



AUG 17 2004

UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE CHANCELLOR

August 16, 2004

MEMORANDUM

TO: Sharon Ota, Honolulu Community College
Leon Richards, Kapi'olani Community College

FROM: Neal Smatresk
Vice Chancellor
for Academic Affairs

SUBJECT: Procedures for Proposing a UH Common Foundations Program

In preparation for our first meeting of the Multi-campus Foundations Committee on Friday, September 17, 2004, 2:30 p.m., in Hawai'i Hall 209, I am sending at your request an abbreviated list of instructions for satisfying the agreed upon approval criteria. Please bring as much of your campus portfolio as you have completed to the meeting. This will give our discussion a starting point and allow us to expeditiously move forward. We look forward to our first meeting and establishing a strong multi-campus foundations process.

Procedure

In order to demonstrate that the criteria specified in Chancellor Peter Englert's May 20, 2004 memorandum on Foundations requirements have been met, a proposing campus will submit, through this office, a Foundations Portfolio that includes the items below relating to the establishment of a UH Common Foundations Program. Your campus's initial Foundations Portfolio should contain no more than ten (10) pages of text. (Note: item numbers below relate to the criteria specified in the May 20 memorandum; the relevant criterion as described in the memorandum is listed in italics below the item number.)

- 1.a. Campus catalog copy, or the text of an approved campus Faculty Senate resolution, that demonstrates the establishment of the Common Foundations Program requirements for the A.A., B.A., B.S., or similarly appropriate degree.

Meets part of Criterion 1, "establishment of common foundations requirements for an Associate of Arts or Bachelor's degree."

- 1.b. A Faculty Senate resolution or governance document that establishes UH Mānoa's Foundations Hallmarks as the basis for determining which courses meet the Foundations requirements.

Meets part of Criterion 1, "acceptance of the UHM foundations hallmarks and UHM's interpretation of those hallmarks for purposes of course designation."

2. Documentation of UH Presidential or BOR approval of the Foundations requirements for the campus degree(s).

Meets Criterion 2, "appropriate University approval of the foundations requirements for an Association of Arts or Bachelor's degree."

3. Copy of the campus's "Foundations Program Business Plan" or a statement from the appropriate campus officer on the adequacy of campus resources for the Foundations Program.

Meets Criterion 3, "appropriate campus foundations-requirement support, including adequate numbers of faculty and support personnel, attention to student needs, and budget."

4. Documentation of intended Foundations course designation procedures; or copies of the campus's actual proposal and proposal evaluation forms used in conjunction with Foundations designations.

Meets Criterion 4, "appropriate course designation and evaluation procedures."

5. A brief statement of the campus's Foundations assessment plan.

Meets Criterion 5, "appropriate assessment of student learning outcomes and the use of assessment to improve educational effectiveness (which is required by WASC)." (Note: We realize that at the beginning stages of Foundations Program development, the "assessment plan" will be primarily one of intentions. Full satisfaction of Criterion 5 will be accomplished over time.)

6. A brief statement from the appropriate campus officer describing the types of training that will be available to faculty members who must change existing courses or develop new courses that will satisfy the various Foundations hallmarks.

Meets Criterion 6, "appropriate faculty training."

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Finally, we expect that each campus's Foundations portfolio will grow in time, as campus courses are added or deleted and as the local campus and the UH Multi-campus Foundations Committee conduct their annual reviews of approved campus Foundations Programs.

The UH Mānoa faculty and administration hope that this initiative will result in a smoother transfer process for all students who study and seek degrees at participating UH campuses.

We look forward to working with you on this multi-campus endeavor. If you have further questions about this procedure, please contact Dr. Helene Sokugawa at 956-9396 or helene@hawaii.edu.

c: Vice President David McClain
Chancellor Peter Englert
Chancellor John Morton
Chancellor Ramsey Pedersen
✓ Director Thomas Hilgers
Dr. David Ross
Dr. Michael Graves
Dr. Sherwood Maynard
Dr. Helene Sokugawa