

Committee on Programs and Curricula Charter

Statement of Purpose

- The Committee on Programs and Curricula (CPC) is the body designated by the Faculty Senate that deals with curricular issues as recognized by University of Hawaii Board of Regents Policy:

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction and research. On these matters the power of review and concurrence or final decision lodged in the Board of Regents or delegated administrative officers (Chancellor) should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.

- The CPC's primary responsibility is to ensure that the curriculum at Honolulu Community College meets the needs of the student population and the community that it serves.

Operating Procedures

- Non ex-officio members of the CPC are appointed by the FSEC Chair who works directly and collaboratively with the Vice Chancellor for Academic Affairs to select members who will adequately represent their divisions.
- Two-year terms are staggered in order to ensure continuity from one academic year to the next.
- The CPC chair is selected by a vote of the incoming committee held at the close of each academic year.
- It is the responsibility of the outgoing Chair of the CPC to convene the new CPC before the end of the concluding academic year (early May) in order to brief new members about ongoing issues and to conduct the election of the new CPC Chair.
- The new CPC Chair assumes responsibility for the new committee at the close of the academic year (mid-May).
- The Chair prepares the meeting agendas, conducts meetings, ensures that minutes are kept and distributed, convenes ad hoc committees as needed, monitors the curriculum process, maintains communication with other curriculum bodies, forwards curriculum actions to the appropriate administrative representative for action, ensures that actions are appropriately routed and recorded, reviews forms and information to ensure currency, maintains a notebook containing hard copies of all CPC related materials, prepares semi-annual reports and maintains communication with the FSEC .
- The chair receives three credits or 1/5 load assigned time per semester.
- The chair will create ad hoc committees as deemed necessary to complete the business that arises.
- CPC members will participate actively on ad hoc committees throughout the duration of their terms.

- Meeting schedules are determined in early May at the first meeting of each new Committee.
- The committee determines a deadline for submission of curriculum proposals to the CPC, usually one week prior to each meeting.
- The Chair will ensure that these dates are published and available to the HCC faculty, staff and administrators at the beginning of each semester.
- The Chair will also contact representatives of each Division Curriculum Committee (DCC) to ensure that they are aware of deadlines and can schedule their meetings accordingly.
- Members are responsible for reading and evaluating curriculum proposals prior to attending the meeting.
- Members will review other pertinent materials in order to participate in discussion and make informed decisions related to curriculum issues.
- The Chair will designate a recorder who will provide minutes of the meetings. (combined Committee Appointment, Membership Responsibilities, and Committee Chair as well as part of Meetings)

Authorization

The Committee on Programs and Curricula is a standing sub-committee of the FSEC.

Scope of Authority

- Ensures consistency of curriculum with the college's educational philosophy and mission;
- Acts as a clearinghouse for the sharing of ideas relevant to curriculum development and other curricular issues,
- Reviews and evaluates proposals for curriculum actions including modifications and deletions to existing curriculum, new courses and programs; prerequisites, co-requisites, limitations on enrollments and other advisories for courses; and course content as contained in course outlines;
- Evaluates proposed curriculum actions in order to ensure they are consistent with the mission of the college; they are consistent with the college's strategic plan; they indicate a demonstrated need for the curriculum; they display academic integrity and quality of design, which includes determination of student learning outcomes and planned assessment strategies; they comply with all applicable State and Federal laws licensing body requirements, and accreditation standards; they are feasibly sound based on existing curriculum and college resources; and they have been determined viable by appropriate members of the faculty, staff and administration;
- Determines that current, valid syllabi for all college courses are on file (paper & electronic) based on the college's cycle of Annual Review and Program Assessment;
- Reviews documentation from Program Reviews and Annual Assessments when relevant to curriculum action proposals submitted to the committee and considers this documentation when making decisions; and

- Appoints the members of the Distance Education Review Board, a subcommittee of the CPC and ensures that established procedures of that body are followed. (moved from Statement of Purpose)

Structure of the Committee

- Five (5) voting faculty members: One (1) from the University College, one (1) each from Tech1 and Tech2, one (1) from Student Services, and one (1) from Academic Support. Staggered two-year terms.

These faculty members may be tenured or non-tenured, full time faculty members.

- Three (3) ex-officio, voting Division Chairs: One from the University College, one (1) from Tech1 and one (1) from Tech2
- The ex-officio, voting Writing Intensive Coordinator
- Three (3) ex-officio, non-voting Deans: The Deans of Tech1, Tech2, the University College
- One (1) ex-officio, non-voting Director of Management Information and Research
- One (1) voting student appointed by the Associated Students of Honolulu Community College (ASUH-HCC)
- Three (3) ex-officio, non-voting representatives from the Division Curriculum Committees: One (1) each from Tech1, Tech2 and the University College

Meetings

- Meetings are scheduled at least once per month, but may be held more often in order to complete Committee duties.
- Six (6) voting members must be present for a quorum.

Documentation/Communication

- Minutes are distributed by campus mail and are posted on the HCC Intranet.
- The CPC will work with the staff of the MIR office to ensure that all forms and information needed to initiate curriculum actions are available to faculty on the CPC website.
- The Chair will ensure that this information is reviewed for currency at least annually and more often as needed.
- The Committee will review their charter annually and revise as needed.

