The following course proposals have been approved by the curriculum committee and are being forwarded to the Faculty Senate for further action:

HAWNA 233: Hawaiian Culture II - change from experimental to regular status.

MUS 121C: Elementary Class Piano I - new course

MUS 122C: Elementary Class Piano II - new course

SSCI 197: Surviving the Future - new course

HPER 123C: Folk and National Dances of the Pacific - new course

ZOO 106: Hawaiian Invertebrates - new course

BOT 160: Identifying Tropical Plants - new course

HUM 193V or SSCI 19V: Cooperative Arts and Science Education - new course

ACC 093V: Cooperative Vocational Education - new course was approved by faculty senate, but not forwarded to Chancellor's office

OFPRO 010: Introduction to Office Skills - from OFPRO 007: Introduction to Business Skills

OFPRO 020B: Filing - new course

OFPRO 042: Personal Development - new course

SHTHD 025: Skill Development Shorthand - new course

BUS 120: Principles of Business - from BUS 020

ICS 100: The Computer and Its Role in Society - new course

OFPRO 025: Data Processing - delete

ECON 050: Business Economics - delete

WPRO 035: Machine Transcription - from TYPW 035

WPRO 051: Automatic Typewriting - from TYPW 051

WPRO 052: Introduction to Word Processing - from TYPW 052
ENG 001: Reading I - from ENG 097B Basic Reading
ENG 009: Basic Reading Skills - modification of ENG 097: Basic Language Skills
ENG 010: Basic Writing Skills - modification of ENG 097: Basic Language Skills
ENG 021: Intermediate Reading - from ENG 001 Basic Reading
ENG 022: Grammar and Paragraph - new prerequisites
ENG 100: Freshman Composition - new prerequisites
ENG 250-257: Sophomore Literature - new prerequisites
MUS 121D: Beginning Classical Guitar - change number to reflect UHM numbering
MUS 122F: Intermediate Classical Guitar - change number to reflect UHM numbering
MUS 101: Rhythmic Sight Reading
MUS 114: College Chorus - new number to match UHM number, from MUS 102
MUS 106: Introduction to Music Literature - from MUS 160 to match UHM numbering
MUS 107: Music in World Cultures from MUS 170 to match UHM numbers
MUS 108: Fundamentals of Western Music - from Music 180 to match UHM numbering
ART 115: Foundation Studio "C" - new course
ART 150: Intermediate Studio Ceramics - new course
ART 105: Beginning Studio Ceramics - change hours to match system
ART 105B: Beginning Studio Ceramics; Wheel Throwing - change hours and prerequisite
ART 107: Elementary Studio Photography - change hours
ART 108: Elementary Studio: Drawing and Painting - change hours
ART 109: Elementary Studio: Drawing and Painting - Eastern - change hours
SJJUST 112: Processes of Law Enforcement - change in prerequisites
SJJUST 113: Contemporary Practice in Corrections - change in prerequisites
SJUST 115: Corrections in Hawaii - change in prerequisites
SJUST 205: Correctional Administrative - new course
SJUST 215: Community Relations - new course
SJUST 230: Community Based Corrections Programs - new course
SJUST 245: Probation and Parole - new course
IS 127: Body, Mind, Spirit: The Holistic Health Principle - from experimental to regular status
HPER 130: Beginning Tennis - number change to agree with system
HPER 131: Intermediate Tennis - from experimental to regular status
HPER 132: Advanced Tennis - change number
HPER 158: Women in Transition: Physical Fitness - new course
SP 151: Personal and Public Speech - new course
IS 102: Creative Problem Solving - from experimental to regular status
IS 111: Women In Transition: Skills in Building Self-Confidence - from experimental to regular status
IS 112: Women In Transition: Preparation and Examination of Career Alternatives - from experimental to regular status
IS 113: Women In Transition: Journal Writing - from experimental to regular status
AG 041B: Plant Diseases and Their Control - from AG 097 and from 1 credit to 2 credits
AG 041C: Arthropods and Their Control - from AG 097B and from 1 credit to 2 credits
AG 041D: Weeds and Their Control - from AG 097C and from 1 credit to 2 credits
AG 042: Pesticide Safety - from AG 097D and from 1 credit to 2 credits
AG 100: Agriculture Orientation: Careers - from Ag 197
AG 200: Agriculture Practice - from AG 197C
AMT 020: Introduction to Automotive Mechanics - from 5 to 3 credits
AMT 030: Engines - from AMT 030B and 030C
AMT 040: Fuel Systems - from 2 to 3 credits
AMT 040C: Electrical Systems - from 2 to 3 credits
AMT 040E: Ignition Systems - from 2 to 3 credits
AMT 053: Brake Systems - from AMT 53B & C
AMT 060E: Automotive Transmission - from AMT 050
AMT 060D: Powertrain and Manual Transmission - from Differential and Rear Axle System
JOURN 285V: Newspaper Laboratory - new course
SSCI 212: Introduction to Human Services and Mental Health - from experimental to regular status
SSCI 213: Introduction to Human Services and Mental Health Practicum - from experimental to regular status
SSCI 214: Interviewing for Assessment and Counseling - from experimental to regular status
SSCI 215: Interviewing for Assessment and Counseling Practicum - from experimental to regular status
SSCI 216: Counseling and Therapy - from experimental to regular status
SSCI 217: Counseling and Therapy Practicum - from experimental to regular status
PSY 224: Abnormal Psychology - from experimental to regular status
SOC 218: Introduction to Social Problems - from experimental to regular status
SOC 231: Introduction to Juvenile Delinquency - new course
HUM 020: Introduction to Humanities - new course
MUS 20F: Slack Guitar Ensemble - new course
business majors.

It provides instruction on several topics of importance to graduating students. This experiential course should become part of the business electives since it provides a foundation for future study.

Effective if the faculty approves the new course proposal. Substitution: No specific course is required. Students may elect this course to meet social science requirement in the major of their choice. In addition, students may be admitted to the major as a general education student.

 offerings in the two areas of specialization. These courses are not closely related.

ECON 100/150, Business Economics, will be deleted from the area of specialization. This course may be elected for either ECN 120 or 150. Students may receive credit in both areas of specialization.

Students may receive credit for either ECN 120 or 150 or both. ECN 50 was originally included when MCA had no economics instructor. The course is not closely related. Students may elect this course to meet general education science requirements or to earning transfer-level credit in the three courses which are covered in a more comprehensive and managerial accounting course.

Accounting 201 and 202 may be substituted for Accounting 25 and 26 as prerequisites.
SECRETARIAL

1. IS 105, Career-Exploration and Planning - See paragraph 7 under Accounting.

2. OFPRO 042, Personal Development - See paragraph 8 under Accounting.

3. OFPRO 020B, Filing, 1 credit, will be added as a requirement for the Typist Program if the faculty approves the new Typist Program. Also will be added as an elective in area of specialization. Justification: This course provides basic entry-level filing skills necessary for employment.

4. Shorthand 025, Skill Development Shorthand, 3 credits. Will be added as an alternative to intermediate and advanced shorthand and useful as an in-service brush-up course. Justification: This course is especially useful for in-service persons wishing to brush up on skills in shorthand. No similar course is offered on the Windward side.

5. OFPRO 10, Introduction to Business Skills, 2 credits. This course will be added as an exploratory or preparatory course for students contemplating a major in business. Justification: Many students lack the preparation for successful completion of beginning business courses.

6. Change the alphas for TYPW 35, 51 and 52 to WPRO 35, 51, and 52. This is more descriptive of the trend towards word processing.

GENERAL

1. The math/logic requirement for general education for the A.S. degree should be MATH 100 or higher or PHIL 210.

NEW TYPIST CERTIFICATE PROGRAM

Will be offered as another step in the career-ladder approach to clerical employment. If the faculty approves, the following courses which are currently being offered (with the exception of OFPRO 020B) will lead to this Typist Certificate:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPW 20</td>
<td>3</td>
</tr>
<tr>
<td>COMMUN 145</td>
<td>3</td>
</tr>
<tr>
<td>BMACH 20B</td>
<td>1</td>
</tr>
<tr>
<td>OFPRO 20B</td>
<td>1</td>
</tr>
<tr>
<td>OFPRO 40</td>
<td>(3)</td>
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<tr>
<td></td>
<td>11 or (13)</td>
</tr>
</tbody>
</table>
The following program for high risk students was approved by the committees:

It is proposed that these underprepared students, or high-risk students, require a semester-long integrated developmental studies program. The major components of this program would consist of the following:

1. **Student Target Group.**
   - Two groups of twenty-five students with Nelson-Denny entry levels between 36 and 52 would be recruited to join the program.

2. **Time Frame.**
   - It is recommended that this program model be set in operation commencing Fall 1980 and continue through the Spring 1981 semester. At the end of the Spring 1981 semester, the counseling staff members would be responsible for completing a detailed evaluation of the experimental project.

3. **Project Staff.**
   - The staff would consist of all the instructors and counselors working with the target group. One of the staff members could be assigned as project coordinator. These individuals would be responsible for planning, designing, implementing maintaining, and evaluating the year-long developmental studies program. Because this integrated approach would require continuous student-monitoring and coordination, it is recommended that the program staff be awarded adequate release time.

4. **Curriculum Components.**
   - Each student would be enrolled in a total of 12 credits. The package would consist of a developmental writing course, a developmental reading course, a study skills course (LSK-030), and a development Philosophy course. The Philosophy course is in the final stages of development and would incorporate an interdisciplinary approach.
   
   In addition, the counseling component would be an active and visible part of the total program.

The idea of offering an integrated developmental "package" to high-risk students is not new. Leeward Community College has a program called PASS which offers a similar program as the one being proposed. According to the PASS staff members, the program is meeting student needs to a greater degree than the typical developmental studies curriculum.

Curriculum Committee Approved

Paul Toshioh 3-8-80

Attachment I
Zool 200: Marine Biology (3)

Zool 101: Principles of Zoology (4)

SCI 124: Technology, Ecology, and Man (4)

SCI 121: Introduction to Science: Biological Science (4)

GG 102: General Geology and Geophysics (4)

GG 101: Introduction to Geology (4)

Bot 181: Plant Sea Life (4)

Bot 130: Plants in the Hawaiian Environment (4)

Bot 101: General Botany (4)

Lecture and Laboratory registration in one

A. Natural Science courses which satisfy the Laboratory/Field Trip

Requirement

II. Natural Science courses required for Laboratory/Field Trip

must include Laboratory/Field Trip work. For some courses a separate
and one must be a Physical Science course. One of these courses
and one must be a Biological Science course.

Two courses are required. One must be a Biological Science course.

I. Natural Science Requirement

FINAL CATALOGUE CHANGES

The following catalog changes for the Natural Science Requirements
were approved:

-
B. Natural Science courses which require a separate registration for the laboratory/field trip part.

<table>
<thead>
<tr>
<th>Separate Lecture Registration</th>
<th>Separate Laboratory Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 100: Chemistry and Man (3)</td>
<td>CHEM 100L: Chemistry and Man Laboratory (1)</td>
</tr>
<tr>
<td>CHEM 151: Elementary Survey of Chemistry (3)</td>
<td>CHEM 151L: Elementary Survey of Chemistry Laboratory (1)</td>
</tr>
<tr>
<td>CHEM 171: General Chemistry (4)</td>
<td>CHEM 171L: General Chemistry Laboratory (1)</td>
</tr>
<tr>
<td>GG 200: Geology of the Hawaiian Islands (3)</td>
<td>GG 200L: Géologie of the Hawaiian Islands Laboratory (1)</td>
</tr>
<tr>
<td>GG 210: Oahu Field Geology (1)</td>
<td></td>
</tr>
<tr>
<td>GG 211: Big Island Field Geology (1)</td>
<td></td>
</tr>
<tr>
<td>GG 212: Maui Field Geology (1)</td>
<td></td>
</tr>
<tr>
<td>GG 213: Moloka'i, Lana'i and Kahoolawe Field Geology (1)</td>
<td></td>
</tr>
<tr>
<td>GG 214: Kauai and Niihau Field Geology (1)</td>
<td></td>
</tr>
<tr>
<td>OCEAN 201: Science of the Sea (3)</td>
<td>OCEAN 202: Field Studies in Marine Sciences (1)</td>
</tr>
</tbody>
</table>

The Committee would like to express its deep concern that ideal procedures for processing course proposals were not followed. In some cases, the Committee did not receive formal communication which would indicate the impact of the proposal being considered on the division as a whole. Therefore, it was not possible to evaluate how these new courses affect existing courses and programs. The Committee is concerned about the absence of a method for ascertaining the effect of course proposals within one division and on other divisions.

Respectfully submitted,

Pearl Takeuchi