WCC Foundations Board Meeting
November 19, 2010
Minutes

Present: Robert Barclay, Young-a Choi, Patti Chong, Malia Lau Kong, David Ringuette and Jean Okumura

Absent: Roy Fujimoto

1. Call to Order - The WCC Foundations Board meeting was called to order at 2:20 p.m. in Akoakoa 236.

2. The minutes for the April 30, 2010 meeting were approved as circulated.

3. Introduction of new members – Roy Fujimoto, the new Social Sciences Department representative for Fall 2010 to Spring 2013, was unable to attend due to the World Quest Competition. David Ringuette was introduced as the new Natural Science Department representative for Fall 2010 to Spring 2013.

4. Math 112 Renewal Proposal
   a. Jean shared that the Math 112 revised its catalog description to match UH Manoa’s catalog description. The SLOs were revised and, where possible, incorporated the FS Hallmarks. The modification is going through the SLO subcommittee and then to CCAAC. It has not completed the process. In this case, the Board members felt that it was not necessary to wait for the final approval by CCAAC and Faculty Senate before reviewing the Math 112 FS proposal.
   b. There was a question about “#s” representing the number of elements of a set S. It is not the usual notation (which is n(S)). Jean mentioned that it could be that the materials used in the course defines the number of elements with the # notation. Clayton will be consulted in this matter.
   c. Hallmarks 5 and 6 used “examples above” but Board members were unclear as to which examples were being referred to and it was unclear how those examples showed that hallmark 5 or hallmark 6 were being met. More information is needed. It is acceptable to use previous examples but the board members recommended that the example(s) be rewritten under hallmark 5 or 6 and an explanation as to how the examples showed that the hallmark 5 or 6 was being met was needed.
   d. Assessment
      (1) Robert Barclay asked about assessment. Since this is a renewal, shouldn’t there be assessment of the past 5 years presented?
      (2) The assessment referred to in the Foundations Designation Proposal form refers to the future 5 years.
d. Assessment (continued)

(3) Although a course level assessment was conducted for Math 112 recently, it used the old SLOs that are not really tied to the FS hallmarks. Therefore, the board members did not want to ask for the course level assessment results.

(4) Board members wondered what was done for assessment by other campuses in the Foundation articulation agreement.

(5) Jean mentioned that last year Honolulu CC began to look at assessment with their assessment officer but there were a lot of questions that their assessment officer had for them.

(6) Malia mentioned that when she attended the multi-campus FG meeting, she learned that no one did any assessment separate from course level assessment.

(7) Is there any ramification for accreditation?

(8) Jean mentioned that she thought that the purpose of the assessment was to assure that all faculty teaching the Foundations course were meeting the hallmarks. Therefore, the example given in the proposal should not just be from one instructor if there are several instructors teaching the course.

(9) Clayton Akatsuka is the only person who teaches the Math 112, thus far. He also conducted the course level assessment for Math 112.

(10) Board members need to decide what to look for in the assessment section and communicate it to others prior to the submission of proposals.

(11) Patti shared Leeward CC’s Math 112 FS proposal. Under the assessment section it states, “Samples of course materials that illustrate how the course meets the Foundation Hallmarks are embedded in the description that follow.”

(12) Young-a shared that she asks her student to identify examples of meeting the hallmarks though she often must help remind them of examples that were done.

(13) It was decided that the Board needs to fully discuss assessment and what is desired.
4. Math 112 Renewal Proposal (continued)

   d. Assessment (continued)

   (14) For the Math 112 FS proposal, the Board recommended that a statement similar to Leeward CC’s assessment response for their Math 112 FS proposal be included under the assessment section.

   e. The Math 112 FS proposal was tabled. Clayton Akatsuka will be asked to revise the proposal.

5. Announcements:

   a. Patti Chong will be on sabbatical during spring 2011. She is still looking for a substitute.

   b. Jean will send out an inquiry about possible meeting times for spring 2011.

6. Adjournment – The meeting was adjourned at 3:27 p.m.