Members Present: Patti Chong, Roy Fujimoto, John Kaya, Malia Lau Kong, Jean Okumura, Annette Priesman, and Deacon Hansen for Navtej (Johnny) Singh

1. The meeting was called to order at 2:00 p.m. Jean Okumura, presiding.

2. Minutes of the April 22\textsuperscript{nd}, 2013 meeting were accepted as circulated.

3. New members for the 2013-14AY:
   a. Natural Science: John Kaya.

4. PHIL 110:
   a. Malia shared that Ron is working on the proposal and hopes to get it to the Foundation Board for the October 25 meeting.

5. ANTH 151
   a. For questions 1,3,4,5 (2 and 6 good), the committee needs to see examples of actual assignments that were assessed in order to have proof that the foundation requirements are actually being met. Question 2 does provide data, the rest of the questions do not. Questions 2 and 6 look good.
   b. The assignment can be more general without the specific topic being named.
   c. The committee was confused as to “how” the questions were answered because it seems that the sample questions on the first page were pasted at the end of the document.
   d. Roy suggested that the FB committee hold on to the proposal until the full-time anthropology instructor is hired. Then this person, who should be hired by the end of the semester, can work on this.

\ding{51} The committee recommends that the proposal be resubmitted when the full-time anthropology instructor is hired.

\ding{52} The committee recommends that ANTH 151 not be offered in Spring 2014. Jean will pass this recommendation on to the Social Science Department Chair, Paul Briggs.
6. Foundation Board Charter

   a. Johnny submitted a suggestion to Jean. He wanted the committee to consider having just 6 members. The chair would be one of the members.

      i. It was a concern that it there were only 6 members, how would a tie vote be decided. Tie vote = proposal not passed?

      ii. Most members seemed to feel that the organizational structure that the Foundations Board currently has should be maintained.

   b. Malia recommended that there be release time for the chair during the semesters when the bulk of the proposals are being renewed. Roy suggested that it would be preferable to have a consistent 2 credits every semester.

   c. #2 Relevant System and College Policies: add WCC’s website: http://windward.hawaii.edu/Committees/Foundations/

   d. #5. Purpose: Changes: The Foundations Board reviews all requests that a course be designated as satisfying an AA degree a Foundations requirement.

       Approval authority for Foundations designation falls solely under the purview of the Windward Community College Foundations Board. The approval must be based on whether the course meets the hallmarks. Courses approved for foundations designation must show, via the proposal, that the course meets the hallmarks.

   e. Membership: Change: a. The Foundations Board shall consist of a faculty representative from each of the 5 academic departments, a representative from Student Services Affairs (hereafter referred to as a department), and a chairperson.

       b. The representatives from the Humanities, Natural Sciences, and Social Sciences departments shall each have a 3-year term. The representatives from the Math/Business, Language Arts, and Student Services departments shall each have a 3-year term, which are staggered from the Humanities, Natural Sciences, and Social Sciences departments. This will ensure that the committee will always have members from the prior year. 5-year term from 2007 to 2012, and beginning in 2012-13, the term shall be 3 years.

7. Meeting concluded at 3:05 pm.