional information.
   • The department will start the CCAAC process to create this course.

2. Credit by Exam Policy (Patti Chong)
   • Patti explained to us the Credit by Exam Policy and Procedures.
   • Credit by Exam should only provide CE grade (not a letter grade).
   • Currently SS department is not offering this option.
   • If an individual instructor decides to try this, we need to establish a departmental policy.

3. New Building’s Furniture: PBC strategy
   • We will conduct more research and create a concise Informational document, which could be distributed at the PBC, etc. to support our request.

14. Happy Holidays

Submitted by Toshi Ikagawa