

Focus Designation Proposal Form

Fall 2012

for individual instructors who want a Focus designation for their Fall 2012 course section(s)¹

Instructions. Submit this form along with the requested information (see pp. 2-8) to the General Education Office (fax 956-9170). A Faculty Board will review the materials and contact you if needed.

Deadline. FRIDAY, FEBRUARY 2, 2012²

<input type="checkbox"/> Check here if this is an Outreach/Extension course.
<input type="checkbox"/> Check here if this is an online course.

Fall 2012 CRN(s): ³	Subject:	Course #:	Section #(s): ³
_____	_____	_____	_____
Cross-listed CRN(s):	Cross-listed subject:	Cross-listed course #:	Cross-listed section #(s):
_____	_____	_____	_____
Course Title:			# of credits:
_____			_____

FOCUS AREA(S) REQUESTED ⁴	NEW	RENEWAL	NOTE: Requests for multiple designations must include 1. an integrated syllabus that shows how all requested Focus areas will be addressed; and 2. information (see pp. 2-8) for <u>all</u> requested Focus areas, <i>even if some approvals are still active.</i> ⁵
Contemporary Ethical Issues (p. 2-3)	<input type="checkbox"/>	<input type="checkbox"/>	
Hawaiian, Asian, & Pacific Issues (p. 4)	<input type="checkbox"/>	<input type="checkbox"/>	
Oral Communication (p. 5-6)	<input type="checkbox"/>	<input type="checkbox"/>	
Writing Intensive (pp. 7-8)	<input type="checkbox"/>	<input type="checkbox"/>	

Instructor's printed name:	Signature:	Date:	Instructor's UH #:
_____	_____	_____	_____
Instructor's email address:	Campus address:	Phone #:	
_____	_____	_____	
Department Chair's printed name:	Signature:	Date:	Dept. Phone #:
_____	_____	_____	_____

FAX this first page and the requested Focus information (see following pages) **to 956-9170.**
 Please fax only those pages that apply to the Focus designation(s) you are requesting, and keep the original copy for your records.

Important Points to Note:

- Instructors with Focus approval for a course that is active through Fall 2012 or later (check www.hawaii.edu/gened) will have that designation placed on their Fall 2012 sections by the General Education Office *provided that they are listed as the instructor of record before students begin registering for classes.* Requests to remove a designation must be received by the General Education Office by Friday, March 16, 2012.
- Courses that fulfill a Foundations requirement are not eligible for a Focus designation.
- New Focus requests are given a 3-year approval. Renewal requests receive a 5-year extension upon approval. Exception: Directed reading/research/study courses (e.g., 499) and "staff" proposals receive approval for one semester only.
- This form should not be used for an unstaffed section. Department Chairs should submit the "STAFF Focus Designation Proposal Form" to request a Focus designation for a section that does not have an assigned instructor.

Footnotes

¹ Complete this form if you will be teaching in Fall 2012 and a) you do not have active Focus approval for your Fall 2012 course(s) or b) you want an additional Focus designation for one of your already-approved Fall 2012 Focus courses. (Check active approvals at www.hawaii.edu/gened.)
² The Faculty Boards will accept late proposals through Monday, March 19, 2012. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval.
³ If the CRN or section number is not yet available, leave blank.
⁴ Check the correct box to identify the requested Focus designation(s). Indicate whether the request is "new" (you are applying for the first time) or a "renewal" (you previously applied as the instructor and received approval).
⁵ The addition of another Focus area presumes a shift in how the course is taught. Therefore, submission of Focus information for all requested areas is required.

CONTEMPORARY ETHICAL ISSUES (E OR ETH)

www.hawaii.edu/gened/cei/cei.htm

Hallmarks

- E1. Contemporary ethical issues will be presented and studied in a manner that is fully integrated into the main course content.
- E2. The disciplinary approach(es) used in the class will give students tools for the development of responsible deliberation and ethical judgment.
- E3. Students will achieve basic competency in analyzing and deliberating upon contemporary ethical issues to help them make ethically determined judgments.
- E4. The equivalent of one semester credit-hour or 30% of a three-credit course will be devoted to contemporary ethical issues.
- E5. A minimum of 8 hours of class time will be spent in discussing contemporary ethical issues.
- E6. The class will be numbered at the 300- or 400-level.

Explanatory Notes

- *The goal of E courses, at least in part, must be to equip students with some degree of proficiency in ethical deliberation. These courses should not be purely descriptive, merely characterizing, for example, the moral beliefs of person or peoples. Nor is it intended that the pedagogy be value-free, using approaches that maintain an “arms-length” relationship with current ethical issues.*
- *Course materials must be pertinent to the ethical issues under review. While well-selected philosophical and literary texts would serve, so would case studies, judicial opinions, statutes, codes of ethics (and commentaries), film, works of art, performances, as well as a broad range of other readings.*
- *Different academic approaches and methodologies can be used to give students tools for the development of responsible ethical judgments. Approaches might include small group discussions, formal debate, round-table discussions, Socratic questioning, etc.*
- *E course may be associated with particular disciplines, professions, and larger enterprises: the ethics of human and animal research, medical ethics, bioethics, biotechnology, business ethics, engineering ethics, ethics in government, and journalistic ethics, for example. Still others might look at ethical issues that emerge at cultural interfaces, such as war, evangelism, colonialism and multi-cultural societies, etc. Contemporary ethical issues must be fully integrated into the main course content and must be tied to activities that develop students’ proficiency in forming sound ethical judgments.*

To Request or Renew an E Designation:

Please provide ALL of the information requested below. The information will allow the E Focus Board to determine whether your class meets the E Focus Hallmarks (see above). The Board will contact you for clarification if necessary.

1. Attach a course syllabus (required of renewals) or detailed course description and outline. The E-Focus Hallmarks must be clearly represented. For example: “This course has a Contemporary Ethical Issues (E) Focus designation. Contemporary ethical issues are fully integrated into the main course material and will constitute at least 30% of the content. At least 8 hours of class time will be spent discussing ethical issues. Through the use of lectures, discussions and assignments, students will develop basic competency in recognizing and analyzing ethical issues; responsibly deliberating on ethical issues; and making ethically determined judgments.”
2. Please provide a list of the specific ethical issues that will be studied. For each one, describe the ethical choices therein and indicate which readings relate directly to that ethical issue.

3a. Please describe the methods or approaches that students will learn in order to analyze and deliberate upon contemporary ethical issues (e.g. an ethical decision making framework; see for example the website of the Markkula Center for Applied Ethics: www.scu.edu/ethics/practicing/decision).

3b. Please list and describe the assignments and discussions in which students will learn and practice methods to identify, analyze and deliberate on ethical issues.

4. **FOR RENEWALS ONLY:** Please describe which teaching strategies were most effective in the past, how you assessed students' competence in ethical analysis and deliberation, and any planned improvements in strategy or assessment.

HAWAIIAN, ASIAN, AND PACIFIC ISSUES (H OR HAP)

www.hawaii.edu/gened/hap/hap.htm

Hallmarks

To fulfill the Hawaiian, Asian, and Pacific Issues Focus requirement, at least two-thirds of a class must satisfy the following Hallmarks:

- H1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
- H2. A course can use any disciplinary or multi-disciplinary approach provided that a component of the course uses assignments or practica that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
- H3. A course should include at least one topic that is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or the societal, or political, or economic, or technological processes of these regions; for example, the relationships of societal structures to the natural environment.
- H4. A course should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

To Request or Renew an HAP ISSUES (H) Designation:

The concept of intersection of Native Hawaiian culture with either or both of the other two regions is key to a HAP designation. A course exclusively about Hawai'i, the Pacific Islands, or Asia is not eligible for an H designation. A course that does not include a significant number of contributions by indigenous voices is not eligible for an H designation.

For an H Focus designation (both new and renewal) you must **submit an annotated course syllabus and bibliography that includes the information requested below**. In particular, the syllabus and annotated bibliography should show the occurrence of "native voice" and "intersection." The information will allow the H Focus Board to determine whether your class meets the H Focus Hallmarks (above).

1. Include a short statement in the syllabus describing briefly for students how the course intends to fulfill the Hallmarks of the HAP designation.
2. Include in the annotated syllabus a weekly schedule highlighting where and how each of the HAP Hallmarks occurs. There are no prescribed percentages for each Hallmark, but two thirds of the course must address the Hallmarks, and each Hallmark must be addressed. The weekly schedule must highlight or identify readings, assignments, and other activities that are either "native voice" and/or "intersection" Hallmarks. In other words, identify/highlight in the syllabus where exposure to or engagement with the native voices representing the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, and the area of your intersection (the Pacific, and/or Asia), respectively, is provided.
3. Provide a complete course bibliography. Include all readings, videos, or other sources of information. Be sure to identify/annotate those in which native Hawaiian voice and the native voice from the indigenous people of your area of intersection occur.
4. Provide a way to contact you should the Board have questions about your syllabus. The Board will contact you if clarification is needed.

Before you submit your HAP proposal, make sure the following are included:

- Page 1 of this proposal form
- Signatures of the instructor and Department Chair
- Annotated syllabus
- Course bibliography

ORAL COMMUNICATION (O OR OC)

www.hawaii.edu/gened/oc/oc.htm

Hallmarks

- O1. Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course (60% for a 2-credit course; 100% for a 1-credit course) will be a function of the student's oral communication activities. For courses with 4 or more credits, a minimum of 30% of the final grade must be a function of the student's oral communication activities.
- O2. Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.
- O3. Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.
- O4. If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20. If instructor feedback primarily involves groups of students, enrollment will be limited to 30.
- O5. The class will be numbered at the 300- or 400-level.

To Request a New O Designation:

To request a **new** O Focus designation (i.e., you have never submitted a proposal and received approval to teach the class with a O Focus), please

1. complete the chart on the following page and
2. submit a draft syllabus if you have one.

To Request to Renew an O Designation:

To **renew** your expired or expiring O Focus designation (i.e., you previously submitted a proposal and received O Focus approval), please

1. complete the chart on the following page,
2. submit a syllabus, clearly marking the sections that show how the class accommodates all the O Hallmarks, and
3. answer the following questions.

a. Describe specific oral communication learning outcomes that your course emphasized.

b. Explain how the oral communication assignments addressed the learning outcomes.

c. Please explain any changes you plan to make in the O aspects of your class.

d. Submit assessment tools, such as evaluation forms and rubrics, used with the oral communication assignments. Examples of assessment tools can be found using the URL link at the top of the previous page.

Instructor Name:	Subject & Course:
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ORAL COMMUNICATION: Request for an O Focus Designation

Also online at www.hawaii.edu/gened/focus/w.htm

To request an O Focus designation, please complete the chart below. The information will allow the O Focus Board to determine whether your class meets the O Focus Hallmarks. You will be contacted if clarification is needed.

Hallmark #1a: Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, List each oral communication assignment or activity during class that involves the O Focus (e.g., presentation, discussion, oral critique of other's performance).	Hallmark #1b: At least 40% of the final grade for a 3-credit course (60% for a 2-credit course; 100% for a 1-credit course; 30% for a 4-credit or more course*) will be a function of the student's oral communication activities. Indicate what percentage of the student's grade will be a factor of the assignment/activity.	Hallmark #2: Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity. Explain what you will do PRIOR to having your students engage in the oral communication assignments/activities (e.g., lecturing on effective public speaking skills, showing a videotape to instruct students).	Hallmark #3: Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor. Indicate how students will receive feedback regarding their performance on each oral communication assignment.	Hallmark #4: Will you provide feedback primarily to individual students or to groups? **	(For Renewal Proposal Only) Indicate on which page(s) of syllabus the assignment information can be found.
1.					
2.					
3.					
4.					
		TOTAL:			

Hallmark #5: The class will be numbered at the 300- or 400-level.

* Courses worth 4 or more credits must have a minimum of 30%, along with the following declaration: "Students must adequately complete all oral communication assignments to pass the course with a D grade or better. Students who do not complete all oral communication assignments will not earn O Focus credit."

** If individuals receive feedback, enrollment will be limited to 20 students; if groups receive feedback, enrollment will be limited to 30 students.

WRITING INTENSIVE: Request for a W Focus Designation

Also online at www.hawaii.edu/gened/focus/w.htm

To request a W Focus designation, please complete the chart below. The information will allow the W Focus Board to determine whether your class meets the W Focus Hallmarks. You will be contacted if clarification is needed.

<p><u>Hallmark #1:</u> The class uses writing to promote the learning of course materials.</p> <p>List each writing assignment or type of assignment that involves the W Focus (e.g., learning log, research paper, critical analysis).</p>	<p><u>Hallmark #2:</u> The class provides interaction between the instructor and students [e.g., conferences, written feedback] while students do assigned writing.</p> <p>Explain how you will work with the students to help them successfully complete the assignment (e.g., give written/oral feedback, do in-class writing workshops, provide the opportunity to revise).</p>	<p><u>Hallmark #3:</u> Written assignments contribute significantly to each student's course grade.</p> <p>Indicate what percentage of the student's grade will be a factor of the assignment.*</p>	<p><u>Hallmark #4:</u> The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.</p> <p>Indicate the number of pages required of <u>each</u> student for the assignment.</p> <p><i>NOTE: Do not include in-class exams or count multiple drafts more than once.</i></p>	<p>Indicate on which page(s) of syllabus the assignment information can be found.</p>
1.				
2.				
3.				
4.				
5.				
		TOTAL:	TOTAL:	

Hallmark #5: To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.

W classes can have no more than 20 students or a 20:1 student-to-teacher ratio.

* If written work does not make up at least 40% of a student's course grade, your syllabus must include the following statement: "Students must adequately complete all writing assignments to pass the course with a D grade or better. Students who do not complete all writing assignments will get a D- or an F and will not earn W Focus credit."