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

Absent: Patti Chong

1. Call to Order – The meeting was called to order by Jean Okumura at 3:05 pm in Mana’opono 113.

2. Minutes – The minutes for the February 25, 2009 meeting were accepted as circulated.

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

4. Procedures – Draft 4
   a. Under item 4, change “outline” to “syllabus.”
   b. Under item 5, revise the statement to say “It will be helpful to your department if the appropriate hallmarks are connected to course SLOs so that they can be assessed simultaneously.”

5. Guidelines – Draft 4
   a. Under 2b, delete the responsibility for the minutes of the meetings. Since the chairperson will no longer have assigned time, the duty of taking of minutes should be shared among the Board members.
   b. Under 2f, “and lead instructor for the proposal” was not added to the end of the first sentence as the minutes indicated.
   c. Under 2g, change “following procedure is followed” to “chairperson will.”
   d. For 2g(1) to 2g(7), change from the passive voice to the active voice.
   e. Combine 2g(3), 2g(4) and 2g(5).
   f. Move item 2i to the section on the responsibilities of the Foundations Board.
   g. Delete item 2j because it just repeats a sentence in item 2f.
   h. Under item 3c, revise the first sentence to “It is the responsibility of the Foundations Board to initiate department discussion on the impact of having …”
   i. Item 2i now becomes 3e because the board members who represent the departments will help to remind their department about necessary renewals.
5. Guidelines – Draft 4 (continued)
   
j. Add item 3f – “Board members will take turns taking minutes and submit
   them to the chairperson.”

6. Other Business
   
a. Jean will revise the guidelines and procedures and then circulate it to the
   Board members for final edits. She will share it with Vice Chancellor Fulton
   and the Deans of Instruction and request their input. After incorporating any
   suggestions that they may have, Jean will share these items via email to the
   WCC faculty/staff. Lastly, it will be sent to the Faculty Senate Procedures
   Committee.

   b. Board membership for Next Year

   (1) Malia who was substituting for Janice Nuckols during fall 2008 will be
   the Humanities Department representative. Janice will not be
   returning to the Board.

   (2) Letty will be returning from her sabbatical so she will return to the
   Board. Therefore, Ross will not be returning to the Board unless the
   Natural Sciences Department decides otherwise.

   (3) Robert Barclay, Young-a Choi, Patti Chong, and Kathleen French will
   be returning to the Board next year.

7. Adjournment – The meeting was adjourned at 3:50 pm.