

**HONOLULU COMMUNITY COLLEGE
COMMITTEE ON PROGRAMS AND CURRICULA**

**ANNUAL REPORT
2007-2008**

MEMBERSHIP: The following individuals served on the 2007-2008 Committee on Programs and Curricula (CPC) in either an appointed or ex officio capacity:

Chris Ann Moore, University College Faculty Representative
Stacy Rogers, Tech I Faculty Representative
Sally Dunan, Tech II Faculty Representative
Maggie Templeton, Student Services Representative / UC-DCC Representative
Femar Lee, Academic Support Representative
Dolores Donovan, University College Division Chair
Bert Shimabukuro, Tech I Division Chair
Sam Rhoads, Tech II Division Chair
Marcia Roberts-Deutsch, WI Coordinator (CPC Chair)
Ralph Kam, Dean, University College
Mark Silliman, Dean, Tech I
Gary Boydell, Dean, Tech II
Erika Lacro, Interim Vice Chancellor for Academic Affairs
Ross Egloria, Assessment Specialist
Jan Lubin, Director, MIR
Jarren Uyehara, acting Director, MIR
Allen Tateishi, Tech I DCC Representative
Vern Takebayashi, Tech II DCC Representative

The CPC recommended three changes to its Charter having to do with committee membership in order to more appropriately include those who have interest in or responsibility for the curriculum process at the college:

1. With the creation of the General Education Board, it was recommended that the WI Coordinator (one member of the Gen Ed Board) be replaced by the Chair or Representative of that Board;
2. It was also recommended that all three Division Chairs within University College serve as members of CPC in order to create more direct and equitable representation of faculty interests and participation in the curriculum process.

These two changes will be formalized with the identification of members for the 2008-2009 CPC. In addition,

3. With the hiring of an Articulation/Matriculation Officer within Student Services, it was recommended that the person in that position also join the membership of

the CPC. Scot Parry, A/M Officer, joined the CPC during the Spring semester; his membership will also be formalized in the 2008-2009 CPC.

The CPC forwarded these recommendations to the Faculty Senate Executive Committee (via memos of 1/25/08 and 4/10/08), which approved them unanimously.

PROGRAM AND CURRICULUM ACTIONS: The 2007-2008 CPC approved the program and curriculum actions detailed in the Approved Curriculum Action Grids attached to this report.

POLICY ITEMS AND PROCEDURAL ISSUES REVIEWED: In addition to the review and approval of the program and curriculum actions noted above, the 2007-2008 CPC reviewed a number of items relating to campus and system policies and procedures.

Guiding documents: The Curriculum Reference Manual drafted in Fall 2006 serves as an essential tool in guiding the curriculum process at HCC. Although slated for review this year, other business took precedence. In addition, the flowcharts for general curriculum review for Liberal Arts and CTE and for Distance Education review (posted respectively,) serve this process and need to be reviewed, especially in the larger context of clarifying the relationship between these committees and the CPC. Links for these documents are found at:

http://honolulu.hawaii.edu/intranet/committees/cpc/pdf/handbook_032905.pdf

http://honolulu.hawaii.edu/intranet/curriculum/pdf/flowchart_curriculum.pdf

http://honolulu.hawaii.edu/intranet/distance/review/review_flowchart.html

Concern was expressed by counselors as to the way in which the Articulation Database is used, and the occasional inconsistencies which make it difficult for students to move easily from one campus to another. While coordination of the database is not a task we can undertake, we can work for greater consistency in the evaluation of courses and in the protocols (e.g., “shelf-life” of courses) we use in that process.

Management of process: A number of items addressed related to a general concern for clarifying, streamlining and making more user-friendly the entire curriculum process. In this context, the CPC looked at and took some action on the following:

- Annual Calendar / Timeline for Review: It was agreed that dates for DCC and CPC review should be established and posted as early in the Fall as possible. The CPC, working with the Division Chairs and the DCCs, should maintain clear deadlines for the submission of program and curriculum actions (ideally no later than January of any year) in order that clerical and other staff have time to record changes and updates in Banner and prepare new copy for the college catalogue. This year’s CPC began with firm intentions, but had to accommodate a number of late or last-minute requests for review and approval.
- Curriculum Forms: Modifications continue to be made in the forms available online for various kinds of curriculum action. The review and approval of MELE, a new program, made clear the need for an additional form to cover

this category. It was also recommended that forms used for AA/transfer courses be reviewed for the way in which articulation information is identified.

- Online review of proposals: The CPC has continued to work to find ways to expedite the review of program and curriculum proposals. This can be done in some cases with pdf files, although it is not clear how that information could then be integrated into other systems such as Banner. We continued to monitor the development of Curriculum Central (developed at Leeward Community College and now being expanded for UHCC system use) but continue to have reservations about its ability to do the things we feel are relevant to our curriculum process.

Curriculum Integrity: In addition to better and more efficient management of the process of program and curriculum review, the CPC recognized the need to improve the coherence of curriculum in two different contexts.

- The issue of the quality and consistency of permanent/master files, especially for course outlines, needs to be addressed and resolved. This is a substantial undertaking that will require the broad-based participation of faculty with the coordination of Division Chairs. For example, an assessment could be made of documents currently on file, and a timeline for review and updating of course outlines (core documents, distinct from individual syllabi) established. One key aspect of this project is to ensure that all course outlines on file contain the requisite Student Learning Outcomes (SLOs.) Work in this area would be expedited through the development of a form-fillable instrument.
- The CPC began a process of review of the curriculum in the CTE programs to assess the extent to which the General Education hallmarks were met in program curriculum (through either General Education or program-specific courses.) Substantial progress was made in this area, which was given priority due to WASC/ACCJC mandates.

CARRY-OVER ITEMS AND RECOMMENDATIONS FOR THE 2008-2009 CPC:

The CPC identified several items that will require continued attention in the coming academic year. In addition, this year's committee recommends that other items be placed on the working agenda for next year's committee (or ad hoc subcommittees.) These include:

- Provide early orientation for DCC and CPC members
- Establish and maintain timeline coordinated with Banner, catalogue
- Establish timeline for review of Reference Manual
- Clarify relationship of DE, Gen Ed and CPC
- Establish timeline and process for Updating Course Outlines
- Monitor status of Curriculum Central
- Continue inventory of CTE/Gen Ed
- Review management of articulation process and inactive courses