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

Excused: Robert Barclay

1. Call to Order – The meeting was called to order by Jean Okumura at 12:50 pm in Mana’opono 113.

2. Minutes – The minutes for the September 26, 2008 meeting were accepted as circulated.

3. There are no Foundations Designation Proposals to review at this time. However, ICS 141 plans to apply for Foundations Designation. Jean will check to see when the proposal is planned to be turned in.

4. Guidelines – Draft 1
   a. Add Chairperson duties and any resources and contact people to the guidelines.
   b. Add notification of courses approved for the Foundations requirement via email to WCC’s fac/staff so that counselors and others are informed.
   c. It was recommended that after the initial staggering of the terms of office for the representatives, all terms shall be for 3 yrs, including the chairperson. It was felt that 5 yrs is too long.
   d. It was recommended that the chairperson for the Foundations Board be elected from the existing members of the Foundations Board. Whoever is elected as chair is no longer a representative and must be replaced.
   e. It was decided that quorum would be 4 voting representatives, not including the chairperson.
   f. There are 6 voting members on the Foundations Board and the chairperson votes only to break a tie.
   g. It was decided that voting action requires a majority of the Foundations Board membership.
   h. It was felt that there would be no way to be sure that departments ensure that all instructors of a “Foundations approved” course meet the hallmarks when teaching the course. Therefore, the best that we could do is to remind faculty teaching a “Foundations approved” course about the hallmarks. A draft email can be prepared and sent out at the beginning of each semester. The members of the Foundations Board could help to send out the email.
5. Procedures for Applying for Foundations Designation – Draft 1
   a. Add that the Foundations Board strongly recommends that the appropriate hallmarks and SLOs for the course be integrated.
   b. It was recommended that the signature of the department chair(s) of the department(s) impacted by having a course newly approved for foundations designations be included on the application to verify that a discussion occurred and that a plan of course offering was developed.

6. Adjournment – The meeting was adjourned at 1:55 pm.