WCC HAP Board Meeting  
September 24, 2009  
Minutes

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

Excused: Loke Kenolio

1. Call to Order– The meeting began at 3:15 pm in Hale A’o 101.

2. The minutes for the August 20, 2009 meeting will be considered at the next meeting because it was not circulated.

3. Procedure for Applying for HAP Designation – Draft 4
   a. To be consistent, “Hallmarks” should be all lower case unless it is the first word in a sentence.
   
   b. Item #3 – Change “Brief” to Short and delete the last word “completely.”
   
   c. Item #5 – Change the first sentence to “Instructors should provide a table format to show the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture, including the use of the Native Hawaiian voice and the native voice from the indigenous people of Asia and/or the Pacific Islands.”
   
   d. Item #6 – Change the sentence to “Instructors should point out the crucial topic(s) with a brief explanation as to why it is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or politics, or economics, or technology of these regions.”
   
   e. Item #11 – Delete “course/” in the first sentence. Change the second sentence to “Therefore, it might be wise to plan any changes to a HAP designated course when it is time to submit an application for renewal.”

4. Guidelines for the HAP Board – Draft 4
   a. Item #2e – Revise the second sentence to “If the proposal is incomplete, the chairperson shall either
      (1) return the proposal to the appropriate faculty member and indicate what parts are missing or
      (2) request that the missing parts be submitted.”
   
   b. Item #2e – Revise the third sentence to “After receiving a complete proposal, the chairperson shall distribute copies of the proposal to the HAP Board members for their review.”
   
   c. Item #2f – In the first sentence, replace the word “feels” with “finds.”
d. Item #2f – Revise the second sentence to “The faculty member may revise the proposal and resubmit it."

e. Item #2g – Replace the word “are” to “will be.”

f. Item #2g – Everywhere there is mention of the “Vice Chancellor for Instruction” replace “for” with “of.”

5. Deadline for HAP forms for Fall 2010 designation is Nov. 6, 2009.

6. Short Form for HAP Designation

a. Revise the first sentence to “This form is used to extend the HAP designation for a previously approved HAP course to another instructor.”

b. Revise the second sentence to “Essentially, the course will be taught using the same materials and will focus on the same issues and topics as if it were taught by the original HAP approved instructor.”

c. Add “This extended designation terminates when the original course/instructor’s HAP designation expires.

d. Revised the second sentence in the second paragraph to “Please submit materials via email in Word (.doc) or .pdf format and submit a hard copy of the signature page to the HAP Board Chair’s mailbox.

e. Revise the line indicating the deadline to “Deadline for Fall 2010.”

f. Delete the paragraph after the line indicating the deadline.

g. Include the date of the finalized document (last revised) at the bottom of the page in small print.

7. Clarification on Pacific Islands and Asia

a. Board members inquired if clarification on what constitutes the Pacific Islands and Asia was received.

b. Jean explained that she was waiting for the multi-campus HAP Articulation committee to meet to bring up this question. Meanwhile, she could ask UH Manoa for their perspective first.

c. Board members thought that Pacific Islands might be from Hawaii and Easter Island to the west – i.e. the islands in Micronesia, Polynesia, and Melanesia. Asia might be everything east of the Ural Mountains. However, there is the gray area of “Asia Minor.”
8. **Question About the Hallmarks**

Kalani asked why there is the requirement that at least 2/3 of the class must satisfy the hallmarks, particularly having the native voice. Some cultures have very little written or recorded in the native voice. He asked if there has been a problem meeting that 2/3 requirement.

9. **Adjournment** – The meeting was adjourned at 4:32 pm.