University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition
   - B. Deletion
   - C. Modification: [ ] in credits [ ] in title [ ] in number or alpha [ ] Other (click to specify)

2. New Alpha, Number and Title
   HWST 115 Mo‘okii‘auhau: Hawaiian Genealogies

3. Credits
   3 credits

4. Old Alpha, Number and Title

5. New Catalog Description
   This is a course in which students will learn about the centrality of genealogy to Hawaiian history, culture, and family. Students of any ancestry or background will gain value in learning about a central aspect of Hawaiian culture, and in doing research that is geared toward either their own family genealogy or the researching of the genealogies of public figures, or historical figures. Students will be guided through a research process and set of research methodologies for vital statistics, land, tax, census, historical material, and online resources. Students will also learn chiefly and family genealogies of Hawai‘i, which is a Hawaiian method through which some of the history of Hawai‘i is also explored. By completion of the semester, students will be expected to assemble a genealogy and family history beyond what they might already have completed before enrollment in this class for either themselves or a public figure cleared by the instructors of this course.

6. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation

7. Student Contact Hours Per Week
   - Lecture
   - Lecture/Lab 3
   - Lab Other (click to specify)

8. Proposed Date of First Offering
   - Semester Fall Year 2011

9. This course [ ] is proposed for the Liberal Arts Program Program. [ ] can fulfill DH - Humanities If Other, specify A.A. elective and an elective for the Academic Subject Certificate in Hawaiian Studies

10. This course Makes No Difference in the number of credits required for the program/core.

11. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
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12. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with
     Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - Appropriate for Articulation with
     Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - Not yet appropriate for Articulation.

13. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   This course fills a need for additional Hawaiian Studies courses requested by the community and students and covers an area as of yet uncovered. This course was discussed in a meeting of Hawaiian Studies faculty and approved unanimously to be developed as one of our future offerings.

Requested by: [Signature] Kalawina Moore  1/27/10
Proposer of the Course

Approved by: [Signature] Lashawn L. Taylor  1/27/10
Curriculum Committee Chairperson

[Signature]  9/28/10
Faculty Senate Chairperson

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Vice Chancellor for Academic Affairs

Chancellor

Date

10/1/10

10/04/10

CCCM #6100 (Amended for WCC use October 2002)
### Levels of Review of Course Proposal at Windward Community College

**Course Alpha, Number, and Title:** HWST 10 Mo'okū'auhau: Hawaiian Genealogies

<table>
<thead>
<tr>
<th>1. Department Area (more than one departmental instructor’s signature required)</th>
<th>Dates</th>
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<tbody>
<tr>
<td>[Signatures]</td>
<td>[Dates]</td>
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<tr>
<td>[12/3/09]</td>
<td>[12/3/09]</td>
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</table>

2. **Department**
   - [Signatures]
   - [12/3/09]
   - [Department Chairperson]

   Was this course discussed in a department meeting? [ ] Yes [ ] No
   - [12/3/09]

3. **Division**
   - [Signatures] [12/7/09]

4. **Curriculum Committee Review**
   - Approved [ ]
   - Disapproved [ ]
   - Reason:
     - [Signatures] [9/30/2010]

**Signatures**

- [Kathleen [Signature]]
  - Curriculum Committee Chairperson

CCC M#6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: HWST 115 Mo‘okū’auhau: Hawaiian Genealogies

Signatures

1. Department Area (more than one departmental instructor’s signature required)

_________________________________________  __________________________

_________________________________________  __________________________

_________________________________________  __________________________

2. Department

Kēlīkēkē R Ho

Department Chairperson

Was this course discussed in a department meeting? □ Yes □ No

3. Division

_________________________________________  __________________________

4. Curriculum Committee Review

Approved ☑

Disapproved □

Reason:

Katherine F. Yew

Curriculum Committee Chairperson

9/27/10

CCCM #6100 (Amended for WCC use October 2002)
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

This course meets several of our WCC Academic Development Plan goals. As a new 200-level course offering, this class strengthens our liberal arts program in an area of greater student demand (7.0 A), and it supports the goals of our Humanities Department by further developing Hawaiian Studies and Art related course offerings (7.0 C). This course also meets several of WCC’s Strategic Plan Action Outcomes. By developing courses in areas of demand for peoples who represent low-income populations and underserved areas (2.8), we believe that this course will help assist an “increase...[in] the number of Native Hawaiian students who reenroll in the Spring semester and persist until the Fall” (1.5, 2.5). This course meets the educational demands of our Windward communities as expressed in both the SMS Windward Community Needs Assessment (2009) (http://windward.hawaii.edu/Governance/Documents/SMS_Educational_Needs.pdf) and the Windward Community College Hawaiian Studies Student Survey Report (2009). In both surveys the community and students stated that they would like to see an expanded Hawaiian Studies program including more course offerings in material Hawaiian culture.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

No additional staff required nor resources are required to implement this course.

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

There is no similar course taught elsewhere in the UH system.

4. Is this course experimental and/or unique to Windward Community College? * If yes, provide rationale and details of its impact on the College Curriculum

This course is unique to WCC. This course expands and provides depth to the Hawaiian Studies and college curriculum building on introductory courses already offered in the Hawaiian Studies and college curriculum.

5. Is a similar course taught in the upper division level by a 4-year UH college? * If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart. There is no similar course taught in the upper division level by a 4-year UH college

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
HWST 115 Mo`okū`auhau: Hawaiian Genealogies
3 Credits

INSTRUCTOR:  
OFFICE:  
OFFICE HOURS:  
TELEPHONE:  
EFFECTIVE DATE: Fall 2011

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

This is a course in which students will learn about the centrality of genealogy to Hawaiian history, culture, and family. Students of any ancestry or background will gain value in learning about a central aspect of Hawaiian culture, and in doing research that is geared toward either their own family genealogy or the researching of the genealogies of public figures, or historical figures. Students will be guided through a research process and set of research methodologies for vital statistics, land, tax, census, historical material, and online resources. Students will learn chiefly and family genealogies of Hawai`i, which is a Hawaiian method through which some of the history of Hawai`i is also explored. By completion of the semester, students will be expected to assemble a genealogy and family history beyond what they might already have completed before enrollment in this class for either themselves or a public figure cleared by the instructors of this course.

There Will Be Required Activities that are part of the Scheduled Class Times Including: Class Trips to the Hawai`i State Archives, The Bureau of Conveyances, The Hawai`i Mission House, The State of Hawai`i Library, and the Church of Jesus Christ Latter Day Saints Family History Centers

** There are also additional costs associated with making copies of material found at off-campus research sites. Students should be prepared to spend an additional $60 - $80 dollars on copying, parking and other related fees

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Will demonstrate knowledge of the centrality and importance of genealogy to Hawaiian culture.
2. Will show knowledge of some of the major genealogies of Hawaiian chiefs and large families in Hawai`i.
3. Will demonstrate the ability to conduct research in public and private institutions in Hawai`i, and through the use of internet genealogy websites.
4. Students will show that they are able to research and construct a genealogy and family history.

## COURSE CONTENT

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Introductions, Course syllabus, and Course mechanics, Why research genealogies?</th>
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<tbody>
<tr>
<td></td>
<td>Course One: Introductions will be taught and done in Hawaiian style with an introduction through Genealogies; Portfolio will be explained in detail</td>
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<td>Course Two: basic foundational genealogies will be gathered and shared with class, and we will see where students are in terms of a starting point in the research process</td>
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<td>Week 2</td>
<td>Online and Foreign Country Research</td>
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<td>Course One: Accessing online material for genealogical research</td>
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<td>Course Two: American continental and foreign country records</td>
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<td>Week 3</td>
<td>Chiefly genealogies, Hawai`i State Archives</td>
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<td>Course One: Hawai`i Island genealogies</td>
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<td>Course Two: Researching at the Hawai`i State Archives: Major indexes, newspaper, passenger manifests, names, Government publications, lands, birth, marriages and deaths</td>
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<td>Week 4</td>
<td>Chiefly genealogies, Hawai`i State Archives</td>
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<td></td>
<td>Course One: Hawai`i Island genealogies</td>
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<td></td>
<td><strong>Portfolio Check</strong></td>
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<td>Course Two: Researching at the Hawai`i State Archives: Circuit court records, Mahele records, directories and genealogies</td>
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<tr>
<td>Week 5</td>
<td>Chiefly genealogies, Hawai`i Bureau of Conveyances</td>
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<td>Course One: Maui Island genealogies</td>
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<td><strong>Hawai`i Island Genealogies Quiz</strong></td>
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<td>Course Two: Researching at the Bureau of Conveyance: Land Commission Awards, Royal Patent Grants, How to track lands and find family names in land records</td>
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<td>Week 6</td>
<td>Chiefly genealogies, Hawai`i Bureau of Conveyances</td>
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<td>Course One: Maui Island genealogies</td>
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<td><strong>Portfolio Check</strong></td>
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<td>Course Two: Researching at the Bureau of Conveyance: Requesting deeds and maps, and accessing other information</td>
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<tr>
<td>Week 7</td>
<td>Chiefly and Large Family Genealogies, Hawaii State Library</td>
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<td></td>
<td>Course One: O`ahu Genealogies</td>
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<td>Course Two: Researching at the Hawai`i State Library: Census material, vital statistics, genealogical sources and microfilm</td>
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<td>Week 8</td>
<td>Chiefly and Large Family Genealogies, Hawaii State Library</td>
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<td>Course One: O`ahu Genealogies</td>
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<tr>
<td>Portfolio Check</td>
<td>Maui Island Genealogies Quiz</td>
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<tr>
<td>Course Two: Researching at the Hawai‘i State Library: Census material, vital statistics, genealogical sources and microfilm</td>
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<th>Week 9</th>
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<tr>
<td>Chiefly and Large Family Genealogies, Mission House Museum</td>
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<tr>
<td>Course One: Kaua‘i Genealogies</td>
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<td>Course Two: Researching at the Hawai‘i Mission House Museum: Missionary journals and records</td>
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<th>Week 10</th>
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<tr>
<td>Chiefly and Large Family Genealogies, Mormon Church Records</td>
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<td>Course One: Kaua‘i Genealogies</td>
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<tr>
<td><strong>Portfolio Check</strong></td>
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<tr>
<td>Course Two: Researching at the Honolulu Church of Jesus Christ Later Day Saints: Accessing Mormon Temple genealogical records</td>
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<th>Week 11</th>
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<tbody>
<tr>
<td>Chiefly and Large Family Genealogies, Hawaii State Library</td>
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<tr>
<td>Course One: Class designated genealogies</td>
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<tr>
<td><strong>O‘ahu and Kaua‘i Island Genealogies Quiz</strong></td>
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<td>Course Two: Class designated research site</td>
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<th>Week 12</th>
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<td>Student Presentations: Genealogies and Family History</td>
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<th>Week 13</th>
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<tr>
<td>Student Presentations: Genealogies and Family History</td>
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**ASSESSMENT TASKS AND GRADING**

**Attendance:** Students are required to attend lecture and research classes

**Research Portfolio Checks:** Students will be required to keep a research portfolio. The portfolio will be checked at four different points throughout the semester. Students will be guided on how to document their research and keep research records in their portfolio.

**Final Project:** Students will be required to hand in a documentation of the research that they have completed in class on their family genealogy and history. This documentation will have to be in addition to any family history that may have been completed prior to entering this class.

**Final Presentation:** Students will be graded on a short presentation in which they showcase their project, how they planned and completed their project; they will detail parts of the genealogy they have been working on, and tell any stories they find significant.

Students will graded as follows:

<table>
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<tr>
<th>Attendance</th>
<th>100pts</th>
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<tr>
<td>Portfolio Checks (4 x 50 points)</td>
<td>200pts</td>
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<tr>
<td>Genealogy Quizzes (3 x 50 points)</td>
<td>150pts</td>
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<tr>
<td>Final Portfolio Check</td>
<td>50pts</td>
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</table>
Final presentation 50pts
550pts

Grade scales:

A = 90 – 100% of total points
B = 80 – 89% of total points
C = 70 – 79% of total points
D = 60 – 69% of total points
F = less than 60% of total points

I (incomplete), is given at the INSTRUCTOR’S DISCRETION if the student is unable to complete a small part of the course because of circumstances beyond your control. It is THE STUDENT’S responsibility to make up incomplete work with a minimum level (or better) of achievement. Failure to satisfactorily make up incomplete work within the appropriate time period will result in a grade change from “I” to the contingency grade identified by the instructor (see WCC catalog).

CR (credit), 70% or above in total points. The student must indicate an intent to take the course as CR/N in writing by the end of the 10th week of classes (see WCC catalog).

NC (no credit), below 70% or total points (see catalog). The NC grade will not be used as an alternative grade for an “F”

W (withdrawal), Official withdrawal from the course will depend on the course length at time course is offered.

LEARNING RESOURCES

Required Text:
A Research Manual on Information Access and Retrieval of Genealogical and Land Information from Government Repositories in the State of Hawaii, created by Analu Josephides, Executive Director of The Reverend Joel Hulu Mahoe Resource Center

Additional material will supplement class materials and will be handed out in class.

**Students should be prepared to pay for additional costs of copying at research sites, and for the cost of procuring any pertinent documents associated with their research.

Additional Information

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann
Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
Credit Curriculum and Academic Affairs Committee
April 27, 2010 Meeting Minutes

Present: Kathleen French, Nancy Heu, Liko Hoe, Lokelani Kenolio, Dave Krupp, Weiling Landers, Dave Ringuette, Lance Uyeda

Guests: Dave Maxon, Peggy Regentine

Minutes approved as submitted

Course deletion HPER 124&125 (Dances of Hawaii; Dances of Hawaii 2) (Liko moved, Loke seconded) (HWST 130 will replace)

Motion was passed unanimously

Course modifications Geog 102 World Regional Geography (Lance moved; Dave Krupp seconded)

Motion was passed unanimously with modifications:

Modifications: 1) “can fulfill DS” should be selected on #10 of course proposal cover sheet. 2) Provide details on articulation agreements for #13. 3) Modify justification on p.1, #14 and p. 4 #2 to change “match” to another word or phrase that suggests similarity.

Notes: Purpose of course modification is to make catalog description more similar to Manoa’s and other CCs’. Geog 102 was archived inadvertently in past; according to the dean’s office it’s OK to pull it out of archives. An internal memo should be issued to counselors and others advising students who may be confused about the fact that the course description is missing from the 2009-2011 catalog.

Experimental Course ICS 197 Web Applications (Weiling moved to un-table; Lance seconded)

Motion was passed unanimously

Notes: Grading system in sample syllabus was made clearer.

As of the fall semester 2010 either ART 224: Painting from Life or ART 223: Intermediate Painting will fulfill the requirements for the Academic Subject Certificate in Drawing and Painting. The ASC requires at least one 200-level painting course. (Liko moved, Dave Krupp seconded)

Motion was passed unanimously
Notes: The committee suggests that the catalog should be clearer about the substitution options for the drawing and painting ASC. This should be accomplished through a footnote on the ASC page in the catalog that reflects that ART 223 or ART 224 are interchangeable.

**HWST classes: Hula, wood carving, and La'au Lapa'au**

Notes: Paperwork is already in order for new catalog to indicate that ASC includes these new classes as electives.

**SLO review w/i CCAAC or IEC?**

**Motion:** New proposals should go through IEC before they come to the curriculum committee (Kathleen moved, Weiling seconded)

Motion passed by majority vote