Present: Robert Barclay, Young-a Choi, Patti Chong, Kathleen French, Ross Langston, Malia Lau Kong, Jean Okumura.

1. Call to Order – The meeting was called to order by Jean Okumura at 12:03 pm in Akoakoa 236.

2. Minutes – The minutes for the November 14, 2008 meeting were accepted as corrected. The minutes for the December 5, 2008 meeting were accepted as circulated.

3. There are no Foundations Designation Proposals to review at this time.

4. Procedures – Draft 3
   a. Under item #9, add: Modifications made to an existing course description for the purpose of better meeting the Foundations Hallmarks must first be approved by CCAAC and Faculty Senate before the Foundations Board will review the proposal for Foundations Designation.
   b. There were two items labeled #9 so the second #9 will be changed to #10 and the listed #10 will be come #11.
   c. Under the new #11, replace “is weak” with “doesn’t fully meet the hallmarks.” Also, in that first sentence, after “…the chairperson of the Foundations Board will contact the department chairperson” add “and the lead instructor for the proposal.”
   d. On the Foundations Designation Proposal, add a line for the name and signature for the lead instructor for the proposal.

5. Guidelines – Draft 3
   a. In #2f, replace “is weak” with “doesn’t fully meet the hallmarks” and at the end of that sentence, add “and lead instructor for the proposal.” For the last sentence, replace “listed as” with “considered.”
   b. Add #2j – If a proposal does not fully meet the hallmarks and the department chooses not to revise the proposal then the proposal is considered withdrawn.
   c. Add #3d – It is the responsibility of the board members to communicate between their department and the Foundations Board with regard to Foundations matters.
   d. In #4b, change 4 to 5 (for the number of members for quorum).
   e. Delete #4c.
6. Other Business

Patti Chong recommended that the sunset date for Foundations courses be listed on the Foundations website.

7. Adjournment – The meeting was adjourned at 1:00 pm.