May 14, 2010

MEMORANDUM

TO: Douglas Dykstra
    Chancellor

FROM: Ellen Ishida-Babineau
    Faculty Senate Presiding Chair

SUBJECT: MODIFICATION TO CIL REQUIREMENT

SPECIFIC ACTION REQUESTED:

It is requested that Windward Community College adopt the proposed modification to the Computer and Information Literacy (CIL) requirement for the A.A. degree, giving students the option to fulfill the requirement through successful completion of a CIL-designated course.

RECOMMENDED EFFECTIVE DATE:

Fall 2010.

ADDITIONAL COST:

No additional cost is anticipated with this modification.

PURPOSE:

Adoption of this proposal will provide students expanded means to meet the CIL requirement for the Associate in Arts degree. Specifically, in addition to the existing option of meeting the CIL requirement by passing the CIL Exam, students will be able to fulfill the CIL requirement by taking a CIL designated course.
BACKGROUND:

Responding to a perceived need to ensure its Associate in Arts degree graduates could demonstrate basic proficiency with computer and information literacy skills, WCC implemented the CIL requirement in AY 2004. Students meet this requirement by earning a passing score of 70% or more on each of four components of the CIL Exam: *Email with Attachments, Spreadsheets, Word Processing with File Management,* and *Information Literacy.* Students may prepare for the exam through self-directed study, taking workshops, or taking courses covering respective topics. The College offers a 3-credit CIL Exam preparation course, ICS 105, as well. An APT staff was hired to administer tests, give workshops, provide individualized tutoring, publicize the requirement, maintain records, and so forth.

Economic pressures resulted in the College reducing the APT staff's hours and redistributing tasks to various personnel on campus. This approach exacerbated some issues inherent in the system, while introducing other difficulties. When it became clear that even further budget reductions could eliminate the APT's hours altogether, the Faculty Senate formed an ad hoc committee to look at the requirement and how it is met.

The committee proposed changing the requirement from an exam-based requirement to a course-based requirement. A faculty forum was held April 20, 2010 to discuss the proposal. An electronic ballot was sent to the faculty on April 26 asking whether they approved or disapproved of the proposed changes. The responding faculty voted 26:18 in favor of the proposal.

On May 14, 2010, the AY 2010 Faculty Senate chairs, the AY 2011 Presiding Faculty Senate chair, a representative from the ad hoc committee, two representatives from Student Services, and the AY2011 CCAAC (Credit Curriculum) chair met with Vice Chancellor of Academic Affairs Richard Fulton and Chancellor Douglas Dykstra to discuss the details of implementing the proposal. At this meeting, consensus was reached to allow students to fulfill the CIL requirement either through (1) taking the CIL exam as it now exists, or by (2) earning a C or better in a CIL-designated course (initially, ICS 100, 101, 105, or 115), effective AY 2010-2011.

It was also agreed that no action would be taken by the CCAAC to establish a CIL subcommittee until after the outcome of a faculty debate scheduled for the fall as to whether to keep a CIL requirement in any form.

ACTION RECOMMENDED:

It is recommended that you approve the adoption of the proposed modification to the CIL requirement for the A.A. degree. Specifically, in addition to maintaining the existing CIL exam as a way for students to fulfill the Computer and Information Literacy
(CIL) requirement for the A.A. degree, the College would give the students the option to meet this requirement by earning a grade of C or better in a CIL-designated course, as outlined in the ad hoc committee’s proposal (noting that the proposal calls for the CCAAC to create a CIL subcommittee, which it will not do until after the faculty determines in the fall whether to keep a CIL requirement in any form).

**Proposed Computer Information Literacy (CIL) Requirement**

Establish a Computer Information Literacy (CIL) designation for courses. Students who pass one of these 3-credit courses with a grade of C or better would fulfill the CIL requirement.

A CIL subcommittee of the CCAAC would be established to determine CIL hallmarks and to certify instructor/courses to be designated as CIL intensive.

To begin, the following courses would be granted probationary certification immediately: ICS 100, 101, 105, and 115; these courses must apply for CIL certification within a year.

Ellen Ishida-Babineau, Faculty Senate Chair

[Signature]

Date

APPROVED/DISAPPROVED:

[Signature]

Douglas Dykstra, Chancellor

Date

MAY 19 2010

Attachments: Proposal
Ballot tally

c: Richard Fulton, Vice Chancellor of Academic Affairs
Lui Hokoana, Vice Chancellor of Student Services
Math and CIL Graduation Requirements

The task force met for the fourth time on March 30, 2010 to finalize its recommendations for Math and CIL requirements for WCC's AA degree. The task force took input from the Faculty Senate into consideration, such as the concern from Student Services about additional tuition cost that students would incur if we added a three-credit CIL course requirement. The task force also continued its dialog with the administration. With this input in mind, the task force came up with the following recommendations:

Math Requirement:

A student must qualify for math 100 or higher. This can be achieved by satisfying one of the following:

- Passing grade of C or higher in Math 25.
- Minimum SAT math score of 510.
- Minimum ACT math score of 22.
- Placement into Math 100 via the COMPASS Placement Test.
- Placement into Math 100 via the Algebra II End of Course Exam given in Hawaii public high schools, grade of C or better in Algebra II, and completion of a math course (Algebra II or higher) in the senior year of high school. (This method of placement will be available beginning fall 2010.)

Computer Information Literacy (CIL) Requirement:

Establish Computer Information Literacy, CIL designation for courses. Students who pass one of these 3-credit courses with a grade of C or better would fulfill the CIL requirement.

A CIL subcommittee of the CCAAC would be established to determine CIL hallmarks and to "certify" instructor/courses to be designated as CIL intensive.

To begin with, the following courses would be granted probationary certification immediately: ICS 100, 101, 105, and 115; These courses must apply for CIL certification within a year.

The task force feels that these recommendations provide more options for students to meet their CIL and math requirements and are cost effective for both students and the College.

Note: Since the budget projections for the academic year 2010 – 2011 is bleak, there may not be enough support from administration to cover cost of CIL exam next year. Therefore, the task force recommends moving forward with this proposal by acting on it as quickly as possible.
Please consider making a donation

Survey Questions

> Please vote on whether to replace the current exam-based CIL Requirement for the AA degree with the proposed course-based CIL Requirement:

Proposal can be viewed at http://windward.hawaii.edu/committees/Faculty_Senate/Documents/2010/CIL_Changes.html

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