Members present: Patti Chong, Roy Fujimoto, Malia Lau Kong, Leslie Lyum, Jean Okumura, Dave Ringuette and Navtej Singh

1. The meeting was called to order at 2:38 p.m. Jean Okumura, presiding.

2. Minutes of the November 26, 2012 meeting were accepted as circulated.

3. Foundations Designations Form:
   A revision that was requested by the Board was not included in the last revision. The statement “Furthermore, include how the department ensures that all sections of the course meet the hallmarks;” was added to the assessment section. This revision, as submitted, was approved. The revised proposal form will be used for 2014 proposals.

4. Old Business: HIST 151
   Malia Lau Kong indicated that pre- and post-tests would be utilized in the future. The revised proposal was approved unanimously by the committee.


5. Old Business: HIST 152
   The revised proposal was approved unanimously by the committee.

   Approval for 2013–2018, Foundation FG-B.

6. Old Business: Math 100
   The proposal contained one instructor’s submission for FS evidence that was difficult to discern because of double-printing.

   Recommendation to all departments that Foundations Hallmarks should be listed for each course outline since one sample instructor’s course outline for Math 100 did not have the Foundation Hallmarks listed.

   Discussion followed on responsibilities and expectations for lecturers on assessment standards. Departments were encouraged to obtain lecturer input and follow-through on assessment regimes.

   Proposal was tabled until additional information on the outcome of discussions on SLO #3 assessment results was submitted.
7. **New Business:**
   Jean Okumura will be on sabbatical during the Spring 2013 semester. Malia Lau Kong will assume duties as interim chair of the committee. Ryan Koo will serve as representative of the Humanities Department during the Spring 2013 semester.

8. The meeting was adjourned at 2:58 p.m.

Submitted by: Roy Fujimoto