WCC Foundations Board Meeting  
September 26, 2008  
Minutes  

Present: Robert Barclay, Young-a Choi, Kathleen French, Letty Colmenares, Malia Lau Kong, Jean Okumura.  

Absent: Patti Chong  

1. Call to Order – The meeting was called to order by Jean Okumura at 1:13 pm in Mana’opono 113.  

2. Minutes – The minutes for the April 25, 2008 meeting was accepted as circulated.  

3. Application for Foundations Designation  

   Math 135 – The revised proposal was reviewed online. Of particular interest for the Foundations Board was how the course meets Hallmark #2. There was unanimous acceptance of the revised Math 135 proposal via an online vote that concluded on May 2, 2008.  

   Math 135 was unanimously approved for Foundations Designation.  
   Foundations Designation – FS  
   Effective Dates: Fall 2008 – Summer 2013  

4. Clarification on the following FS designated courses and how they are used at UHM – Math 103 (WCC, LCC), Math 135 (HonCC, WCC, LCC), Math 115 (HonCC)  

   a. Last year, it appeared as if UHM’s College of Arts & Sciences (CAS) was violating the Foundations articulation agreement because it appeared that UHM was not allowing HonCC’s Math 115 as satisfying FS even though HonCC’s Foundation Board approved FS designation for Math 115.  
   
   b. Jean Okumura has learned that UHM’s CAS accepts HonCC’s Math 115 for FS. However, a student who takes only Math 115 from HonCC would have to take another class that is an approved math, logic, or computer logic class for the Arts & Sciences degree requirement for the BA, BFA, or BMus degrees. Whereas, the Math 100 at HonCC would satisfy both the FS requirement as well as the Arts & Sciences degree requirement for the BA, BFA, or BMus degrees.  
   
   c. Patti Chong had mentioned in a previous meeting that policy E5.209 allows colleges to determine the requirements for their degrees.  
   
   d. It is important for students who wish to transfer to UHM (especially to CAS) to speak to a counselor so that they are aware of these requirements when planning what to take at WCC. And moreover, counselors at WCC, need to be aware of these requirements when helping students plan the courses that they need to take at WCC before transferring to UHM’s CAS.
5. Forms and Deadlines for this Year

a. Jean Okumura showed the Foundations Board website. The application form for 2009 designation is posted there already. Revisions need to be made on the process to clarify that a Foundations designated course cannot be used to satisfy writing intensive requirements as well for WCC. A chart with all the approved Foundations courses and their Foundations expiration date is now available at the website. Eventually, copies of the approved proposal (without individual faculty course outlines) will be posted there for others to see. The applications still need to be scanned so that they can be posted.

b. The deadline for this year is November 7, 2008. Applications will be accepted after that date but there is no guarantee that the review will be completed in time for fall 2009 designation.

c. Board members were asked to let their respective departments know about the Foundations Board website and to answer any questions regarding the Foundations Designation Process.

d. The idea of requiring that proposals be submitted electronically was discussed. It would cut down on paper and also make it easier and faster to post the approved application.

(1) For electronically submitted proposals, how do we do the signatures?

(2) Letty Colmenares shared that a person can scan his/her signature as a pdf file and then paste it into the document.

(3) Jean Okumura mentioned that the first sheet of the application just requires the Department Chairperson’s (DC) signature. Once it is signed by the DC, the page can be scanned as a pdf file and sent in electronically or could be sent in as a hard copy. The rest of the proposal is the part that needs to be submitted electronically.

(4) It was decided that the Foundations Board will request that proposals for Foundations Designation be submitted electronically.

6. Discussion of Guidelines

a. The chairperson of the Foundations Board shall request for representation by a department via its Department Chairperson.

b. Terms of service for representatives shall be a rotating 3 or 5 year term. The representatives for Humanities, Natural Sciences, and Social Sciences departments shall begin in 2007-08 with a 3 year term and then proceed to a 5 year term beginning in 2010-11. The representatives for Math, Language Arts, and Student Services departments shall begin in 2007-08 with a 5 year term and then proceed to a 3 year terms beginning in 2012-13.
6. Discussion of Guidelines (continued)
   c. If a representative goes on sabbatical or takes a short leave, the department shall provide a substitute. It is expected that the representative will return after the sabbatical or short leave to finish his or her term.
   d. More guidelines for the Foundations Board will be drafted for discussion and comment.

7. Procedures
   a. A step by step procedure for faculty as to what to do to submit a proposal should be developed.
   b. The generic course outline needs to have the hallmarks listed.
   c. The impact of having a course newly approved for foundations designation must be discussed within the department and/or between departments that offer courses that already satisfy that same foundation designation. This discussion must occur prior to submitting the proposal. Part of this discussion must include a plan for consultation on the offering of courses with the same foundations designation.

8. Other Business
   a. Letty Colmenares wondered why Natural Science courses are not used as Foundations courses. It is possible if it meets the hallmarks of Written Communications, Global Multicultural Perspectives, or Symbolic Reasoning.
   b. The areas under Foundations were developed by UH Manoa. Robert Barclay thought that Written Communication and Symbolic Reasoning areas were foundational because they dealt with “reading, writing, and arithmetic.” Global Multicultural Perspectives was viewed as foundational for university education.

9. Announcements
   a. Changes at UHM’s General Education Office – Monica Stitt-Bergh has moved to the UHM Assessment and Institutional Research Office. Lisa Fujikawa from UHM’s General Education Office will coordinate the Multi-campus Foundations Board.
   b. Meetings for fall 2008 – Board members were asked to let Jean Okumura know if there are any conflicts with these dates and times.

(1) Friday, November 14, 2008 – 1:00 – 2:30 pm.
(2) Friday, December 5, 2008 – 1:00 – 2:30 pm.

10. Adjournment – The meeting was adjourned at 2:26 pm.