March 4, 2008

To: Multi-campus Hawaiian, Asian, and Pacific Issues Focus (HAP) Committee
Via: Suzi Johnston, Administrative Officer, UH System, Academic Planning and Policy

From: Elizabeth Ashley, Interim Dean of Instruction and

Jean Okumura, Windward Community College HAP Board Chairperson

As indicated in the University of Hawaii Articulation of Hawaiian, Asian and Pacific Issues Courses Agreement, we are submitting requested documentation for the joint review and approval of Windward Community College’s HAP Board by the Multi-campus HAP Board. The following materials and explanations are provided with reference to the criteria outlined in the agreement.

Criterion 1: Appropriate campus HAP support, including
   a. official establishment of a HAP Faculty Board
   b. adequate number of faculty willing to offer HAP courses
   c. support personnel to accurately record HAP sections in the student registration system (Banner)
   d. adequate number of HAP sections to meet student needs
   e. adequate budget

   • Minutes from the Faculty Senate March 21, 2007 meeting in which a motion to establish a Hawaiian, Asian, and Pacific Issues (HAP) Board at Windward Community College (WCC) was passed. (Appendix 1)

   • Memorandum from Interim Dean of Instruction (Chief Academic Officer), Elizabeth Ashley, regarding the adequacy of campus support for the HAP program at WCC. (Appendix 2)

   • Memorandum from Faculty Senate (February 5, 2008) regarding the adequacy of campus support for the HAP program at WCC. (Appendix 3)

   • WCC has faculty members who have already consented to serve on the HAP Board.

   • Currently, two instructors offer HAP approved courses at WCC. Interest in teaching HAP courses has been expressed by at least 2 more instructors.

   • WCC’s course offerings are determined by its faculty with input from Department Chairpersons, the Chair of the Enrollment Management Committee, and counselors and course demand data. Currently, the HAP approved courses have good enrollment that appears to already be meeting student demand.
• An APT employee is responsible for entering classes and recording whether a class satisfies writing intensive, foundations or any other designation into the Banner system. This person will be responsible for recording HAP classes correctly under the direction of the Dean of Instruction (Chief Academic Officer).

• In the schedule of classes, the HAP approved courses will be indicated in the notes to students and will have an “H – “ in front of the title of the class.

• Adequate budget is provided to departments to meet the needs of its courses. Departments may show evidence that additional budget is needed in its annual report that is reviewed by the Strategic Planning Committee and Budget Committee. Decisions on the budget are based on this review.
Criteria 2/3: Appropriate HAP designation review and approval procedures including
   a. designation of classes as HAP using Hallmarks and Explanatory
      Notes.
   b. appropriate HAP designation and review procedures.

- WCC Instructions for the HAP Designation Process. (Appendix 4)

- WCC Draft HAP Designation Proposal Form. (Appendix 5)

- The WCC HAP Board will use the HAP Hallmarks and Explanatory Notes to
determine whether a class will receive the HAP designation.

- Instructors interested in obtaining the HAP designation for their course(s) must
complete the HAP Designation Proposal Form. On this form, instructors will
have to address how they meet the hallmarks. This form must be submitted to
the HAP Board via its chairperson.

- When the HAP Board votes on the proposal, majority in favor of approval is used
to determine the final decision to approve the designation.

- When the HAP Board approves a HAP designation for a course, it will be for a
particular instructor for a particular course. The HAP designation will be in force
for 5 years.

- The WCC HAP Board will consist of 5 faculty members and a chairperson. The
five faculty members will consist of:

   (1) A representative from the Humanities Department;
   (2) A representative from the Language Arts Department;
   (3) A representative of Student Services;
   (4) A representative from the Natural Sciences Department;
   (5) An at-large member from either the Math/Business or Social
       Sciences Departments.

- The WCC HAP Board members will serve for either 3 or 5 year terms that are
  staggered.
Criterion 4: Appropriate assessment of HAP student learning outcomes including a statement that the campus will agree to accept the HAP system-wide committee’s set of HAP student learning outcomes and participate in any revisions.

- Memorandum from Faculty Senate (February 5, 2008) agreeing to accept the HAP system-wide committee’s set of HAP student learning outcomes and to participate in any revisions. (Appendix 3)

- WCC has a regular procedure for course assessment of student learning outcomes and program assessment. Therefore, assessment will be conducted even though WCC does not have a HAP requirement.

Criteria 5/6: Training and advising of students, including
  a. appropriate faculty development activities in understanding the HAP Hallmarks.
  b. timely and accurate student advising on transfer of HAP credits.

- The HAP Board will provide faculty development activities as necessary in understanding the HAP Hallmarks.

- Student Services counselors will provide student advising on transfer of HAP credits.