Present: Ben Moffat (Presiding), Liko Hoe, Mari Nakamura, Evelyn Sugihara, Jean Shibuya (CAAC and proxy for Aileen Yim), Dave Ringuette, Michael Tom, Floyd McCoy (Off Campus representative), Baylina Kahalepuole (Student Representative), Peggy Regentine, Winston Kong, Ryan Perreira, Paul Briggs, Laurie Tomchak (recorder)

1. Minutes from the previous meeting were accepted with the following correction: Karla Brown's name is spelled with a "K", not a C.

2. Old Business

   A. The AA Ballots will be collected at 4PM on February 4th and results will be reported at the next meeting.

3. New Business

   A. Liko Hoe brought up a concern from the Humanities Department. The Department discussed workload disparities and inequity in re-assigned time for non-traditional faculty. For librarians and counselors, professional development is factored in. Contact hours for labs and for fine arts classes are unique. The union does not feel it necessary to address the issue, and thus it is unlikely that the administration will perceive it as a problem. Members were asked to take it to the departments and see if it is an issue for more than a few individuals. It seemed to some senators that inequities were inevitable, and a consequence of the different kinds of instruction and service that the college provides. ETC is not affected by this, since they are all non-credit and work year-round.

   B. Floyd's Report: Floyd brought a draft of an ACCFSC Resolution on Banner Enforcement of Pre-Requisites. "There is an apparent unevenness in campus level policy and practice in the UH system regarding the enforcement of course pre-requisites by Banner during registration." The resolution calls for

   1) System-wide enforcement of pre-requisites by Banner during registration across all UH campuses
   2) maximum flexibility and technical assistance to be provided to campuses and departments to accommodate special needs and requirements with respect to prerequisites and registration procedures;
   3) the urging of campuses and departments to engage in a careful review and assessment of their pre- requisites in relation to learning outcomes and course competencies;
   4) As much as possible, the above discussions take place at the system level among disciplines to make for a more coherent and collaborative academic decision-making process and make pre-requisites more consistent across campuses for the sake of an ever-increasingly mobile UH student body;
   5) modifications to pre-requisites be made by going through appropriate curriculum review and approval process as set by the campus' faculty governance policies; and
6) campus and system administration provide faculty members with relevant and requested data to better assess the efficacy of their pre-requisites."

Jean Shibuya pointed out that there was a need for counselors to help students plan their schedules before January 10th. Problems with pre-requisites and requirements could be caught before the student completes registration on line. While members were to some extent of the opinion that the students' use of banner was based on the laws of academic supply and demand, they were in favor of increasing consistency across the system. Therefore, it was moved and seconded, and the motion passed that Floyd vote in favor of the motion at ACCFSC.

C. Curriculum Committee--Jean Shibuya
CAAC met on January 25, 2004 and conducted the following actions:
1. Approved the listing of required and elective courses for the three Areas of Emphasis (Language, History/Culture, and Science) of the Hawaiian Studies Academic Subject Certificate.
2. Approved the new course proposal for AQUA 201 The Hawaiian Fishpond (3 credits)
3. Approved the new course proposal for AQUA 201L The Hawaiian Fishpond Lab (1 credit)
4. Approved the modification in prerequisites for MATH 24 Elementary Algebra 1 (3 credits)

All four actions were ratified by Faculty Senate.

D. Middle School
Senators were polled on the reaction of the departments to the middle college proposal. Language Arts unanimously rejected the proposal. Humanities said that if the proposal was adopted, there should be a limit on the number of middle college students per class. Peggy said that Math and Business had rejected the proposal, feeling that there were enough other mechanisms for high schoolers who wanted to take courses at WCC. Paul said that Soc. Sciences needed more time to consider the proposal. ETC was not against the proposal, and offered to help with the support services.

E. Minutes on line
Mike Tom proposed that corrected minutes be placed on the WCC web site, as is done at KCC. He will train the recorder on how to convert the files and put them online.

F. Announcements
Mari’s proposal for a workshop on accommodation was accepted, tentatively scheduled for convocation in fall. Wellness Day will occur on March 4th. The meeting was adjourned at 1:30.