



UNIVERSITY of HAWAII®  
**KAPĪ'OLANI**  
 COMMUNITY COLLEGE

## memorandum

June 7, 2017

To: Candy Branson, Chair, Faculty Senate  
 Susan Inouye, Former Chair, Faculty Senate

Subject: Response to Faculty Senate Action Request AR 1617034: Changing Oral Communication Degree Requirement to Attribute

I received Action Request AR 1617034 on May 4, 2017, with a motion to recommend moving the Oral Communication requirement from a General Education requirement to a course attribute.

I do not support your recommendation to move the Oral Communication (OC) requirement from a General Education requirement to a course attribute at this time. The Faculty Senate has not developed the supporting structure to request, approve and input an OC designation as a course attribute. Making this change to the General Education requirements without the process and procedures for designating OC courses would make it impossible for students to graduate. The following need to be decided and approved by Faculty Senate before changes to Gen Ed requirements can be considered.

1. Create and formalize KCC specific OC hallmarks using a hybrid of the UHM and KCC proposed criteria with input from the General Education Board and approval from Faculty Senate.
2. Review current OC designated courses to ensure they meet the revised criteria.
3. Identify and request a Banner code for this course attribute.

Further, changes to our General Education requirements may impact students transferring to Kapi'olani CC from other campuses. Per Executive Policy 5.209, such a change requires notification to other campuses:

### **E5.209 University of Hawai'i System Student Transfer and Inter-campus Articulation**

#### **M. Coordination and Communication**

Proposed changes in general education or degree requirements and other academic policies at one campus, college or program which affect students transferring from other UH campuses must involve prior consultation with faculty and administrators affected by the changes. Consultation implies timely and active discussion with all affected parties prior to a final decision on the proposed change.

Campuses implementing curricular changes must notify other UH campuses when the changes are approved. There must be at least one full academic year between notification and implementation of the approved change to allow other campuses to initiate appropriate curricular changes.

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Faculty Senate's recommendation based on AR 1617034 should be resubmitted once these conditions have been met.



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Louise Pagotto  
Interim Chancellor

C: Susan Kazama, Interim VCAA