

**CURRICULUM COMMITTEE REPORT
TO THE FACULTY SENATE
FEBRUARY 25, 2009**

The following course proposal was received by a subgroup and passed at the full Curriculum Committee meeting on 2/19/08. We ask that the Faculty Senate accept our recommendations for the following:

DELETIONS

ENG 257H Themes in Literature: Man and Myth (3 credits) Deletion

Reason for deletion: This course has not been taught in more than five years.

Action:

MODIFICATIONS (Have been through curriculum committee within last 3 years)

BUSN121 Introduction To Word Processing (3 credits) Modification

From proposal:

- 11 - Course description updated due to UH system-wide articulation agreement (revised August 2008)
- 12 - Updated SLOs according to articulation agreement (revised August 2008)
- 13 – Course content was incomplete. Removed the Mission Statement from this field. Updated with the UH system-wide articulated agreement (revised August 2008)
- 14 – Updated Mission Statement
- 17 – Updated Strategic Plan
- 19 – Answered DE question
- 22 - Answered DE question
- 23 – Added that BUSN 121 is a system-wide articulated course; added revised date of August 2008
- 27 – Answered DE question
- 28 – Updated method of evaluation
- 29 – Deleted outdated flash drive memory (128mb)
- 33 - Updated UHWO articulation agreement year (2007-2009)
- Additional changes suggested by the subcommittee of the Curriculum Committee.

Prerequisites:

None

Action: 17 Approved, 0 Disapproved, 0 Abstained

MODIFICATIONS (Have not been through the curriculum committee in last 3 years)

ASAN 203 Phil Hist Culture (3 credits) Modification

From Proposal:

- Assessment questions in items 8, 13, 16, and 27 were answered.
- Prerequisites were deleted in item #8.
- Recommended preparation courses (ENG 21 AND ENG 22) were added in item #10.
- Questions related to Distance Education (#s 19, 22, and 27) were answered.
- Response in item #12 was updated from "16th to 20th century" to "**pre-16th to the 21st century**" to reflect current content.
- Course content in Item #13 has been modified to reflect improvements in the curriculum and scholarship development in the discipline.
- Response was entered in Item #14. Previously, the item was answered "N/A".
- The list of readings in Item # 29 was updated to reflect current scholarship.

Prerequisites:

Old:

ENG 21 or ENG 22 with a grade of C or better or equivalent

New:

ENG 21 and ENG 22 with a grade of C or better or equivalent

Action: 16 Approve, 0 Disapprove, 1 Abstained

BUSN 105 Introduction to Health Care Administration (3 credits) modification

From Proposal:

- 5 - Correction to title.
- 14 - Updated LeewardCC Mission Statement
- 17 - Updated LeewardCC Strategic Plan
- Dropped the experimental course number throughout Curriculum Central and keep the official course number: BUSN 105.
- Additional corrections recommended by the subcommittee.
- #13, #16: In last paragraph, place a comma between "Administration" and "which" Changed PUBAD to PUBA.
- PUBAD 101, Introduction to Health Care Administration,...also added a comma between PUBA 101 and changed the alpha from PUBAD to PUBA (reflects the current alpha at UHWO).
- #23: Close extra space between 101 introduction...added a comma between PUBA 101 and the course title
- #21. Specify minimum requirements.
- Currently, the Business Technology Program UH system wide minimum qualifications are as follows: Master's in Business Education or related field or Bachelor's in Business Education or related field and 3 years related work experience or Bachelor's degree (any field) and 7 years of related work experience.

- #24. If this course is **not** intended to count in lieu of PUBAD 101, change to Not Applicable.
- Replaced information with N/A.
- #37. Changed LCC to LeewardCC

Prerequisites:

Completion of ENG 18 or equivalent or instructor's approval.

Action: 15 Approved, 1 Disapproved, 2 Abstained

BUSN 123 Word Processing For Business (3 credits) modification

From Proposal:

- 13 - Course concepts were missing from Curriculum Central. Updated course concepts according to the Business Technology Program system-wide articulation agreement (revised August 2008).
- 14 - Updated LeewardCC Mission Statement
- 17 - Updated LeewardCC Strategic Plan
- 18 - Input revised articulation date (August 2008)
- 23 - Updated information from the August 2008 revised articulation agreement.
- 33 - Updated UHWO articulation dates (2007-2009)
- Made the following changes suggested by the subcommittee of the Curriculum Committee.
- #15. This is an approved course within the Business Technology Programs of Study (Certificate of Completion, Certificate of Achievement, and associate's degree). This required course has been offered at LeewardCC for many years.
- 22: typo "couse" corrected.

Prerequisites:

Thirty-five (35) gross words a minute (gwam); or C or better in OAT 21 B/C/D, OAT 21, BCIS 20; BUSN 121, BUSN 121 B/C/D; or instructor approval.

Action: 14 Approved, 1 Disapproved, 1 Abstained

BUSN 193v Cooperative Education (1 to 4) (1 to 4 credits) modification

From Proposal:

- 3 - Effective date
- 11 - Updated course description add information that was "dropped" from Curriculum Central added LeewardCC special information
- 14 - Updated LeewardCC Mission Statement
- 15 - Updated information
- 16 - Added updated articulation dates
- 17 - Updated LeewardCC Strategic Plan
- 18 - Updated information
- 22 - Updated information
- 23 - Updated articulation agreement information
- 27 - Updated articulation date
- 28 - Updated articulation information
- 33 - Updated articulation date

- Made changes suggested by the subcommittee of the Curriculum Committee
- #8 Change LCC to LeewardCC
- #16. Add has been or is: is accepted...also changed LCC to LeewardCC
- #26. Include research and writing with homework assignments. (This field must agree with field 20.)
- #20. Independent work. Kept the same answer since the field was not open; however, edited #26. The answer for these questions were a little different.
- #26. Participation. Students complete assignments related to their career goals and work experience, prepare a plan for the semester, write a midterm report on their progress, and then write a narrative report at the end of the semester. Students plan, execute, and participate in the Employers' Appreciation Dinner. Students must also complete their required number of work hours.
- #30. (14 & 17) Change LCC to LeewardCC. Also changed #11.

Prerequisites:

Business major or Department/instructor approval.

Completion of or concurrent enrollment in ENG 22 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the University of Hawai'i, Leeward Community College Business Technology Division: (1) completion of 12 or more credits in the LeewardCC Business Technology Division in order to assess job skills, (2) enrolled in a Business Technology program of study, (3) full- or part-time student enrolled at LeewardCC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.

Action: 14 Approved, 0 Disapproved, 3 Abstained

BUSN 270 Advanced Records And Information Management (3 credits) modification

From Proposal:

- 3 Effective date to Fall 2009
- 8 Prerequisite – Changed BUS 140 to BUSN 170 (new articulated course number)
 - Clarified the assessment question
- 12 New SLOs
- 13 Revised the content and addressed the assessment question
- 14. Updated LCC Mission Statement; changed LCC to Leeward CC
- 16 Update the justification for the course; answered assessment question. Changed to "organization's records management."
- 17 Update the LCC Strategic Plan; changed LCC to Leeward CC
- 24 Changed to Not Applicable.
- 27 Updated information; answered assessment question; changed LCC to Leeward CC
- 28 Updated additional methods of evaluation
- 33 Updated UHWO articulation date (2007-2009)

Note: Before the Business Technology Program system-wide articulation agreement, BUSN 270 was known as BUS 240.

Prerequisites:

New

BUSN 170 Records and Information Management or work experience in RIM and Microsoft® Access and Microsoft® PowerPoint

Old

BUS 140 Records and Information Management or work experience in RIM and Microsoft® Access and Microsoft® PowerPoint

Action: 16 Approved, 0 Disapproved, 1 Abstained

NEW COURSES

ANTH 152 GBL Perspectives On Humanity (3 credits) New

From Proposal:

This course will offer LCC students who intend to transfer to UH Manoa or UH West O'ahu the opportunity to fulfill their requirements with the same choices that are available to UH Manoa and UH West O'ahu students.

The need for the course is also based on the fact that when ANTH 151 was offered in the semester of Fall 2008, the class was filled.

Prerequisites:

ENG 21 and ENG 22 with a grade of C or better, or equivalent.

Action: 16 Approved, 0 Disapproved, 0 Abstained

BUSN 171 Introduction To Medical Records (3 credits) New

From Proposal:

The Business Technology Program Business and Industry Advisory Board members helped to create BUSN 171, and the Board has encouraged the Business Technology Program to expand its medical-related courses. This course was created at the request of the Waianae Health Academy to address the needs of the Alu Like grant.

Prerequisites:

BUSN 170, Records and Information Management

Action: 13 Approved, 1 Disapproved, 1 Abstained