WCC HAP Board Meeting
September 12, 2008
Minutes

Present: Joe Ciotti, Kelikokauaikeakai (Liko) Hoe, Lokelani Kenolio, Kalani Meinecke, Jean Okumura, Emi Troeger, Paul Field (CCAAC Chairperson – ex-officio member)

1. Call to Order– The meeting was called to order by Jean Okumura at 2:05 pm in Mana`opono 113. Board members were welcomed to the first WCC HAP Board meeting.

2. Background Information– Last year the Board members were called upon to serve on the HAP Board but the articulation process was not completed. In January 2008, WCC’s Faculty Senate signed the articulation agreement and then Jean Okumura put together the portfolio that would allow WCC to have its own HAP Board. WCC’s portfolio was approved in March 2008.

3. Deadlines and Forms
   a. A suggested deadline to apply or HAP designation effective fall 2009 is November 7, 2008. Applications may come in after that date but we cannot guarantee that the course review will be completed in time for fall 2009 designation and for catalog entry. This deadline was accepted.

   b. A copy of the HAP Designation Proposal Form (including the hallmarks) and the HAP Designation Process information sheet were distributed to Board members.

   c. Board members were asked to review the hallmarks as the Board will have to review courses that apply for HAP designation using those hallmarks. To assist board members, a handout that provides two examples of how instructors have highlighted intersection and native voice was distributed.

   d. Jean Okumura also mentioned that she thought UHM’s HAP Chairperson had mentioned having a bibliography listing of books and other materials that have the native voice. She will check to see if there such a list and if it is available, she will ask to get a copy of it.

   d. Paul Field, CCAAC Chair, indicated that if a course needs to be changed to meet the HAP designation, CCAAC needs to be notified.
4. Getting the Word Out
   a. Jean Okumura will send something out to the WCC Faculty Staff listserve.
   b. It would be a good idea to have a workshop on the HAP hallmarks and what process for applying for HAP designation. Since Liko Hoe has gone through the process at UHM, he can share what he has done.

5. A HAP Board Website – Jean Okumura showed the Board what the Foundations Board website looks like. She will be working with Brian Richardson to get a HAP Board website set up.

6. Instructor vs Course
   a. Joe Ciotti raised a question about the hallmarks and how it seems to be about to the course rather than the instructor. He was uncertain as to what the Board was supposed to be looking at with regard to the instructor when evaluating an instructor for HAP designation.
   b. Jean Okumura explained that since every instructor who teaches a course designs what learning resources are used for the course, the same course taught by different instructors may use different texts and other learning materials. Therefore, it is possible that the hallmarks may not be met with regard to the intersection or native voice.
   c. The hallmarks and how we evaluate the course/instructor who applies for HAP designation will be discussed at the next meeting after Board members have a chance to review the hallmarks and examples.

7. Future Meetings
   a. Board members indicated that Friday afternoons for HAP Board Meetings is fine.
   b. Liko Hoe asked that Kanikapila days be avoided for Board meetings. The Kanikapila dates for fall 2008 are Oct. 10, Nov. 7, and Dec. 5.

8. Adjournment – The meeting was adjourned at 3:05 pm.