WCC Faculty Senate Meeting  
Palanakila 117  
Feb. 17, 2009, 12:40pm

Members: Pam DaGrossa (Recording Chair), Paul Field (CCAAC), Toshi Ikagawa (SOC SCI), Marvin Kessler (NAT SCI), Winston Kong (Student Services), Ron Loo (HUM), Leslie Lyum (ETC), Kalani Meinecke (LANG ARTS), Ellen Nagaue (ETC), Dave Ringuette (Chair), April Sandobal (VCE), Tara Severns (Academic Support/PPE/IR), Johnny Singh (MB), Libby Young (Off-Campus Chair)

Attachments: CHEM 272 Proposal and Syllabus; CHEM 272L Proposal and Syllabus
Excellence in Teaching Award - Policies & Procedures Draft

1. **Approval of 2/3/09 Minutes**

   Change: delete April Sandobal, add Leslie Lyum in attending members

   Dave noted that the deadline for changes to the Green Book policies is the end of the semester.

   **MOTION TO APPROVE MINUTES OF 2/3/09 WITH THE CHANGE AS NOTED [1ST RON L.; 2ND LESLIE L.; UNANIMOUS]**

2. **CCAAC Report (Paul F.)**

   A. **Certificate of Competence in Clerical Employment Success**
      
      This was distributed early today. It will be reviewed by the New Initiatives subcommittee and voted on at the next meeting.

   B. **CHEM 272 and 272L (Organic Chemistry I and Lab)**
      
      These were distributed early today (attached). Members were polled as to whether to take this up at this meeting or the next to allow more time to read. The poll result was 7/4/0 in favor of taking them up today.

      Paul reported that Manoa will not accept BIO 275 unless our students have taken CHEM 272 and 272L. The cost of the lab was questioned; Inge’s grant will cover costs associated with this course. Only science majors will be taking this because there are four prerequisites for it. The question was asked if students could get credit for BIO 275 if they took CHEM 272 and 272L at Manoa. Paul believes so; the courses need not be taken in consecutive order. The CCAAC’s decision on this course was unanimous. KCC also offers this course and it will transfer to both Manoa and Hilo.

      **MOTION TO APPROVE CHEM 272 AND CHEM 272L [1ST TARA S.; 2ND LESLIE L.; UNANIMOUS]**

3. **Faculty Senate Elections**

   A. **Dave called for nominations; please send them by March 2.** We will handle this electronically.
      
      The positions open are Faculty Senate Presiding Chair (Chair 3), Faculty Senate Off-Campus Representative (Chair 2), and CCAAC Chair. Libby expressed interest in being nominated again for Chair 2, as did Paul for CCAAC Chair.

   B. There was some discussion as to course release compensation for the positions (Chair 1 Recording = 1 credit, Chair 2 Off Campus = 3, Chair 3 Presiding = 1, CCAAC Chair = 3).

4. **Representation on OUP Committee**

   A. Winston and Richard have been communicating about faculty representation on this committee. Richard has asked for Faculty Senate representation to which Winston has responded that our New Initiatives Subcommittee (NI) should fulfill that function. Ron noted that NI sees its role as reviewing and disseminating information, not as a decision-making entity.

   B. Winston circulated the following:
      
      “After consulting the subcommittee members, Dean Fulton, and a few staff, the ideas is to have a centralized group to recognize, inform and assist all new initiators before they get too far along and perhaps run into programmatic difficulties at WCC. Where to go for this, that and the other thing, who should be contacted that something new seeks to attach itself to our college. What facilities might it need and where in the Strategic Plan is it positions, if at all. Ron drafted a template that lists certain areas of the college that should be informed ASAP prior to any actions
or verbal/written agreements are reached. NIC won’t approve or deny any initiative, but merely show the initiators some of the hoops they’ll need to jump through. In cases where there’s a very short turnaround time given, then NIC needs to know ASAP after the fact with an explanation. This process ensures that transparency and communication remain at the forefront of this subcommittee’s efforts. Transparency and communication are the pillars of good relationship and therefore good governance. Thanks for listening.

Senators should read and be prepared to comment on this at the 3/3/09 meeting.

C. Dave asked whether including NI in the process is transparent enough, or whether it is necessary to have an individual representing Faculty Senate sitting on the OUP Committee. The question was raised as to at what point the OUP Committee should approach NI. Ron L. suggested that perhaps the point at which facilities, scheduling, and/or funding are taken up.

D. The NI will generate a statement describing the situation and timeframe under which NI should be approached by the OUP.

5. Student Participation on the Senate
A. Libby collected information on participation of students in the various campus faculty senates. There is great variation, though most have regular student participation. KauaiCC invites the ASUH advisor to attend.

B. Dave was concerned that personnel and other issues may not be appropriate to share with students. Ron agreed, but also noted that there are certain things that concern students and in which they should be included. Pam stated that anything discussed in the meetings becomes public record via our minutes; anything not appropriate for student ears would have to be “off the record.” Winston noted that having students here might forge a stronger relationship between faculty and students. Johnny asked if students currently look at the Faculty Senate minutes. Paul suggested that at a minimum, we should invite students when issues of direct concern to them arise.

C. Dave asked how we want to decide this. There is nothing in our Constitution that says we must have a student here. There is nothing in Accreditation that requires a student here. Winston will talk to Leslie O. (WCC-ASUH Advisor) about this and report back.

6. Policy Procedures Update (Toshi I.)
A. Excellence in Teaching Award. The PP decided that drafting the policy and procedures for this committee is not the PP’s responsibility. Toshi will circulate a 3rd draft of the Excellence in Teaching Award Policy & Procedures (NOTE: circulated 2/18/09; attached).

7. Planning Budget Update (Tara S.)
A. PB has been discussing the issue of the use of SLO assessment, or retention, persistence, and completion data, for contract renewal, promotion, and tenure. PB feels that at this point there is no reason to take any action. The union has taken a position in opposition to the use of this data in promotion. Were the University to require this data’s inclusion, it would violate the faculty contract.

B. Libby will ask if the University plans to initiate this at the system level.

8. Off Campus Chair Report (Libby)
Previously, Libby attended the system wide meeting on Strategic Planning. There is another meeting coming up. Joe Ciotti, Mark Hamasaki, and Tara Severns currently represent Faculty on the WCC Strategic Planning Committee. Joe is unable to go. Libby will ask Mark first, but if he can’t attend, Tara will go.

9. Budget Formula for CCs and University
Last December, Dave and Pam sat in on a meeting with the consultant to recommend a budget
formula to the University. Dave contacted the consultant who promised a report in December. She said she sent it to John Morton in December. **Dave will ask the Chancellor first and then John Morton if Angela has no response.** UPDATE: The report can be found at http://www.hawaii.edu/offices/eaur/govrel/reports/2009/act188-slh2008_sect2-3_2009_funding-formula_report.pdf

Adjourned 1:42pm
The next meeting is March 3, 2009.

Respectfully submitted by Pamela DaGrossa, Recording Chair
2/18/09
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition ✗ Regular or Experimental or □ Other (click and type to specify)
   - □ B. Deletion
   - C. Modification: □ in credits □ in title □ in number or alpha □ Other (click to specify)

2. New Alpha, Number and Title
   - CHEM 272: Organic Chemistry I

3. Credits
   - 3 credits

4. Old Alpha, Number and Title
   - 5. Credits *

6. New Catalog Description
   - This is the first semester course in organic chemistry intended for science majors. Topics to be covered include structure, properties, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy of alkanes, alkenes, alkynes, alkyl halides, alcohols and their applications to biology. (3 hrs. lect.)

7. Select box and type specific information in text box.
   - ✗ Prerequisites □ Corequisites or
   - □ Recommended Preparation
   - A grade of C or higher in Chem 162 or instructor's consent

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester
   - Summer
   - Year 2010

10. This course ✗ is proposed for the Liberal Arts Program Program. □ can fulfill Nat Sci: Physical If Other, specify

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
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<tbody>
<tr>
<td>KapiolaniCC</td>
<td>CHEM 272 Organic Chemistry I</td>
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<tr>
<td>UH Manoa</td>
<td>CHEM 272 Organic Chemistry I</td>
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<td>UH Hilo</td>
<td>CHEM 241 Organic Chemistry I</td>
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13. This course is (check one and click in appropriate textbox and provide details):
   - □ Already articulated with
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - ✗ Appropriate for Articulation with KCC's CHEM 272, UHM's CHEM 272 and UHH's CHEM 241
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.) in this space:
   - □ Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   - CHEM 272 is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

__________________________________________________________
Requested by:
Department Chairperson
Date

__________________________________________________________
Approved by:
Curriculum Committee Chairperson
Date

__________________________________________________________
Faculty Senate Chairperson
Date

__________________________________________________________
Dean of Instruction
Date

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

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CCCM #6100 (Amended for WCC use October 2002)
# Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: CHEM 272: Organic Chemistry I

<table>
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<tr>
<th>Signatures</th>
<th>Dates</th>
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<tr>
<td>1. Department Area (more than one departmental instructor’s signature required)</td>
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<td>Department Chairperson</td>
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<td>Was this course discussed in a department meeting? ☐ Yes ☐ No</td>
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<td>3. Division</td>
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<td>4. Curriculum Committee Review</td>
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<td>Disapproved ☐</td>
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<td>Curriculum Committee Chairperson</td>
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WCC Form for New Course Proposals
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   CHEM 272 is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   Existing library/media material will be used to support this course. No additional expenses are anticipated. This course to be taught by existing faculty.

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

   Yes. Exact same course (CHEM 272) is offered at UH Manoa ad KCC. Also taught at UH Hilo as CHEM 241.

4. Is this course experimental and/or unique to Windward Community College? No If yes, provide rationale and details of its impact on the College Curriculum

5. Is a similar course taught in the upper division level by a 4-year UH college? No If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date  February 11, 2009

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number CHEM 272

Submitted by Leticia Colmenares

Date February 11, 2009

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

   UH Manoa: CHEM 272 (intended for science majors)
   UH Hilo: CHEM 241 (intended for science majors)

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

   University of Arizona (CHEM 241: Lecture Organic Chemistry); UC Davis University of California (CHEM 128A: Organic Chemistry)

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course  
Articulation with 4-year UH Campus Form  

**COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)**

ORIGINATING CAMPUS: Windward Community College   DATE SUBMITTED: February 11, 2009

COURSE ALPHA & NUMBER: CHEM 272   SEMESTER CREDITS: 3

COURSE TITLE: Organic Chemistry I

DATE OF OUTLINE: February 11, 2009   Year 2008

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

   Standing Committees
   - Written Communication
   - Mathematical & Logical Thinking
   - World Civilizations
   - Languages
   - Arts & Humanities
   - Natural Science
   - Social Science

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

   In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
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<tbody>
<tr>
<td>UH Hilo</td>
<td>CHEM 241</td>
<td>BS in Biology, BA in Chemistry</td>
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<tr>
<td>UH Manoa</td>
<td>CHEM 272</td>
<td>BS in Biology, Chemistry, etc.</td>
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<td>UH West Oahu</td>
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<td>Hawaii CC</td>
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<td>Honolulu CC</td>
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<td>Kapiolani CC</td>
<td>CHEM 272</td>
<td>DP</td>
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<td>Kauai CC</td>
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<td>Leeward CC</td>
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<td>Maui CC</td>
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<td>Windward CC</td>
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</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

   __Typed Name or Signature__

   **Note:** If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

   **Note:** UCA Clearinghouse
   John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the “ARTICULATION RECOMMENDATION FORM” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even it is “we agree with the committee”).

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication.

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
Old Course

Course Alpha & Number:
Title:

Revised Course

Course Alpha & Number:
Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College

Certifying Authority (Typed Name or Signature and Title)

Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street
Revised 1/19/01
Chem 272 Organic Chemistry I
3 credits
TBA

INSTRUCTOR: To be assigned
OFFICE: Imiloa xxx
E-MAIL: 
OFFICE HOURS: 
TELEPHONE: 
EFFECTIVE DATE: Summer 2010

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

This is the first semester course in organic chemistry intended for science majors. Topics to be covered include structure, properties, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy of alkanes, alkenes, alkynes, alkyl halides, alcohols and their applications to biology. (3 hrs. lect.)
Prerequisites: A grade of 'C' or better in Chem 162 or instructor's consent.
Co-requisite: Chem 272L
WCC: DP

STUDENT LEARNING OUTCOMES

1. Discuss the bonding and structure of organic compounds
2. Name various organic compounds using the IUPAC rules and diagram their structures
3. Use stereochemical concepts in understanding physical and chemical properties
4. Identify chemical structure based on spectroscopic data.
5. Explain the relationship between structure and physical and chemical properties
6. Predict reaction products, deduce starting materials and diagram reaction mechanism.
7. Cite applications and important role of organic reactions in biology.

COURSE OBJECTIVES

This course will
1. provide the student with the fundamental knowledge and concepts in relating chemical bonding, structure, properties and reactions of organic compounds.
2. provide the student with the fundamental knowledge and methods used in identifying organic compounds
3. promote greater student appreciation of the logic of organic chemistry and awareness of the role of organic chemistry in biology and the real world.
MODE OF INSTRUCTION

Lecture/Discussion: Lectures will be delivered by PowerPoint and will use demonstrations and audio-visual materials. Some in-class group activities and the clicker response system will be used to monitor student learning.

GRADING

1. Grades will be based on homework, class participation, quizzes, long exams and a cumulative final exam.
   - Homework ---------------------- 15 % of total grade
   - Quizzes------------------------ 15 % of total grade
   - Long Exams (2)@ 20%-----------40 % of total grade
   - Final Exam--------------------- 30 % of total grade
   - Total-------------------------- 100 %

   Course grades will be assigned as follows:
   - A 100-90 %
   - B 89-80 %
   - C 79-70 %
   - D 69-60 %
   - F below 60 %

   Curving might be employed if deemed necessary.
   The other grades I, W, Cr, NC to be assigned are described in the current college catalog.
   The NC grade will be assigned only as part of the Cr/NC option except in very unusual circumstances. Those circumstances must be discussed with the instructor.

2. Chapter homework will be graded.

3. A short quiz (closed notes) will be given every week at the start of the class period.

4. There will be two long exams, each of which will cover approximately one-third of the course. Each will last for about an hour.

5. The final exam will cover all topics from the beginning with special emphasis on topics covered after the second midterm exam. The final exam (cumulative) will be approx. 2 hrs. The dates of these evaluations are given in the Course Schedule (see last page). These exams will be closed book.

COURSE TASKS

- Homework
- Weekly quizzes
- Long exams
- Cumulative Final exam

LEARNING RESOURCES

OTHER INFORMATION

1. The topics and exam schedule are found in the Course Schedule on the last page.

2. Missed Quizzes. If you are absent, the quiz you missed will be counted as zero. If you know in advance that you will be absent from class, you may notify the instructor to take it in advance at the Learning Center.

3. Missed Exam. Only one missed long exam (with requisite doctor’s note, police report or obituary notice) can be made up, if you notify the instructor in advance or on the day of the exam. There will be no make-up for the final exam.

4. Make-ups. Exams and quizzes cannot be retaken to obtain better grades.

5. Disruptive behavior leads to loss of learning time. Examples are activated beepers and cell phones, making offensive remarks, eating or drinking in the classroom, packing of books, making noise, leaving class early, sleeping in class, prolonged chattering, reading other materials not relevant to this class, etc. If a student takes part in disruptive behavior, the instructor reserves the right to exclude immediately the student from that class meeting, and will be marked absent.

6. If you have any special learning needs, including hearing/visual impairment, please inform the instructor as soon as possible.

7. An "F" will be assigned to students involved in cheating systems.

8. Any class announcement pertaining to changes in schedule will be made at least a week prior to the affected date. However, you are responsible for knowing these changes, whether or not you were in class for the announcement. If you were late or missed class please borrow notes from your classmate.

DISABILITIES ACCOMMODATION

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
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| 1    | Structure & Bonding  
     | Acids and Bases |
| 2    | Intro to Organic Molecules & Functional Groups |
| 3    | Alkanes |
| 4    | Stereochemistry |
| 5    | Midterm I |
| 6    | Understanding Organic Reactions |
| 7    | Alkyl Halides & Nucleophilic Substitution |
| 8    | Alkyl Halides & Elimination Reactions |
| 9    | Alcohols, Ethers, and Epoxides  
     | Alkenes |
| 10   | Midterm 2 |
| 11   | Alkynes |
| 12   | Oxidation and Reduction |
| 13   | Radical Reactions |
| 14   | Mass Spectrometry and Infrared Spectroscopy |
| 15   | Nuclear Magnetic Resonance Spectroscopy |
| 16   | Conjugation, Resonance and Dienes |
| 17   | Final Exam |
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   ☑ A. Addition ☑ Regular or ☐ Experimental or ☐ Other (click and type to specify)
   ☐ B. Deletion
   ☐ C. Modification: ☐ in credits ☐ in title ☐ in number or alpha
   ☐ in prerequisites or co-requisites ☐ Other (click to specify)

2. New Alpha, Number and Title
   CHEM 272L: Organic Chemistry Laboratory I

3. Credits 2 credits

4. Old Alpha, Number and Title

5. Credits *

6. New Catalog Description
   Laboratory principles of Organic Chemistry I, the first semester course in organic chemistry intended for science majors. Topics to be covered include structure, properties, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy of alkanes, alkenes, alkynes, alkyl halides, alcohols and their applications to biology. (one 5-hour lab session/week)

7. Select box and type specific information in text box.
   ☑ Prerequisites ☐ Corequisites or
   ☐ Recommended Preparation
   A grade of "C" or better in Chem 272 or registration in Chem 272 or instructor's consent

8. Student Contact Hours Per Week
   Lecture
   Lecture/Lab Lab 5 hrs Other (click to specify)

9. Proposed Date of First Offering
   Semester Summer
   Year 2010

10. This course ☑ is proposed for the Liberal Arts Program Program. ☑ can fulfill * If Other, specify
    DY-Natural Science Lab

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KapiolaniCC</td>
<td>CHEM 272L Organic Chemistry Laboratory I *</td>
<td>UH Manoa</td>
<td>CHEM 272L Organic Chemistry Laboratory I *</td>
</tr>
<tr>
<td>UH Hilo</td>
<td>CHEM 244L Organic Chemistry Laboratory I *</td>
<td>*</td>
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</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   ☑ Already articulated with
   Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:

   ☑ Appropriate for Articulation with KCC’s CHEM 272L, UHM’s CHEM 272L and UHH’s CHEM 241L
   Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:

   ☑ Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   CHEM 272L is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

Requested by: ____________________________
Department Chairperson Date

Approved by:

______________________________
Curriculum Committee Chairperson Date

______________________________
Faculty Senate Chairperson Date

______________________________
Dean of Instruction Date

CCCM #6100 (Amended for WCC use October 2002)
<table>
<thead>
<tr>
<th>Provost</th>
<th>Date</th>
</tr>
</thead>
</table>
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: CHEM 272L: Organic Chemistry Laboratory I

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department Area (more than one departmental instructor’s signature required)</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

2. Department

______________________________
Department Chairperson

Was this course discussed in a department meeting? □ Yes □ No

3. Division

______________________________

4. Curriculum Committee Review

Approved □

Disapproved □

Reason:

______________________________
Curriculum Committee Chairperson

CCCMM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form – Go to next page for Course Modification

WCC Form for New Course Proposals
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   CHEM 272L is a prerequisite to BIOL 275 and will be an elective course to the ASC Plant Biotechnology Program. It supports WCC Strategic Plan Action Outcome 4.1, which states: "Contribute to the development of a high-skilled, high-wage workforce through the establishment of at least one new specific, career-focused degree, certificate or career pathway per year that leads to employment in emerging fields," and Action Outcome 4.8, which states: "Increase the number of degrees and certificates awarded in Science, Technology, Engineering, and Math (STEM) fields."

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   Additional organic chemicals and laboratory supplies will be purchased through an external grant. Estimated cost of $4,000. This course to be taught by existing faculty.

3. Is a similar course taught elsewhere in the UH system?  *  If yes, provide details of how this course differs from existing similar courses.

   Yes. Exact same course (CHEM 272L) is offered at UH-Manoa and KCC but at UH Hilo CHEM 241L is a 1 unit (4hrs/week) course.

4. Is this course experimental and/or unique to Windward Community College?  No  If yes, provide rationale and details of its impact on the College Curriculum

5. Is a similar course taught in the upper division level by a 4-year UH college?  No  If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date  February 11, 2009

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

**WCC Form for Transfer Courses**
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number CHEM 272L

Submitted by Leticia Colmenares

Date February 11, 2009

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

   UH Manoa: CHEM 272L (2 credits, intended for science majors)
   UH Hilo: CHEM 241L (1 credit, intended for science majors)

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

   University of Arizona (CHEM 247A: Organic Chemistry Laboratory I); UCDavis University of California (CHEM 129A: Organic Chemistry) Each of these is 2 credits.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: February 11, 2009

COURSE ALPHA & NUMBER: CHEM 272L SEMESTER CREDITS: 2

COURSE TITLE: Organic Chemistry Laboratory I

DATE OF OUTLINE: February 11, 2009 Year 2009

(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

Standing Committees
- Written Communication
- Mathematical & Logical Thinking
- World Civilizations
- Languages
- Arts & Humanities
- Natural Science
- Social Science

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include ‘none’). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td>CHEM 241L</td>
<td>BS in Biology, BA in Chemistry</td>
</tr>
<tr>
<td>UH Manoa</td>
<td>CHEM 272L</td>
<td>BS in Biology, Chemistry, etc.</td>
</tr>
<tr>
<td>UH West Oahu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hawaii CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honolulu CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kapiolani CC</td>
<td>CHEM 272L</td>
<td>DY</td>
</tr>
<tr>
<td>Kauai CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leeward CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maui CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windward CC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

Typed Name or Signature

Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in ‘pdf’ format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the “ARTICULATION RECOMMENDATION FORM” (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is “accept,” indicate receiving campus core area. If the committee choice is “not recommended,” a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

   If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course’s supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even it is "we agree with the committee").

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication

5. The Community College Policy on Acceptance of UCA Reviewed Courses is a follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
ARTICULATED COURSE
CHANGE IN ALPHA/NUMBER/TITLE

Old Course

Course Alpha & Number:
Title:

Revised Course

Course Alpha & Number:
Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College

Certifying Authority (Typed Name or Signature and Title)

Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01
Chem 272L Organic Chemistry I Laboratory
2 credits
TBA
INSTRUCTOR: To be assigned
OFFICE: Imiloa xxx
E-MAIL: 
OFFICE HOURS: 
TELEPHONE: 
EFFECTIVE DATE: Summer 2010

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

Laboratory principles of Organic Chemistry I, the first semester course in organic chemistry intended for science majors. Topics to be covered include structure, properties, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy of alkanes, alkenes, alkynes, alkyl halides, alcohols and their applications to biology. Knowledge of lecture material is required.
(one 5-hour lab session/week)

Prerequisites: A grade of ‘C’ or better in Chem 272 or concurrent enrollment in Chem 272 or instructor’s consent.
WCC: DY

STUDENT LEARNING OUTCOMES

1. Perform and develop skills in organic chemistry laboratory methods and techniques used in separation and purification.
2. Determine the chemical identity of some organic chemicals through their properties.
3. Keep complete and accurate records, manipulate data for mathematical calculations, including reactant recovery and percent yield.
4. Apply laboratory safety and safety disposal of waste procedures that can be used in all future laboratory experiences.
5. Gain experience in conducting synthesis and functional group conversion.
6. Interpret experimental data and formulate conclusions as evidenced in laboratory reports.

COURSE OBJECTIVES

This course will provide the student hands-on experience and develop skills in carrying out organic laboratory methods of separation, purification and identification of organic
materials as well as organic synthesis and functional group conversions.

MODE OF INSTRUCTION

A pre-lab discussion and quiz of the theoretical concept, techniques or methods will precede the hands-on laboratory experiments. Demonstrations, videos, websites and computer programs will be utilized when necessary. The actual laboratory experiments will be using microscale laboratory experiments.

GRADING

Grades will be based on the following:

<table>
<thead>
<tr>
<th>Reports</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Lab Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Notebook</td>
<td>10%</td>
</tr>
<tr>
<td>Organization, Preparation &amp; Techniques</td>
<td>10%</td>
</tr>
<tr>
<td>End of Semester Lab Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Laboratory total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Course grades will be assigned as follows:

- A  100-90 
- B  89-80
- C  79-70
- D  69-60
- F  below 60

Curving might be employed if deemed necessary.
The other grades I, W, Cr, NC to be assigned are described in the current college catalog. The NC grade will be assigned only as part of the Cr/NC option except in very unusual circumstances. Those circumstances must be discussed with the instructor.

COURSE TASKS

- Homework
- Online quizzes
- End-of-semester Exam
- Notebook Preparation & Recording
- Lab Reports

LEARNING RESOURCES

Pavia, Lampman, Kriz, and Engel "Techniques in the Organic Laboratory, Microscale and Macroscale", Harcourt College Publishing. (Required)

Access to Laulima

OTHER INFORMATION

1. The lab activities and exam are found in the Course Schedule on the last page.
2. **Safety goggles** or **eye glasses with side shields**, and shoes must be worn at all times in the lab. *No one will be allowed to work without this protection.* Your cooperation is requested. Read Chapters 1 and 2, and the inside front cover of the book entitled, “Safety practices...” and “In case of accident.”

3. Students must provide a bound (no loose-leaf), hard cover laboratory notebook due at the second meeting. Technically the notebook gets graded after every meeting.

4. Students will be assigned a set of lab drawers with equipment for which they will be responsible from check-in (first lab) to check-out (final lab).

5. **Prepare for Lab:** Look ahead in the syllabus and make sure you prepare for each upcoming experiment. Read each experiment thoroughly. Also read the assigned materials for each experiment in the Pavia and Smith books.

6. **Notebook:** After the above reading, prepare your notebook as described in the Pavia text pages 26 and 27. Do all necessary calculations, and write up your prelab before coming to lab.

7. During the lab, write all data, calculations and observations in your notebook while you are doing the experiment. Present your notebook to your instructor for initializing before you leave the lab each week.

8. **Complete Online Lab Exercise:** On [http://laulima.hawaii.edu](http://laulima.hawaii.edu) login and access the quizzes for the course. You’ll be able to access each exercise Monday-Sunday the week of the lab.

9. **Lab Reports:** After completing each experiment there will be a lab report to prepare. These lab reports are due one week after the experiment is completed. Some reports will be short and informal while others will require a formal write up. Instructions for each report are included at the end of each experiment.

10. **Laboratory products** are due following the completion of each experiment and must be properly labeled (see below). A properly labeled sample should contain the following information: submitter’s name(s), sample name, experiment number, date & class (beginning) time, # g (experimental), % recovery/yield (experimental & typical class value), mp, bp, microbp, and/or refractive index (experimental & theoretical)

11. **Late Reports.** If submitted one week after the due date, the lab report (only for labs the student was present) will be given a grade of 70% if complete and 65% if less than complete. The grade assigned will be zero if submitted much later.

12. **Missed Lab.** Only one missed lab activity (with requisite doctor’s note, police report or obituary notice) can be excused. There will be no make-up for any lab activity.

13. **Make-ups.** Exams and quizzes cannot be retaken to obtain better grades.
14. **Disruptive behavior** leads to loss of learning time. Examples are activated beepers and cell phones, making offensive remarks, eating or drinking in the classroom, packing of books, making noise, leaving class early, sleeping in class, prolonged chattering, reading other materials not relevant to this class, etc. If a student takes part in disruptive behavior, the instructor reserves the right to exclude immediately the student from that class meeting, and will be marked absent.

15. An "F" will be assigned to students involved in **cheating** systems.

16. Any class announcement pertaining to changes in schedule will be made at least a week prior to the affected date. However, **you are responsible** for knowing these changes, whether or not you were in class for the announcement.

17. If you have any **special learning needs**, including hearing/visual impairment, please inform the instructor as soon as possible.

### DISABILITIES ACCOMMODATION

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

### COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Experiment</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Check in and safety lecture</td>
<td>Review Chapters 1 and 2.</td>
</tr>
<tr>
<td>2</td>
<td>Distillation</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>3</td>
<td>Distillation unknown and Melting points</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>4</td>
<td>Crystallization</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>5</td>
<td>Thin layer chromatography</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>6</td>
<td>Extraction</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>7</td>
<td>Steam distillation</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>8</td>
<td>Column Chromatography</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>9</td>
<td>Bromobutane</td>
<td>Chapter 16</td>
</tr>
<tr>
<td>10</td>
<td>Oxidation of cyclohexanol</td>
<td>Chapter 22</td>
</tr>
<tr>
<td>11</td>
<td>Synthesis of ester fragrances</td>
<td>Handout</td>
</tr>
<tr>
<td>12</td>
<td>Transfer hydrogenation of olive oil</td>
<td>Chapter 25</td>
</tr>
<tr>
<td>13</td>
<td>Polymers</td>
<td>Chapter 69</td>
</tr>
<tr>
<td>14</td>
<td>Cholesterol</td>
<td>Chapter 23</td>
</tr>
<tr>
<td>15</td>
<td>Check out &amp; Exam</td>
<td>Subject to change</td>
</tr>
</tbody>
</table>
Title*: Award for Excellence in Teaching

References:

1. BOR policy Sec. 5-2 of February 14, 1975 for Excellence in Teaching and Research (http://www.hawaii.edu/offices/bor/policy/borpch5.pdf)

2. CCCM #7000, Employees Awards, revised January 8, 1979 (http://www.hawaii.edu/ccc/Docs/CCCM_PDF/7000-010879.pdf)

Background and purpose (Introduction)*:

To establish campus procedures for nominating employees for the Board of Regents Excellence in Teaching Award

Authority*: WCC Chancellor

Procedures and timeline:

A. The Chancellor each January with the advice of the Faculty Senate and the ASUH-WCC, names three faculty (the awardees of the last three years, or if necessary other awardees) and two students (cannot be a nominator for the year) to serve on an ad hoc committee to select the nominee for the Excellence in Teaching Award for Windward Community College. The ad hoc committee names a chairperson, and establishes operating procedures and selection rubrics, according to the procedures, timelines and criteria explained herein.

B. 1. In January, the Chancellor announces by e-mail (wcc-facstaff@hawaii.edu) the availability of nomination forms (see Attachment A), and encourages nominations of faculty by students and faculty.

2. The Dean of Student Services, upon request of the Chancellor, sends the information by e-mail to the students (announce@hawaii.edu).

3. The Web Master posts the same information on the WCC web site.

C. Nominations along with supporting documents are submitted by nominators to the Office of the Chancellor by the third Thursday in February; the Chancellor transmits nomination forms and supporting documents to ad hoc committee for its review.

D. The Ad hoc committee reviews all nominations by the third Thursday in March, and forwards to the Chancellor the name of the selectee, a summary justification for the selection made, and all forms and supporting documents.
E. The Chancellor forwards the name of the awardee selected by the Ad Hoc to the Office of Vice President for Community Colleges. The transmittal includes an award citation and presentation plans.

**Excellence in teaching criteria:**

A. Nomination form ......................................................... 20%
B. Teaching/peer evaluations, or equivalent, for the last year ......................................................... 50%
C. Curriculum/new program development or initiatives related to teaching and learning .......... 30%

**Responsibilities**: WCC Chancellor and WCC Excellence in Teaching Award Committee

**Effective date**: August 1, 1995

**Revised date**: February 3, 2009

* Required fields

Appendix: 1
Appendix A

WINDWARD COMMUNITY COLLEGE

NOMINATION FORM FOR EXCELLENCE IN TEACHING AWARD

The Board of Regents has provided for one Excellence in Teaching Award for a faculty member at each of the University of Hawai‘i Community Colleges. The award is made to an Instructor in recognition of outstanding merit as a teacher. This award consists of a cash award and an engraved Board of Regents medal presented to the selected instructor at the Graduation Ceremony.

Candidates may be nominated by any three students or colleagues. The names of all nominators will be held in confidence. Nominees are invited to accept the nomination. The nominee must submit required documentation. Only the name of the campus selectee will be made public.

NAME OF NOMINEE (Print) _________________________________

(Last)              (First)

SUBJECT: _____________________________________________________________

Why do you believe this instructor is deserving of an excellence in teaching award? List and explain at least four (4) reasons on an attached sheet—2 pages maximum.

Nominated by:

1. ____________________________
   Name (print)       Signature       Phone #       Date

2. ____________________________
   Name (print)       Signature       Phone #       Date

3. ____________________________
   Name (print)       Signature       Phone #       Date

Submitted to:
Office of Chancellor
Hale Alaka‘i Room 119
Windward Community College

DEADLINE (Third Thursday in February):

Faculty members are prohibited from soliciting their own nominators. Solicitation will result in disqualification. Direct any questions to the Chairperson of Excellence in Teaching Award Committee.

WCC Form No. 4-11
Revised: February 3, 2009