I. Call to order: 1:37

In Attendance: Donna Paoa, Kealani Cook, Celeste Baldwin, Catherine Thompson, Melissa Yoshida, Sean Calder, Derek Snyder, Joyce Yamada, Dean Louie, Liping Liu, Lorelle Peros, Marti Wukellic, Maggie Bruck, Kate Acks, Eric Engh, Nani Azman, Elaine Yamashita, Laura Lees Nagle, Julie Powers, Robyn Tasaka, Kiʻope Raymond, Samantha Bowe, Jan Moore, Jennifer Owen, Deanna MK Reece, Kahele Dukelow, N Johnson, S Kaʻeo, M. Kirkendall, Kulamanu Ishihara, Daniel Kruse, Anne Scharnherst, Ann Coopersmith, Molli Fleming, Anil Mehta, Ryan Daniels, Rosie Vierra, Tim Marmack.

II. Minutes from 11/8/13 (See attached page 8--; Mahalo Kealani Cook)

Motioned, Seconded, approved

III. Standing & Ad Hoc Committee Reports - Consent Agenda

- Distance learning ad hoc committee: Deanna Reece – on agenda
- Policies and Procedures committee: Tim Marmack – on agenda
- Inspired Teaching Committee (ITC): Joyce Yamada, Julie Patao:
- Assessment: Jan Moore, Eric Engh
- Budget and long-range planning committee: Refugio Gonzales
- Safety: Ryan Daniels
- Elections: Crystal Alberto
- Curriculum: Maggie Bruck & Kahele Dukelow – on agenda
  - HWST 222
    - Discussion: possible addition of Caslo #3
  - Certificate of Comp. Virtual Office Assistant
    - BUSN 158
    - BUSN 159
    - BUSN 164
    - System-wide initiative, including prereqs
    - Some changes to prereqs etc.
  - Moved, seconded, approved at 1:58
  - 5-YEAR REVIEWS
    - Need to get done, there is a list on the Curriculum site
- UHCC Policy subcommittee – Elaine Yamashita

Minutes (Corrected and approved 1/9/2014)
IV. Committee Reports

- Curriculum items: Maggie Bruck & Kahele Dukelow; see pages____
- Distance Learning – Deanna
  - Derek
    - Initiative to support our distance instructors and improve the quality
    - Course development and mentoring program (Already at HAwCC, but focusing more on teaching)
    - TO help train people to start doing online
    - First phase: In a mentor's course
      - Experience using the tools, understanding the environment.
    - Second Phase:
      - Teaching the Course with mentor's support
    - Third phase
      - Post-Course reflection and revision
    - Some Grant $$ being looked at, possibly used to compensate participants
- Policy & Procedures – Tim
  - +/- is shelved
  - Smoking policy
    - Manoa policy goes in Jan 1, perhaps a good time to piggyback on theirs
  - HAWCC model for Academic Renewal
    - Can't vote on it yet, not sent out early enough.
    - Discussed
- Elections – ASEC – January - Senate Chair
  - February – English, HOST, Lau'ulu, Non-teaching, Social Science
- Committees:
  - A lot of them need members, discuss in your departments

V. Discussion & Information Items

- Presidential Search – See pages ___
- Campus Efficiency Statistics
  - Most pretty equal across the system
  - For us 40% lecturer taught, most campuses are around 20%
  - Although
    - Stats are based on funded positions, not total positions
    - So a lot of the stats here make us look better off than we are
- CC Policy Changes including Common Course Numbering
  - Attached

VI. Student Success Initiatives

- Data from Student Registration – Kulamanu
  - Questions required at registration
  - Will be used later for understanding program prereqs, student goals, etc
  - Will be sharing data with prog coordinators after the end of registration
VII. Old Business

VIII. Announcements

- Retirement – Marty-Jean

IX. Next Meeting - January 9, 2014; 10:00-11:30 AM  Ka’aike 105
Adjourned 2:50

Curriculum Committee
Academic Senate Report
December 6, 2013

At the Academic Senate meeting on December 6, 2013 the Curriculum Committee will submit the following Curriculum Proposals for discussion and review. More information can be found at the Curriculum web site: https://sites.google.com/a/hawaii.edu/curriculum-committee/

2013.57 Hawaiian Studies 222 Ma’awe: Hawaiian Fiber Arts, Ki’ope Raymond, course has been taught 3 times as a Topics course and is now offered as part of our regular curriculum. Prereq: BOT 105 with grade B or better, or consent.
Examines Hawaiian cultural fiber arts. Develops advanced fiber arts projects of Hawaiian cultural significance or ceremonial use. Practices proper protocols used in the procurement of materials needed to complete various fiber arts projects. Explores related protocol and methods for gathering, Native Hawaiian gathering rights, and the type of environments in which specific materials grow and can be gathered. 3 cr., 3 cr. Lect/lab (HI,DA)

ENG 22 with grade C or better, or placement at ENG 100; or consent.
Introduces students to social media and collaboration tools as they relate to business. Students create, maintain, and update blogs, social media sites, and internal/external collaboration and communication tools. Organizational management of cloud storage is included. 3 cr., 3 cr. lect.

2013.59 BUSN 159 Creating and Managing the Virtual Office, Rhonda Barut, New Course.
BUSN 123, BUSN 150, and BUSN 164 all with grade C or better and ENG 22 with grade C or better, or placement at ENG 100.
Explores concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a basic business and marketing plan. 3 cr., 3 cr. lect.

2013.60 BUSN 164 Career Success, Rhonda Barut, New Course.
Eng 22 with grade C or better (or concurrent), or placement at ENG 100, or consent.
Presents concepts and theories relating to workplace behavior and managing one’s attitude and relationships for workplace effectiveness. 3 cr., 3 hr. lect.

2013.61 Certificate of Competence - Virtual Office Assistant, Rhonda Barut, New.
As a result of a Perkins Grant, UHMC is creating this new certificate as a system-wide effort within the Business Technology disciplines. It is a result of a Perkins Grant. Students completing this certificate will have the required skills and knowledge necessary to support clients in an administrative capacity in a virtual setting. Creating this new certificate will create employment
opportunities for our students regardless of where they reside, even in the most remote locations of the Hawaiian island chain.
Certificate courses are: 23 credits
Business Technology 121 or 123 (3)
Accounting 124 or 201 (3)
Business Technology 150 or Information & Computer Science 101 (3)
Business Technology 151 (3), 158 (3), 159 (3), 164 (3), 193v (2)

Offers new courses as electives in Business Technology Program: BUSN 158, 159 and 164
We anticipate offering significant curriculum for review at the January 9, 2014 meeting including revisions in the Early Childhood Education program from the ED alpha to the ECED alpha to align with the rest of the UH system, and new course mapping in the BAS in SSM along with new course offering in the Marine Science areas.

Message from Vice Chancellor Jon McKee on 5 year review of curriculum courses:
As you may be aware, we are gearing up for a WASC visitation in the latter part of the Spring 2014 semester and we NEED your HELP!

Each department or program is required to review/update 20% of their courses each year, thus the Five Year Review. Collectively, we fall short of that goal.

Therefore we are asking you to update all courses that have a target review date of 2010 or earlier by February 28, 2014. Courses that are not updated by February 28, 2014, risk being deleted. This is VERY IMPORTANT since this is one area we anticipate will be explored by our WASC accreditation team during their on-site visit this coming April.

To assist with this task, the Curriculum Committee will be holding curriculum help sessions every Friday in the Spring 2014 semester.

Please click on the link below for Five Year Review information and reports organized by alpha.

https://sites.google.com/a/hawaii.edu/curriculum-committee/home/five-year-reviews