

Kapi‘olani Community College
Hawaiian, Asian and Pacific (HAP) Focus Board
Implementation Plan

KCC wishes to be a party to the Multicampus HAP Articulation Agreement

- This is based on the Principles and Practices in the Multicampus Foundations Articulation Agreement signed by Honolulu CC, Kapi‘olani CC, and UHM Faculty Senate and Administrative Representatives on June 9, 2004.
- We seek to enter this agreement so that we will have the authority to review our own courses for transferable HAP designation.
- We submit this implementation plan, which demonstrates how our campus meets the eight requirements to enter into such an agreement.

1. Official establishment of a HAP requirement for an Associate degree, including acceptance of the UHM HAP Hallmarks and their official “explanatory notes.”

KCC revised its Associate in Arts (Liberal Arts) degree effective Fall 2004 to include a requirement of one Hawaiian, Asian and Pacific Issues (H) course. See the bottom of page 352 of the 2006-2007 KCC catalog (attached as Appendix A).

Since Fall 2002, BOT 105 and HWST 107 have been accepted by UHM as fulfilling UHM’s HAP graduation requirement. Since Fall 2003, ENG 206, ENG 257B, ENG 257M, HIST 284, and HIST 288 have been accepted by UHM as fulfilling the HAP graduation requirement. See the OVCAA articulation web site at <http://www.manoa.hawaii.edu/ovcaa/academics/articulation/courses/kapiolani-cc.htm>

In Fall 2005, all the above named classes underwent a review process by UHM’s HAP board with individual instructors applying for their sections. All classes, after some discussion and revision between the instructors and the UHM HAP board, were approved for renewal. In the initial applications for HAP designation, and in the renewal process, each instructor demonstrated that his/her course fulfilled the UHM HAP Hallmarks and accepted the official “explanatory notes.”

In Fall 2006, 18 classes were designated as HAP (14 of which were HWST 107). In Spring 2007, 23 classes were designated as HAP (17 of which were HWST 107). There are currently 11 instructors at KCC who are teaching HAP-designated courses.

2. Official establishment of a campus HAP Focus Board to approve HAP designations.

KCC established a HAP Focus Board in Fall 2005 as an ad hoc committee of our Faculty Senate. The board consists of five people: (1) the Asian Studies Pre-Transfer Advisor, (2) the Pacific Islands Studies Pre-Transfer Advisor, (3) the Malama Hawai‘i Coordinator, (4) an Arts and Sciences Counselor, and (5) a faculty member from an Arts & Sciences Department not already represented on the Committee.

The Chair of the Committee is chosen by the members of the Committee from within the Committee and will be known as the “HAP Coordinator” for the campus. Please refer to the minutes from the Faculty Senate meeting on 10/3/05 (attached as Appendix B).

3. Campus participation in semi-annual multicampus HAP committee meetings.

KCC is committed to attending all multicampus HAP committee meetings. We sent the Acting Vice Chancellor for Academic Affairs and one of the co-chairs of our HAP Focus Board to the first multicampus HAP meeting held at UHM on 1/25/07. We will continue to send at least one KCC HAP Focus Board member to these committee meetings.

4. Appropriate HAP section designation in Banner.

Once a KCC faculty member’s course has received HAP designation (currently this is done by UHM’s HAP Board) then that faculty member alerts his/her department chair and the departmental secretaries have the capabilities to input the HAP designation in Banner. See Banner generated report for 2006-2007 (attached as Appendix C).

5. Timely multicampus sharing of information on currently approved HAP designations.

When a KCC course receives designation as a HAP course by the UHM HAP Board, they send notification to both the instructor and KCC’s Acting Vice Chancellor for Academic Affairs. Shortly after approval, it is usually reflected on UHM’s OVCAA web site. Instructors are encouraged to check the site before registration begins to ensure that any recently approved HAP course has been added. If not, KCC’s Acting Vice Chancellor for Academic Affairs contacts the UHM’s OVCAA to request an update of their web site.

As of Spring 2007, all information about KCC’s HAP designated courses is correct. See current OVCAA articulation web site at

<http://www.manoa.hawaii.edu/ovcaa/academics/articulation/courses/kapiolani-cc.htm>

6. Timely and accurate student advising on HAP requirements and transfer of credits.

KCC’s Liberal Arts students receive timely and accurate advising on our HAP requirement and the transferability of credits when they meet with a KCC Liberal Arts counselor or faculty advisor for academic advising. Students receive an AA degree worksheet, which clearly indicates that a Hawaiian, Asian and Pacific Issues (H) course is required to earn an AA degree. It also provides students with the OVCAA articulation web site address and instructs them to go there for the “most current listing” of HAP approved courses (see attached Appendix D).

For those students who do not meet with a Liberal Arts counselor to obtain the AA worksheet, they may download the Liberal Arts Curriculum from the KCC catalog as a pdf file directly from the Liberal Arts web site.

http://www.kcc.hawaii.edu/object/io_1162068845148.html

7. Appropriate assessment of student learning outcomes and the use of the assessment to improve educational effectiveness.

In Fall 2006, KCC adopted UH Mānoa's Questionnaire for Students in Hawaiian, Asian, and Pacific Issues (H) Focus Classes, except we utilized an online version. There were 123 student responses from three courses: Botany 105, Hawaiian Studies 107, and History 288. The responses came from students enrolled in courses taught by six different teachers, four of whom were Hawaiian Studies instructors. Students enrolled in Hawaiian Studies 107 represented 84% of the survey responses. See Questionnaire report (attached as Appendix E). You may also view a screen shot of the online survey at <http://iro2.kcc.hawaii.edu/hap.html>

Currently, KCC's Malama Hawai'i program utilizes a Na Wa'a e-portfolio assessment tool. The KCC HAP board will look into the possibility of expanding this tool to other HAP designated courses to assess the four hallmarks.

In addition, we will meet with all current HAP instructors to discuss the four HAP hallmarks and share assessment strategies.

8. Appropriate faculty training in the teaching of HAP courses.

Currently, KCC does not have faculty training for those designated to teach HAP courses. Each instructor has already received approval from UH Mānoa's HAP board for his/her course.

With the help of KCC's Center for Excellence in Teaching and Technology (CELTT) we will develop appropriate training for teachers before they apply for HAP designation, as well as training in the areas of developing and assessing student learning outcomes based on the four HAP hallmarks.