WCC Foundations Board Meeting  
November 26, 2012  
Minutes

Present: Patti Chong, Roy Fujimoto, Malia Lau Kong, Jean Okumura (Chair), Dave Ringuette, Navtej (Johnny) Singh

Absent: Leslie Lyum

1. The meeting began at 2:30 pm.

2. Minutes from the last meeting (11/19) were accepted as circulated.

   Clarification regarding minutes: Although final approval for the Phil 110 course will not occur until after the end of February 2013, if the WCC Foundations Board approves Phil 110 for FS designation, the Phil 110 instructor is under no obligation to make changes to the proposal or to the course no matter what happens with Phil 110 at UH Manoa.

3. Jean updated the assessment section of the proposal form as requested by the Foundations Board. It now reads:
   “Provide a brief explanation of how the department will demonstrate in five years that this course has been meeting the Foundations Hallmarks. If this is a renewal, also provide information on assessments that have been conducted within the past 5 years including benchmarks used, results, and discussion of the results and what improvements, if any, are planned.”

   Jean also added a clarifying note to number 8, Discussion and Consultation Plan. This section was originally included for new courses for Foundations designation and was not intended for Foundations courses that have already been offered. The title of that section now reads:
   “8. Discussion and Consultation Plan – For New Courses for Foundations Designation”

   The WCC Foundations Board accepted the changes to the form made by Jean. The revised form will be used for next year.

4. Review of Math 203 proposal – Continuation from the last meeting

   Jean raised concerns about how the course meets the hallmarks since the course is currently taught only online. Johnny provided an explanation that students are exposed to lecture videos by the publisher and the instructor provides assistance when requested either face-to-face or via tools such as Skype. However, not all students request instructor assistance.

   The Math 203 proposal is tabled until revisions (primarily in the assessment section) are submitted.
5. Review of Math 103 proposal

Math 103 proposal was approved by the WCC Foundations Board. Recommendation for future proposals: Type out the examples.

6. Review of Phil 110 proposal

The Board made the follow recommendation for revision:

Regarding Assessment:
- In the course level assessment, show how the SLOs are linked to the Hallmarks.
- Provide information regarding any reflection or improvement made from the assessment.
- Provide more information about what was exactly done for the assessment and what rubrics were used.
- A general concern was raised about the likelihood of bias playing a role in the assessment when only one instructor is teaching the course and he or she is the only one conducting the assessment. Therefore, it would be helpful to have others involved in the assessment.

Regarding Hallmarks:
- Include example problems for hallmark #3. For example, state the exercise being mentioned in this hallmark.
- For hallmark #4, give specific problems for illustration.
- Provide a couple of specific examples done in class for hallmark #5.
- In the narrative, change “will be” to “continue to be taught” or to present tense since this is a renewal.

The Phil 110 proposal is tabled until revisions are submitted.

7. Review of Math 140

- The course level assessment for Math 140 should be included since there are no other FS assessments involving students.
- A recommendation was made to link the SLOs with the hallmarks.
- In the narrative, change future tense to present/past since this is a renewal proposal.
- Recommendation for the future: Instead of showing the detail working out of examples, focus on the idea behind the example and what aspects of the hallmark the students will get from doing or being exposed to that example. Type out the examples in the future.

The Math 140 proposal is tabled until revisions are submitted.

8. The meeting ended at 3:20pm