WCC HAP Board Meeting
August 20, 2009
Minutes

Present: Joe Ciotti, Kelikokauaikeakai (Liko) Hoe, Loke Kenolio, Kalani Meinecke, Jean Okumura, Emi Troeger

1. Call to Order– The meeting was called to order by Jean Okumura at 9:14 am in Hale A'o 101.

2. The minutes for the May 11, 2009 meeting were accepted as corrected.

3. Answers to Questions Posed at the May 11, 2009 Meeting – These answers were provided by Lisa Fujikawa of the UHM General Education Office

   a. **HAP articulation.** YES, Manoa (and all other participating campuses) should accept any WCC-designated HAP course as fulfilling the HAP requirement, regardless of whether the receiving campus offers an equivalent course. There is nothing further that needs to be done in order for the HAP Focus to articulate.

   b. **Course articulation.** It is Lisa’s understanding that by E5.209, any course numbered 100 or higher will articulate (i.e., be accepted for credit by the receiving campus). However, the student will only be given elective credit, without the possibility of course equivalence or Diversification credit, unless a syllabus and a formal request for articulation are sent. If the latter is done, then the course can be evaluated to make a better determination of how the course should articulate. (For example, does Manoa have an equivalent course, but with a different course number? Does the course meet the Hallmarks for any of the Diversification requirements? etc.) Bottom line: The course should articulate regardless, but it’s better to have the campus formally evaluate it to give the students the most accurate credit.

   c. **Number of credits.** The number of credits does not matter for Focus courses (although the E and O Focus areas have different stipulations depending on how many credits the course is). As long as the course has been designated, the student will receive that Focus credit upon successful completion of the course.

4. Procedure for Applying for HAP Designation – Draft 3

   Item #9 – Revise the first sentence to “After the HAP Board votes to approve or not approve the HAP designation for the course/instructor, the department chairperson and faculty initiating the request will be informed of the Board’s action.”
5. Guidelines for the HAP Board – Draft 3

a. Item #1a – Revise the sentence to “The HAP Board shall be comprised of a faculty representative from each of the three (3) academic departments of Humanities, Language Arts, and Natural Sciences, one (1) representative from Student Services (hereafter referred to as a department), and one (1) at-large member from either the Math/Business or Social Sciences departments.”

b. Item #1c – Revise the sentence to “The representative from the Natural Sciences department and the at-large member shall each have a 3-year term. The representatives from the Humanities, Language Arts, and Student Services departments shall each have a 5-year term from 2008 to 2013; and beginning in 2013-14, the terms shall be 3 years.”

c. Item #1f – Revise the sentence to “The chairperson of the HAP Board shall serve a 3-year term.”

d. Item #2g – Revise the sentence to “Once a course/instructor has been approved by the HAP Board, the following actions are taken:”

e. Item #2g(3) – Revise the sentence to “The HAP Board action form and proposal is submitted to the Vice Chancellor for Instruction for signature.”

f. Item #2g(5) – Revise the sentence to “The Office of the Vice Chancellor for Instruction will provide a copy of the completed action form with all signatures to the chairperson of the HAP Board.”

g. Delete the repetition of g at the top of page 3.

h. Item #2g(6) – Revise the sentence to “The department chair and faculty initiating the request for HAP designation will be notified by the HAP Board chairperson of the HAP Board’s action.”

i. Item #2g(7) – Revise the sentence to “The HAP Board website will be updated to reflect the approval of the course for HAP designation.”

j. Item #3a – Revise the first two sentences to “Approval authority for HAP designation falls solely under the purview of the Windward Community College HAP Board. The approval must be based on whether the course meets the hallmarks.”

k. Item #3b – Revise the sentence to “HAP Board members who teach HAP-approved courses should provide assistance and guidance to faculty who are interested in obtaining HAP designation for their courses.”

l. Item #3c – Change the word “taking” to “recording.”
5. Guideline for the HAP Board – Draft 3 (continued)

m. Item #3d – Revise the sentence to “HAP Board members will remind faculty from the department(s) they represent of the deadline for submitting renewals for the HAP designation.”

n. Item #3e – Revise the sentence to “HAP Board members will encourage their faculty to apply for HAP designation, where appropriate, and guide them in the application process.’

o. Item #3f – Revise the sentence to “HAP Board members will provide input on multi-campus and Windward Community College HAP articulation issues.”

p. Item #4a – Revise the sentence to “The HAP Board has five (5) voting members.”

q. Item #4b – Revise the sentence to “A quorum consists of three (3) voting members.”

6. Meetings for Fall 2009

a. Jean will email everyone about potential meeting dates for fall.

b. Members indicated that possible meeting dates and times are Fridays after 12:30 but before 3:00 or Mondays 3:00 or Thursdays 3:00.

7. Possible Applications for HAP Designation

a. HWST 215 – A new course that is planned to be submitted to CCAAC in the fall.

b. FSHN course – Jamie Boyd

8. Adjournment – The meeting was adjourned at 10:25 am.