WCC Foundations Board Meeting  
December 5, 2008  
Minutes

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

Excused: Kathleen French

1. Call to Order – The meeting was called to order by Jean Okumura at 12:49 pm in Mana’opono 113.

2. Minutes – The minutes for the November 14, 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. It is not certain when they will submit their proposal for Foundations Designation.

4. Procedures – Draft 2
   a. Add: New courses must first be approved by CCAAC and Faculty Senate before the Foundations Board will review the proposal for Foundations Designation.
   b. Insert the addition above between #8 and #9.

5. Guidelines – Draft 2
   a. #2g(4) - Change “from” to “form.”
   b. #2i and #2j should be #2h and #2i respectively.
   c. The new #2h (formerly #2i) should read “The Chairperson may also keep copies of the proposals for Foundations Designation and the completed form with all signatures.”
   d. The new #2i (formerly #2j) should read “Reminders to departments for renewal of the Foundations Designation will be sent by the Foundations Board Chairperson, two times (once per semester) prior to the date when the Foundations Designation ends.”
6. **Other**

   a. It was recommended that the deadline to resubmit a course for renewal of the Foundations Designation be placed on the website. It was suggested that the CIL website be examined for a possible format for placing the deadlines on the website.

   b. It was suggested that Brian Richardson be consulted to see if a reminder email to the departments about renewal can be mechanized so that it is automatically sent out.

   c. Letty Colmenares will be on sabbatical in spring 2009. Ross Langston has volunteered to substitute for Letty if no one else volunteers. Letty will confirm with Jean Okumura as to who the substitute will by for Natural Sciences.

7. **Adjournment** – The meeting was adjourned at 1:29 pm.