WCC Foundations Board Meeting  
October 21, 2011  
Minutes

Present: Robert Barclay, Young-a-Choi, Malia Lau Kong, David Ringuette, Charles Whitten (proxy for Patti Chong), and Jean Okumura

Absent: Roy Fujimoto

1. Call to Order – The WCC Foundations Board Meeting was called to order at 2:05 p.m. in Akoakoa 236.

2. The minutes for the May 6, 2010 meeting were approved as circulated.

3. Mechanism for Revising Hallmarks and Explanatory Notes
   a. CCAAC was requested to provide suggestions for a mechanism for revising the hallmarks. Their recommendations were:
      (1) The Multi-campus Foundations Board should vote on proposed changes to the Foundations Hallmarks, and for approval of a change in the hallmarks, every participating campus must agree.
      (2) The proposed changes should have gone through extensive discussion, with the needs of each campus addressed, so that each campus can vote in the affirmative.
      (3) Additional comment: CCAAC feels that there should be a different procedure for typographical/grammatical changes as compared to substantive changes. However, they recognize that a grammatical change may change the meaning and/or content to the point where it might be viewed by some as a substantive change.

   b. Robert agreed that grammatical or even some typographical changes may change the meaning of a sentence so he recommends that grammatical and typographical changes be handled when substantive changes are considered. Therefore, it becomes one process for all changes.

   c. How do we feel about the suggestion that every participating campus must agree? Is it realistic?

      Board members felt that since changing the hallmarks could have a large impact on campuses, every participating campus must agree. Furthermore, it was felt that it should be difficult to make changes because changes could have a large domino effect on campuses. So, changes made must be important, significant, and agreed to by all.

   d. Another suggestion was to have the subgroup impacted meet to make a recommendation to the Multi-campus Board. A few years ago, groups met for FG, FW, and FS to discuss the hallmarks. If a change impacts say FG, then the FG group could be called on to get together, discuss the proposed changes, and to make recommendations to the Multi-campus Board. Moreover, the sub-group’s representatives from each campus
could also discuss the proposal with faculty from their campus who will be impacted by the proposed change.

e. There needs to be widespread discussion of the proposed changes.

f. If the Multi-campus Board is the group who will vote on the proposed changes, then the campus representative (Foundations Board Chair) will need to bring the proposal back to their campus for discussion. At WCC, that means that the proposal will go to CCAAC for a recommendation to the Faculty Senate. Faculty Senate would then vote on the matter (majority vote is needed for approval). The result of the vote would then be carried back to the Multi-campus Board.

4. Concern about Copying for Proposals

a. A concern was voiced that the ICS 141 proposal for Foundations designation copied so much of the ICS 141 proposal at Leeward Community College.

b. As educators, we don’t want our students copying without quoting the source. Therefore, we should discourage copying by faculty.

c. When it comes to a catalog description or some of the examples used in the course to illustrate how a hallmark is being met, copying may occur because the course is after all the same course at various campuses. However, the explanation of how the course meets the hallmark and how the example illustrates that a hallmark is being met should be in the proposer’s own words.

d. At the moment, only Leeward CC’s proposals are available for anyone to see. Honolulu CC and Kapiolani CC use an intranet so it is uncertain whether proposals are posted. UH Manoa does not post their proposals but one could ask for a copy from the department. Windward does not currently have its proposals posted.

e. It was agreed that in the future, if there is an excessive amount of copying of the proposal from another campus (specifically, Leeward CC at the moment), then the Foundations Board will recommend that the proposer rewrite the proposal to communicate in his or her own words how the hallmarks are being met.

5. Announcements

a. The Multi-campus Foundations Board will be meeting in early November.

b. Many courses will be coming up for renewal soon. They are: Eng 100, Math 100, 103, 135, 140, 203, 205, Phil 110, Hist 151, 152, and Rel 150. The designation will end at the end of summer 2013. Renewals must be submitted in Fall 2012.

6. Adjournment – The meeting was adjourned at 2:45 pm.