1. **Catalog – Major Requirements (Steve Hora)**

Steve distributed the course requirements for Astronomy and Liberal Studies-Recreational Management Majors from the catalog.

If a course is collateral/supplemental and mentioned, it becomes part of the Major requirement. Overlap requirement states that no more than 9 hours can be used. There has been no official action taken by Congress. The VCAA would like to see consistency in the Catalog. Jene Michaud stated that hidden prerequisites are a separate issue. A standardized form must be developed for all majors.

Randy Hirokawa stated that the department should not have the right to require a course in another department without prior approval. Each department should have control of requirements only within the department. With consideration to course management and resources regarding inter-department course requirements, only the VCAA should approve, with the department’s justification. This will provide a measure of control and consistency. An example is the Biology program restructuring that affected the recent course changes in the Agriculture program.

Some departments are using the Liberal Arts program to prevent going through BOR approval.

Students also encounter problems with finding substitute courses or making modifications. What are the demands and management control? Decisions should not be made through default (substitutions/juggling around). We should identify which courses have heavy demands and target the money accordingly and not through informal management. Resources should follow enrollment. Cathy Zenz said that “click throughs” (one person could attempt more than once and counted as many times.) can distort the numbers.

If a course is being removed, communication may not be going out.

How can the major requirements be listed/simplified. Suggest major checklist, advisor signs off that students met requirements. The Catalog is the contract to attain the degree. The On Star audit will help to determine if the student fulfilled the major requirements.

Discussion of the linear path to graduation. Intro-prerequisites may be tied to courses. The order is arbitrary and may not have a linear progression.
A consistent format should be developed for every major using same terminology and identify the ones that may be problematic? Are there any hidden pre-requisites or cross-listed courses?

2. **Commencement (Keni Simmons)**

Student academic issues will be handled by the Deans

Deans/Directors will read the graduate candidate names for their colleges.

Will consider a university reader for the Spring Commencement.

Volunteer ushers. The VCAA will approve a donation as a fundraiser opportunity for the Na Laulima Clerical Organization.

May need to recruit a decoration chairperson for the Spring Commencement.

Duane Kurisu is the Fall Commencement keynote speaker.

Interim President McClain will be attending.

3. **Alternative Approval Process for Out-of-State Travel (Marcia Sakai)**

Travel requests are not approved quickly enough to secure reservations with travel agencies. Marcia is requesting an alternative approval process for out-of-state travel. Is it possible to book and pay with personal funds and be reimbursed? How can the process be expedited? The process with RCUH is fast—no so with university funds. *Steve will follow up with the Chancellor.*

4. **Prerequisites (Cathy Zenz)**

Cathy Zent is asking the departments to review course prerequisites with consent of instructor (i.e., junior standing, etc.). How are pre-requisites being enforced? Suggest that prerequisites go through a curriculum review:

1) Review course prerequisites
2) Department will decide what they want
3) Department will submit to the Dean’s Office
4) Records will work with the departments.

This will probably reduce prerequisites.

Since the course pre-requisites have not been “built” into Banner for Natural Sciences Division, students were allowed to register even though they may not have met the pre-requisites. The instructors must ask enrolled students on the first day of instruction if they met the prerequisites. Cathy and Jackie will try to build the prerequisites for the Division.
Kenith Simmons will assist the departments with the process for the reductions of prerequisites. Each department is asked to send her the list of courses and the reductions of pre-requisites course numbers. She will write the course modifications to present to the Senate.

CoBE already went through this exercise and may not have a lot.

Note: Co-requisites work but have quirks. Try to avoid a co-req to prevent students from having registration problems.

**Library Announcements:**

February 10, 2006, will be the last day for the Library to accept physical book/tape orders for shipment by boat. Others need to wait until after July 1.

Major renovations are being planned effective January 2007 through August or October, 2007. Linda will send information by *ohana* email. Work will include recarpeting inside all areas, repaint, retile, renovate sections to offices, add bathroom and two climate controlled rooms for archives. Due to asbestos (abatement) in floor tiles, entire floors will be removed at a time.