WCC HAP Board Meeting
February 13, 2009
Minutes

Present: Paul Briggs, Kelikokauaikekai (Liko) Hoe, Lokelani Kenolio, Jean Okumura,
Absent: Joe Ciotti, Kalani Meinecke

1. Call to Order– The meeting was called to order by Jean Okumura at 2:48 pm in Mana’opono 113.

2. The minutes for the December 10, 2008 meeting were accepted as circulated.

3. HWST 107 by Kalawaia Moore (new instructor)
   a. Since K. Moore was hired at the last minute, he was informed that he needed to use Liko’s HAP approved course syllabus and bibliography in order to have HAP designation at least for spring 2009.
   b. Since K. Moore wanted to change the syllabus and bibliography a bit, he was informed that could apply for HAP designation for his HWST 107 with his desired syllabus and/or bibliography. When his proposal for HWST 107 is approved, then he can use the materials he submitted.

   a. Jean shared that Kauai CC’s, Maui CC’s and UHWO’s proposals to participate in the Multi-campus HAP Articulation were approved effective with courses approved for the spring 2009 semester.
   b. Now the group is checking on how to make the HAP articulation seamless. The head of the group, Lisa Fujikawa, is checking on STAR, Banner, and the individual campus procedures to determine the best way to have the HAP Focus articulate.
   c. Jean shared that UHM has a survey that they give to students to evaluate the effect of HAP courses. Liko is not aware of that survey. Jean will distribute a copy of that survey.
   a. The example spreadsheet should be posted as a resource at the website because the HAP Board wants instructors to provide a spreadsheet/tabular format to show the intersection of Asian and/or Pacific Island cultures with Native Hawaiian cultures and to show the use of Native Hawaiian voice and the native voice from the indigenous people of the area.
   b. Liko is willing to give one-to-one assistance to instructors as needed.
   c. We need a separate form for those faculty who will use a course syllabus and bibliography that is already HAP approved.

6. Guidelines for the HAP Board
   a. According to the proposal WCC submitted to start its own HAP Board, WCC’s HAP Board would consist of 5 faculty members and a chairperson. The 5 faculty members would consist of
      (1) A representative from the Humanities Department.
      (2) A representative from the Language Arts Department.
      (3) A representative of Student Services.
      (4) A representative from the Natural Sciences Department.
      (5) An at-large member from either the Math/Business or Social Science Departments.
   b. At least one person on the HAP Board must teach a course that has HAP designation.
   c. According to the proposal WCC submitted to start its own HAP Board, WCC HAP Board members will serve for either 3 or 5 year terms that are staggered. It was felt that the term of service should be 3 years with staggered terms.
   d. The HAP chair shall conduct the election for the at-large representative (from the Math/Business and Social Science departments).
   e. The Natural Sciences, Humanities, and Language Arts departments shall elect their respective HAP representative. Student Services shall elect its respective HAP representative.
   f. What should quorum be? Board members will think about this and discuss it further at the next meeting.
   f. What should the term of the chair be?
6. Guidelines for the HAP Board (continued)

   g. Should the chair be a non-voting member unless there is a tie or should the chair always have a vote?

   h. WCC’s HAP Board consists of 5 faculty and a chairperson. How should the chairperson be elected/selected?

   i. Paul Briggs commented that there might be more buy-in and commitment to the job of the HAP Board if the chair is part of the HAP Board.

   j. Jean mentioned that after this year, administration does not plan to provide assigned time for the HAP Board chairperson. Currently, Jean gets 3 credits of assigned time to chair both the HAP Board and the Foundations Board. The Dean of Instruction and CCAAC chair asked Jean to chair the HAP and Foundations Board to get them started and running. Jean spent spring 2008 writing the proposal for WCC to have its own HAP Board. In fall 2008, WCC’s HAP Board began operations.

7. Other Business

   Jean shared the HAP Designation Action Form. The title “Dean of Instruction” needs to be changed to “Vice Chancellor for Instruction.”

8. Adjournment – The meeting was adjourned at 3:55 pm.