Present: Paul Briggs, Joe Ciotti, Kelikokauikekai (Liko) Hoe, Kalani Meinecke, Jean Okumura,

Absent: Loke Kenolio

1. Call to Order– The meeting was called to order by Jean Okumura at 1:36 pm in Hale A’o 102.

2. The minutes for the March 20, 2009 meeting were accepted as circulated.

3. Multi-campus HAP Articulation Meeting – April 22, 2009
   a. Jean shared that UHM is starting course based approvals for HAP in spring 2010. Course based approvals must be requested by the department and the General Education Committee will also be checking on course based approvals. To have a course based approval, there must be a coordinator to check on each teacher teaching the course to make sure they do what they must do for the designation, and a report must be submitted every year.
   b. For HAP articulation updates, please check the articulation site http://www.hawaii.edu/gened/articulation.htm. Ideally, this site would just have links to each campus’s website for HAP courses.
   c. The head of the group, Lisa Fujikawa, is still trying to find out where STAR pulls the information on the HAP Focus. She is also checking with the registrar.
   d. There was no time to start discussions of the system-wide HAP SLOs.
   e. The next multi-campus HAP Articulation meeting will be in mid/late October.
   f. Leeward CC’s HAP Board chair, Momi Kamahele, will be the multi-campus HAP Articulation working group chair.

   a. Kalawaia wanted to change the syllabus for his HWST 107 with some different readings from Liko Hoe’s syllabus. Therefore, he submitted a new proposal for HAP designation.
   b. The HAP Board unanimously approved Kalawaia Moore’s HWST 107 for HAP designation effective from summer 2009 through summer 2014.
5. Procedure for Applying for HAP Designation – Draft 2

Item #9 – Revise the last sentence to “The HAP designation will be effective for a period of 5 years as designated on the approval form.”


a. Based on surveys of the faculty in Social Sciences and Math/Business Departments, faculty feel that having one representative from the Social Science or Math/Business departments is sufficient.

b. Item #1a – Delete a separate chairperson.

c. Item #1g – Delete the second sentence.

d. Item #2b – Revise the second sentence to “The other members of the HAP board shall take turns taking minutes for the HAP Board meetings.” This sentence should be moved to #3, Responsibilities of the HAP Board.

e. Item #2g(6) – Revise to “An email will be sent to the department chair and faculty of the course proposed for HAP designation to notify them about the addition, rejection, or renewal of the HAP designation for the proposed course.”

f. Item #2i – Revise to “The chairperson is responsible for checking the HAP designation for courses on the course availability site and must notify the appropriate individual if there are errors.”

g. Item #3 – Add “HAP Board members will remind faculty from the department(s) they represent when they have to turn in renewals for the HAP Designation.”

h. Item #3 – Add “HAP Board members shall participate in any other matters related to HAP (e.g. SLOs, assessment, articulation).”

i. Item #4a – Revise to “The HAP Board has 5 voting members (the 4 representatives and 1 at-large member).”

j. Item #4b – Revise to “Quorum is 3 voting members.”

7. Questions

a. How does a new course, unique to a community college (hence, not a course at UHM or UHWO) participating in the HAP articulation agreement that gets HAP designation from its HAP Board count at UHM or UHWO? Do the credits count – in other words, is there course articulation not just HAP articulation?
b. Does a HAP course need to be 3 credits? The HAP requirement at UHM is 1 HAP course so could it be any number of credits or does it have to be 3 credits?

8. Next Meeting – Wednesday, Aug. 19, 9:00 am at Hale A'o 102.

9. Adjournment – The meeting was adjourned at 2:45 pm.