PROCEDURES FOR APPLYING FOR FOUNDATIONS DESIGNATION

1. Go to the website: [http://windward.hawaii.edu/Committees/Foundations/](http://windward.hawaii.edu/Committees/Foundations/) for general information, the course designation proposal form, the hallmarks and explanatory notes, the Hallmark/SLO alignment matrix and the course designation process instructions. Contact the Foundations Board chairperson if you have any questions.

2. Carefully review the Hallmarks and the explanatory notes for the Foundations category of interest as your proposal will need to demonstrate clearly how the course meets each Hallmark.

3. Complete the course designation proposal form and Hallmark/SLO alignment matrix for that designation.

4. The generic course syllabus must include a listing of the appropriate hallmarks.

5. To streamline the review process, it is recommended that you utilize the Writing Center to vet the proposal before submitting it to the Foundation’s Board.

6. The department proposing a new foundations course must discuss the impact of having this new foundations course with the department(s) that offer courses that already satisfy that same foundations designation. This discussion must occur among the department chairs involved prior to submitting the proposal. Part of this discussion must include a plan for REGULAR consultation on the offering of courses with the same foundations designation. The department chairs involved sign the proposal after having this discussion and submit the consultation plan with the proposal.

7. Submit the proposal to the chair of the Foundations Board. Send the signature page as a hard copy and send the rest of the proposal in electronic form.

8. New courses must first be approved by CCAAC and Faculty Senate before the Foundations Board will review the proposal for Foundations Designation. 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.

9. If the Foundations Board approves the Foundations designation for the course, an email will be sent to the College faculty/staff. The effective date for the designation will always begin in the fall and last for 5 years.

10. If the Foundations Board finds that the proposal for Foundations designation doesn’t fully meet the hallmarks, the chairperson of the Foundations Board will contact the department chairperson and the lead instructor for the proposal to indicate the areas of weakness. The department may choose to revise the proposal and resubmit it or may decide not to continue to pursue the Foundations designation for the course. The department needs to inform the chair of the Foundations Board whether they will revise the proposal or withdraw it.

(Last Reviewed 12/2014)