

# COURSE-Based Focus Designation Proposal Form

*for departments with a course that inherently meets the Focus Hallmarks<sup>1</sup>*

Spring 2010

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

**Deadline. FRIDAY, SEPTEMBER 11, 2009<sup>2</sup>**

Subject:	Course #:	Section #(s):
_____	_____	_____
Cross-listed subject:	Cross-listed course #:	Cross-listed section #(s):
_____	_____	_____
Course Title:	# of credits:	Mode(s) of instruction:
_____	_____	_____

**FOCUS AREA(S) REQUESTED**

- |                                       |                          |                                    |                          |
|---------------------------------------|--------------------------|------------------------------------|--------------------------|
| Contemporary Ethical Issues (E)       | <input type="checkbox"/> | Oral Communication (O)             | <input type="checkbox"/> |
| Hawaiian, Asian, & Pacific Issues (H) | <input type="checkbox"/> | Writing Intensive (W) <sup>3</sup> | <input type="checkbox"/> |

As Course Coordinator and Department Chair, we understand that we are responsible for

- ensuring that all course instructors are aware of the course's Focus designation,
- providing the General Education Office (GEO) with a complete list of the course's instructors and section numbers each semester, and
- collecting and reviewing all course syllabi to make sure that all sections are taught in accordance with the Focus Hallmarks each semester.

Department Chair's printed name:	Signature:	Date:
_____	_____	_____
Course Coordinator's printed name:	Signature:	Date:
_____	_____	_____
Email:	Campus address:	Phone #/Fax #:
_____	_____	_____

**FAX this completed form and the requested information (see p. 2) to 956-9170. Please keep the original form for your records.**

**Important Points to Note:**

- The course must *inherently* meet the Hallmarks of the Focus designation requested, and the Focus area must be integral to the course (i.e., the course cannot be taught without meeting the Focus Hallmarks).
- The course must have been offered with the requested Focus designation by two or more instructors.
- The course must have a department-designated coordinator who will ensure that all course instructors are aware of the course's Focus designation and teach the course in accordance with the Focus Hallmarks.

**Footnotes**

<sup>1</sup> This form should be completed by the Department Chair or the Focus Coordinator to request a Focus designation for all sections of a course. Individual instructors who want to request a Focus designation for their section(s) should use the "Focus Designation Proposal Form" (found at [www.hawaii.edu/gened](http://www.hawaii.edu/gened)).

<sup>2</sup> The Faculty Boards will accept late proposals through Friday, November 6, 2009. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval. Late proposals that are approved will have their Focus appear online only. The Focus designation will not appear in the printed Schedule of Classes, which may affect course enrollment.

<sup>3</sup> Topics courses (e.g., PSY 429 Experimental Psych: Advanced Topics) are not eligible for a course-based W Focus.

### Course-Based Focus Designation Criteria

Requests for course-based Focus designations must show how the course meets the Focus Hallmarks and the following three criteria:

1. FOCUS HISTORY. The course has been offered with the requested Focus designation by two or more instructors.
2. INHERENCY OF FOCUS. The course *inherently* meets the Hallmarks of the Focus designation requested, and the Focus area is integral to the course (i.e., the course cannot be taught without meeting the Focus Hallmarks).
3. FOCUS COURSE COORDINATOR. The course has a department-designated coordinator who will ensure that all course instructors are aware of the course's Focus designation and teach the course in accordance with the Focus Hallmarks.

**1. List the names of at least two instructors who have taught the course with the requested Focus.**

**2a. Explain how the course inherently<sup>1</sup> meets each Hallmark of the [E](#), [H](#), [O](#), or [W](#) Focus designation you are requesting.** (Click on the Focus area to view the Hallmarks or go to [www.hawaii.edu/gened/focus.htm](http://www.hawaii.edu/gened/focus.htm).)

**2b. Include the course's catalog description here.** The description must reflect the Focus area. ([Click here](#) to see examples of approved course descriptions or go to [www.hawaii.edu/gened/coursedescriptions.htm](http://www.hawaii.edu/gened/coursedescriptions.htm).) If the department will modify an existing course so that it will inherently meet the Focus Hallmarks, include a draft of the proposed course description.<sup>2</sup>

**2c. Attach at least two sample syllabi. Mark the sections of the syllabi to show how each Focus Hallmark is being met** (e.g., "E1" for Contemporary Ethical Issues Hallmark #1).

#### Footnotes

<sup>1</sup> Notes on the "Inherency of Focus" criterion

- a. The course may meet the Hallmarks either because a) course content dictates it or b) department policy dictates it.
- b. Courses that involve content relating to a Focus area but can be taught without meeting all of the Focus Hallmarks do not meet the inherency criterion. For example, a course may involve writing but provide little guided writing instruction. That course is not inherently W.
- c. Courses for which one instructor has developed a syllabus that meets the Focus Hallmarks, but which other instructors can teach without meeting all of the Focus Hallmarks, do not meet the inherency criterion.

<sup>2</sup> A UHM-2 form is required to change the official course description. If the Focus designation is approved and the course description needs modification, the General Education Office will send the department a UHM-2 form for the chairperson's signature and processing.