WCC HAP Board Meeting  
April 13, 2010  
Minutes

Present: Kelikokauaikekai (Liko) Hoe, Loke Kenolio, Kalani Meinecke, Emi Troeger, Ingelia White, and Jean Okumura

1. Call to Order– The meeting began at 2:14 pm in Hale A’o 101.

2. The minutes for the Oct. 15, 2009 meeting were accepted as circulated.

3. HAP Short Form
   a. Jean asked for clarification on whether the HAP Board Short Form was intended for courses that would be using a WCC HAP approved instructor’s syllabus/bibliography or if could be used by faculty who have HAP approval from another campus.
   b. Board members seemed to feel that it should be used for courses that would be using a WCC HAP approved instructor’s syllabus/bibliography. So, the HAP Short Form needs to be revised to clearly specify that it is intended for the instructor to be using a WCC HAP approved syllabus/bibliography.
   c. In the short form, the matrix is not needed

4. HAP Designation – Short Form by Krista Steinfeld
   a. Krista Steinfeld’s HWST 107 is HAP approved at UHM. She completed the short form since it was not specified that it was only if a faculty member was using a WCC HAP approved instructor’s syllabus/bibliography. This will be allowed this time because of the lack of clarity on the form.
   b. The HAP Board would like the syllabus using WCC’s template.
   c. No action was taken at this time. Krista will be informed that a WCC syllabus is needed.

5. UHM’s Definition of Pacific Islands and Asia

The Board agrees to UHM’s definition for Pacific Islands and Asia. This information should be posted at the HAP Board web site.
6. UHM’s Survey for HAP classes
   a. Is it helpful for WCC to have the information that the survey would provide if we collected the same type of information?
   b. If HAP becomes part of the mission, we may need to assess. It is unclear whether we need to assess in that way.
   c. It was felt that we should share this survey instrument to the WCC HAP approved instructors and get their feedback on this.

7. HAP Deadlines
   a. Board members felt that it might be helpful to have a fall and a spring deadline instead of only one deadline in early November.
   b. It was moved and seconded that for spring courses (effective as of spring), the deadline should be the last week or end of August and for summer/fall courses (effective as of summer or fall), the deadline should be the last week or end of January. Motion carried unanimously.

8. Adjournment – The meeting was adjourned at 3:31 pm.