WCC Foundation Board Meeting  
December 7, 2007  
Minutes

Present: Robert Barclay, Young-a Choi, Patty Chong, Letty Colmenares, Paul Field, Kathleen French, Jean Okumura.

1. Call to order- The meeting was called to order by Jean Okumura at 8:40 a.m. in Mana’opono 113.

2. Process
   a. WCC’s Foundations Board is a subcommittee of the CCAAC. We report to CCAAC and to the Faculty Senate. However, The Foundation Board decisions need not to be approved by CCAAC nor by Faculty Senate.
   b. When courses are approved as satisfying Foundations by the WCC Foundation Board, the materials are forwarded to the CCAAC Chair for information and then it is forwarded to the Office of the Dean of Instruction for record keeping.
   c. The application form has the directive for the WCC Foundation Board.

3. Application for Foundation Designation
   Hist 151 and 152 – The proposal was reviewed and discussed. Hist 151 and 152 were unanimously approved for renewal.

   Foundation Designations-
   Hist 151- FW (A)  
   Hist 152 - FW (B)  
   Effective Dates: Fall 2008- Summer 2013.

4. Foundations and WI Designation
   a. Patty Chong noted that Phil 110 in the evening for Spring 2008 satisfies both FS and WI.
   b. It was clarified that at UH Manoa, a Foundation course can not be double counted to satisfy another requirement.
   c. At WCC, we have no such rule so students may take Phil 110 to count for both FS and WI.
4. **Foundations and WI Designation (continued)**
   
d. Kapiolani Community College recently offered Hist 151 and 152 as a WI and an FW course.

e. It was strongly recommended that when a Foundation course at WCC also satisfies another requirement, the instructor should put a statement in the syllabus clarifying that if a student transfers the course to UH Manoa, it can only be used to satisfy one requirement, either Foundations or the other requirement and **not** both.

5. **Minutes**

The minutes for the Foundation Board meetings held on September 14, 2007, October 5, 2007, and October 26, 2007 were distributed and accepted with one correction.

6. **Term for Board Members**

   a. Jean asked members for recommendations for the length of a term for Foundation Board Members.

   b. It was strongly recommended that terms should be staggered so that not everyone’s term will end at the same time.

   c. One suggestion was a 2 year term for the Language Arts, Math/Business and Humanities department representatives and a 1 year term for the Natural Science, Social Science and Student Services representative.

   d. Discussion on this topic be continued in future meetings.

7. **Next meeting**

   a. Jean will email Board members to find a regular meeting, day and time for Spring 2008.

   b. Rel 150 will be discussed at the next meeting.

8. **Adjournment** - The meeting was adjourned at 9:40 a.m.