

Portfolio
Honolulu Community College
Hawaiian, Asian and Pacific (HAP)
Multi-campus Articulation Agreement

Support

I. *Statements from the Chief Academic Officer and Faculty Senate President on the adequacy of campus support for the HAP program:*

- A. From the CAO, Attachment 02_HON-VCAA_Memo.doc
- B. From the H-Focus Board, Attachment 03_H-Focus Minutes101807.doc
- C. From the Faculty Senate, Attachment 04_KCC FSEC110207.pdf

II. *Documentation of the official establishment of a campus HAP Faculty Board that will approve HAP designations:*

- A. From the HCC H-Focus Board Charter, Attachment 05_HCCHfocuscharter.pdf

The H-Focus board is authorized by the Honolulu Community College Faculty Senate Executive Committee, in its decision at the Sept. 2004 meeting in which the General Education board and its related structure were authorized.

III. *Brief description of:*

- A. *the extent to which faculty show a willingness to serve on a HAP Faculty Board and to teach HAP classes:*

The three role-designated positions on the HAP Board are filled by faculty who have a vested interest in and are committed to the promotion of courses teaching students about Hawaiian, Asian, and Pacific Islands content. The other two positions are filled by faculty who are committed to broadening the perspectives of their students.

There are currently 3 instructors at Honolulu CC who are teaching HAP-designated courses approved by UH-Manoa. In addition, Honolulu CC currently has 5 instructors who are teaching HCC-H-designated courses approved as fulfilling the H-Focus graduation requirement for the Associate of Arts degree at Honolulu CC, but not applicable for transfer as fulfilling the a(H) requirement at UH-Manoa.

The HCC-H designation is approved for deletion after the approval for Honolulu CC to join the HAP multi-campus agreement (see Attachment 03_H-Focus Minutes101807.doc).

B. *the campus' ability to meet student demand for HAP classes, and:*

Honolulu CC is committed to offering as many sections of HAP courses as is needed to meet the demands of students requiring a HAP course to fulfill the H-focus graduation requirement for the Associate of Arts degree at HCC and those students who plan to transfer to colleges in the UH System that have a HAP course as a focus requirement for graduation. In Spring 2008, 2 classes were designated as HAP (both HWST 107), and 10 classes were designated as HCC-H classes. If Honolulu CC is approved to join the HAP multi-campus agreement, the number of HAP sections will be maintained at the level of current HAP and HCC-H classes combined.

C. *the staff who will record HAP classes correctly in the student registration system (Banner):*

Once an HCC faculty member's course has received HAP designation (currently this is done by UHM's HAP Board), then approved application is filed with the General Education Board at the college, and the division secretaries have the capabilities to input the HAP designation in Banner. Once in Banner, the HAP code is displayed on the "Check Class Availability" website for students to see.

Course Designation and Approval

I. *Description of the HAP course proposal review and designation procedures:*

Each semester the H-Focus Chair posts an announcement on the HCC online campus bulletin stating that HAP proposals are being accepted for the upcoming semester. The proposals are submitted in hard copy to the HAP Coordinator, who disseminates them to the whole H-Focus Board. The Committee meets to discuss the proposals. If an instructor's proposal falls short of the Hallmarks or does not include the necessary elements (e.g., annotated syllabus), a Board member contacts the instructor. Negotiations with the instructor result in a revised proposal or a withdrawal from consideration. If the revised proposal does not meet the Hallmarks, the Board denies the instructor's request for HAP designation.

II. *Draft copy of the campus' proposed HAP proposal form used to designate courses (or a draft of an HAP proposal form):* Attachment 06_HON_HAP_proposal_form.doc

III. *Statements regarding:*

A. *what the HAP designation will be attached to (i.e. section, course, instructor, or some combination thereof):* The HAP designation will continue to be attached to a course + instructor combination. Each instructor completes and submits the proposal form for his/her section(s). No blanket designations to all sections of a course are given.

B. *the duration of the HAP designation:* The initial approval will be for three years. Subsequent renewals of approval will be for five years.

C. *number of members on the campus' H-Focus Board, length of their service, and board composition:*

The committee membership will be chosen by the outgoing FSEC chair each spring, subject to the requirement that all terms are two years in length and staggered in order to maintain continuity. The committee membership can include any member of the Honolulu Community College faculty, though an effort should be made to have at least one faculty member with expertise and/or involvement related to each of the disciplines of Hawaiian, Pacific, or Asian studies. The committee shall consist of 5 members in total.

D. *the voting process to grant HAP approval (i.e. majority rule, consensus):* Decision-making will be via majority rule.

Assessment

I. *Statement that the campus will agree to accept the HAP system-wide committee's set of HAP student learning outcomes and participate in any revisions:*

Honolulu Community College is committed to participating in the collaborative development of HAP student learning outcomes.

II. *Campuses whose WASC [ACCJC] guidelines mandate that they assess the HAP requirement should include a statement of intent to create an assessment plan:*

Honolulu CC remains committed to the development and implementation of HAP assessment activities on campus and at system level. Honolulu CC currently conducts a questionnaire for students in Hawaiian, Asian, and Pacific Issues (H) Focus classes. The online tool is administered to all sections of H-focus courses and assesses the student achievement of the hallmarks of the H-focus requirement. Analyses of results and recommendations for the improvement of the questionnaire itself are ongoing.

University of Hawai'i

Honolulu Community College

April 17, 2008

To the HAP Multi-Campus Group:

Honolulu Community fully supports a HAP multi-campus agreement and has ensured the adequacy of campus support for Honolulu Community College's HAP Board.

The H-Focus board is authorized by the Honolulu Community College Faculty Senate Executive Committee, in its decision at the Sept. 2004 meeting in which the General Education board and its related structure were authorized. The College has taken the steps on campus to approve the transition of its HAP Board to align with the guidelines of the current HAP multi-campus agreement. The minutes of the H-Focus Board and the FSEC are included as attachments to this application.

Furthermore, Honolulu CC is committed to offering as many sections of HAP courses as is needed to meet the demands of students requiring a HAP course to fulfill the H-focus graduation requirement for the Associate of Arts degree at HCC and those students who plan to transfer to colleges in the UH System that have a HAP course as a focus requirement for graduation.

All procedures pertaining to the HCC H-Focus Board, including documents and minutes, are posted at the Honolulu Community College Intranet web site, under Committee Information, subsection General Education Board, and subsection H-Focus Board.

The information is updated as needed.

Sincerely,

Erika Lacro
Vice Chancellor of Academic Affairs

An Equal Opportunity/Affirmative Action Institution

H-Focus Meeting

Thursday, October 18, 2007

1:00 – 2:00 PM

Building 7 Room

Present: Keala Chock, Rob Edmondson, Leon Florendo, Jan Petersen (Chair), David Wong

Guests: Ralph Kam (UC Dean), Kimo Keaulana, Mark Alapaki Luke, Patrick Patterson

The committee met to review and discuss the proposal to adopt the HAP multi-campus agreement. Ralph Kam and Patrick Patterson gave some background about articulation and the Gen Ed Board at Honolulu Community College. Jan summarized the Spring 2007 meetings (2) of the HAP multi-campus group.

The committee then discussed the following advantages of the new HAP agreement:

- 1) Students would not be so confused about the HCC-H designation and the HAP designation for classes
- 2) Like the WI focus requirement, approval of the new HAP designation can occur at the campus level, with an annual system meeting of the HAP multi-campus group.
- 3) The new agreement finishes the articulation process with UH-Manoa, which established the Foundations and Diversification Boards and set new guidelines for the O and E focus requirements.

The committee discussed the following disadvantages of the new HAP agreement:

- 1) The new HAP agreement excludes HAW and ASAN classes.
- 2) The HCC-H will be discontinued after the HAP multi-campus agreement is finalized.

The committee voted unanimously to adopt the new HAP multi-campus agreement.

Jan will pursue the inclusion of the HAW classes with the HAP multi-campus group. For other potential HAP classes, Jan and the HAW and ASAN instructors will pursue meeting with instructors of similar HAP approved courses on other UH campuses.

Mark Alapaki Luke will submit his GEOG 122 class for HAP approval once the agreement is finalized. During Spring 2008, the H-focus committee will work on revising the H-focus forms and web pages.

Recorder: Janice Petersen

FSEC Meeting Minutes (DRAFT)
November 2, 2007

Members Present: Jim Poole, Tech II (Chair); Rob Edmondson, UC; Dave Panisnick, UC; Jerry Saviano, UC; Loreina Gandeza for Jeannie Shaw, Tech I; Femar Lee, Academic Support; Kaiulani Akamine, Student Services; Ramsey Pedersen, Chancellor; Jan Lubin (recorder) SSEC Rep; Mike Castell, Tech II; Judy Sokei, Lecturer Representative

Excused: Noelani Agunoy, Student Representative

The meeting was called to order by Jim Poole at 11:07 a.m.

Approval of Minutes:

The minutes from the October 4, 2007, FSEC Meeting was distributed at the meeting via hard copy for the last time. Jim will distribute the Minutes electronically soliciting revisions, and then after corrections are made will ask Todd to post. The October 4, 2007, minutes were unanimously approved.

Announcements:

Kaiulani asked if Neolani is supposed to be attending the meetings. Jim said, yes, and Kaiulani will check with Noelani to make sure that she knows that she is supposed to come. This will be important for student issues that come up in the FSEC.

Jim introduced Judy Sokei who will be the Lecturer Representative and Lorreina Gandeza who was sitting in for Jeannie Shaw.

Faculty Classification Plan:

Jim sent out the Faculty Classification Plan electronically to all FSEC members for comment. He explained that Vice President for Community Colleges, John Morton, requested that the old Faculty Classification Plan be redone to dovetail with accreditation. JM Musto looked at the new Classification Plan and said that it needed to be rewritten because SLOs should not be tied to faculty evaluation because more goes into SLOs than just teaching. Marcia Roberts-Deutsch was the HCC representative on the Committee.

Jim asked the entire campus for input and received feedback from two people who suggested minor changes. Nobody responded that we should not adopt the new Plan. Rob asked if the new Faculty Classification Plan had been discussed at the All Campus Council. Jim said that Harry Davis, the Faculty Senate Chair of KCC and Chair of the CCCFSC who was a member of the task force that rewrote the Plan assured us that instructor performance, such as described in a dossier for promotion, were not tied to measurement of SLOs. Rob asked if there was tangible discussion on what was written on the bottom of pg. 2 and the top of page 3, “strive for excellence.....design measurable outcomes” section of the document. This section seems to satisfy what Vice President Morton without explicitly mentioning SLOs. There is also a section in the document on

Non-Credit programs, which satisfied concerns Jerry Cerny had raised. The deadline for comments regarding the new document is 4:30 p.m., November 2, 2007.

Ramsey stated that the new Faculty Classification Plan was tied to our accreditation standards, and the request for input was part of the consolatory process. This was actually the fourth draft of the document. The Community Colleges were represented by Clyde Sakamoto and Peggy Cha.

Dave asked whether the System will supply an assessment tool for SLOs? Ramsey asserted that assessment of SLOs should be faculty driven and not dictated by the University administration. Jim mentioned that the document was disseminated to faculty, and UHPA had put a survey on their web site to solicit feedback. Many of the members of the FSEC felt that the new Faculty Classification Plan was still tied too closely to SLOs. Others wanted more time to digest the Plan. The vote was 1 for approval, 3 against approval, and 6 abstentions. Jim stated he would forward the vote to Vice President Morton stating that the HCC faculty felt that the new Faculty Classification Plan was still tied too closely to SLOs, and that there was a lack of communication regarding the specific wording used in the document.

Distance Education Advisory Council:

Jan Peterson brought forward documents that would make the Ad Hoc Distance Education Subcommittee of the Planning Council an FSEC committee titled **Distance Education Advisory Council**. The original Ad Hoc Committee was started in Spring 2006 because of accreditation issues. Distance education is taught in all divisions across the campus and through SOCAD. Numbers have grown tremendously in recent years, and there has been problems coordinating all units. This committee has worked well in trying to coordinate distance education efforts. Therefore, a decision was made to formalize it into an FSEC Committee. Although she is the Distant Learning Coordinator, Jan Peterson prefers not to be the permanent chair of the Committee, and mentioned that Jon Blumhardt was chair for the first year and Cynthia Smith was chair for the second year. Rob requested that on the elected/appointed area of one of the documents that faculty be allowed to be elected rather than appointed. Jim stated that the Committee on Committees asks for volunteers from all faculty on campus to all committees, and then appoints faculty to the committees based on their responses. If we only want to have faculty who teach distance education on the committee we need to make that clear to what we want in the Committee on Committees request. The Distance Education Review Board is different from the Distance Education Advisory Committee. The Distance Education Review Board is under the CPC and reviews the DE courses for approval into the HCC curriculum. The Distance Education Advisory Council is for infrastructure support; it will ensure proper faculty development and new technology is reviewed. Jerry thought that an Assessment should be done to see which committees at HCC are viable. The FSEC voted to establish the Distance Education Advisory Council as an FSEC committee.

HAP Focus:

The HCC HAP Focus Group is a subcommittee of the General Education Board. This subcommittee is recommending that a Multi-Campus Foundations Agreement similar to what WI and Foundations be accepted for HAP courses. Manoa, KCC, and HCC campus focus groups have voted to adopt the agreement. Jan Peterson wanted to notify the FSEC that this has occurred, and now will go to the General Education Board, and then to the CPC, with the hope that the agreement will be applicable to the Fall 2008 HAP courses. The FSEC members voted unanimously to approve the Agreement. Jim stated he would obtain approval of the Agreement from the chairs of the General Education Council, the CPC, and from the UCA representative.

Achieving the Dream:

Jan Peterson reported that a campus team has been formed and that Erika Lacro and Charles Miller are co-chairs. Data will be forthcoming.

Chancellor's Announcements:

The Senate Committee Workforce recommendations have gone to the legislature. The Governor has asked for \$4.8 million for MELE. \$3.4 million of which will be used toward turning the Machine Shop into an Acoustic Studio. Brian and Ramsey will be establishing campus priorities over the next month. They will push for the new Technology Building, which has already been allocated \$2.9 million for planning. Another \$750,000 was allocated to MELE for the building through Title III. There will be four new MELE courses in the Spring. Now there is a 2-way distance education link, and \$50K in sound equipment which has been paid for by DBEDT. There is going to be a Foundation push for fund development for MELE and major donors, like Mike Curb, will be contacted so that infrastructure improvements can be made.

Around \$3.8 million to \$5 million may be allocated to the Community Colleges to start STEM Academies.

The Norman H. Loui Conference Room dedication will be some time next month.

Pearl Harbor is pushing to become a 21st Century Shipyard, by changing its engineering processes and wants HCC to be involved. They have given HCC a laundry list and are going to the legislature to request \$250,000 to create new programs.

Saudi Arabia wants an Apprenticeship Program similar to the one at Pearl Harbor. Saudi officers are here now discussing the possibility.

HCC received \$3.2 million to fix the hanger roof at Kalaeloa. The College of Engineering and SOEST will move out there soon and will pay there own way, which will help cover overhead costs.

AMERON Airports Division and DEBDT will offer joint training with Boeing. \$750,000 will be used to reposition the IT GMX program to provide skills assessment to medical facilities and the military.

Polynesian Voyaging Society – Nainoa Thompson wants to expand the presence at MARR. There will be around the world voyages with 18 crews of 188 people. They want to use MARR for training. UH Manoa may or may not be in the mix. This will merge the new scientific ship building methods of MARR as taught by Bob Perkins, and the Polynesian navigating techniques taught by Nainoa Thompson. The Marine Center was also featured in Roy Disney's movie about TRANSPACT. A second movie may be in the offering.

The reorganization of the College is tied to accreditation recommendations to streamline operations. It will be easier since the Board is delegating the authority of minor reorganizations to the President, who has delegated the authority to the Vice president of Community Colleges.

A new marketing team has been formed by the Chancellor composed of Brian Furuto, Ralph Kam and Gary Boydell, and the stress of the newly formed team will be recruitment and retention. (See Planning Council minutes of November 2 for more details).

Chair Announcements

Jim as Acting ALO, brought forward the Planning Agenda drafted by the AOC, and asked members for input regarding the FSEC's role in some of the agenda items. He feels that the Planning Council is evolving into what it was intended to be and cited MELE as an example. He stressed the need for an Assessment and Planning Guide (See November 2 Planning Council Minutes)

Jim also reported that Jan Peterson came to the Planning Council to discuss the transition of distance education classes from WEBCT to Sakai. The transition for this group of faculty should be easy. However, there was concern about the transition of faculty who had their courses on the HCC server. If the courses were supported by ITC on the server, they will continue to support them and are not required to transition to Sakai.

Jim also will send out messages summarizing other pertinent discussions to FSEC members.

Meeting adjourned: 12:05 p.m.

Respectfully Submitted by: Jan Lubin

Honolulu Community College

H-Focus board Charter

Statement of Purpose: The H-focus board exists to review courses whose instructors apply for an H Designation for their courses. The H-Focus Board will:

- Review all applications for H-Focus designations
- Act as coaches for faculty who wish to have their courses designated as H-Focus courses
- Review all assessment systems and results for existing H-Focus courses and evaluate the courses based on those assessment results.
- Review for renewal all courses in their second year after designation. All H-Focus courses must be reviewed every two years.
- Provide reports to the General Education committee chair for record-keeping and information distribution.
- Create clear standards by which applications for H-Focus designation will be judged, based on the H-Focus Hallmarks created by UH Manoa H-Focus committee and approved by the University of Hawaii Board of Regents.
- Create clear standards by which transfer courses can be evaluated for designation as H-Focus equivalents.
- Represent Honolulu Community College at UH System H-Focus-related events, activities, articulation negotiations, and meetings of the systemwide H-Focus Board.

Authorization: The H-Focus board is authorized by the Honolulu Community College Faculty Senate Executive Committee, in its decision at the Sept. 2004 meeting in which the General Education board and its related structure were authorized.

Structure of the Committee: The committee membership will be chosen by the outgoing FSEC chair each spring, subject to the requirement that all terms are two years in length and staggered in order to maintain continuity. The committee membership can include any member of the Honolulu Community College faculty, though an effort should be made to have at least one faculty member from a field related to Hawaiian, Pacific, or Asian studies. The committee shall consist of 3 members in total.

Scope of Authority: The H-Focus Board will be solely responsible for designation of HCC courses as meeting H-Focus requirements. The H-Focus Board also has the authority of the FSEC to negotiate agreements with other UH campuses regarding articulation of H-Focus designated courses, and to implement the decisions made in those negotiations. The H-Focus board further has the authority to revoke H-Focus designation from any instructor/course that is for any reason not compliant with the board's requirements and guidelines.

Administrative Support: The H-Focus board has no designated administrative support. However, the General Education Board will maintain records of H-Focus Board decisions, and keep files of applications submitted to the H-Focus Board along with those records. The General Education chair will be responsible for distributing applications for H-Focus designation to the H-Focus Board, and receiving decisions directly from the H-Focus Board. Any further administrative support will be provided when possible by the University College, and the Dean of the University College.

Membership: It will be the responsibility of each member of the board to attend each meeting. Non-attendance will mean loss of voting status for decisions taken during the meeting that a member did not attend. Chronic lack of attendance will be grounds for the board to request from the FSEC chair the removal of the member of the committee, and replacement by another member of the faculty.

Conduct of Meetings: Meetings shall be conducted formally, whether in person or electronic, with formal discussion and voting on each decision to be taken. All decisions must be made by a majority of the members present in quorum.

Meeting Schedule: Meetings will be held as frequently as necessary to complete the committee's work prior to each DCC and CPC deadline.

Course Review Deadlines: Courses will be reviewed according to the CPC schedule, with a requirement that all courses intended to fit the catalog will be reviewed at least two weeks prior to the date required by the unit DCC so that they can be given to CPC within the stated schedule for catalog inclusion in the desired semester. The Board will endeavor to make its decisions in a timely manner so that course designations can appear in the printed catalog for student convenience.

Chair: The chair of the H-Focus board will be elected by a majority of the board members at the last meeting of each academic year to serve for the succeeding academic year.

Recorder: The Board will select a recorder who will provide minutes of Board meetings and decisions to be provided to the General Education board and posted online on the H-Focus website.

Information Dissemination: The H-Focus Board will make every effort to provide updated information regarding courses designated, articulation status, etc. on its website and in the college catalog if possible. This function should be carried out in conjunction with the General Education Board.

Honolulu Community College

Hawaiian, Asian, and Pacific Issues (HAP) Designation Proposal

The HON HAP Board invites instructors to propose a course to satisfy HAP requirements at campuses within the UH system that have a HAP requirement. The HAP Board will review all proposals to ensure that approved courses meet HAP Hallmarks. If clarification is needed, a Board member will contact the instructor who is completing the proposal form. If the HAP Board approves the proposal, all sections of the course taught by the instructor will be designated as satisfying the requirement for three (3) years, with five (5) renewals thereafter.

Department Chairs should submit this form and accompanying materials directly to the HAP Board Chairperson.

Deadline:

First priority will be given to courses applying for renewal of the HAP Designation effective Fall 200_. The HAP Board will accept proposals past the deadline. However, submitting a proposal past the deadline may delay the effective date of the designation, if approved. Instructors should allow at least one month for review by the Board and be mindful of publication deadlines for inclusion in the semester it would like the designation to take effect.

REQUESTED INFORMATION

1. *Course information.* Course Alpha [**ALPHA**] Course number [#] Course credits [#]

If the course is cross listed, please provide the cross-listing:

Course Alpha[ALPHA] Course # [#]

Course title: [**COURSE TITLE**]

Course Instructor: [**COURSE INSTRUCTOR**]

HAP NEW [NEW] RENEWAL [RENEWAL] DESIGNATION

2. *Official course description.* Submit a copy of the course description from the current *Catalog*. The course description must be consistent with the HAP Hallmarks(see page 2).

If the course is new or being modified to reflect the Hallmarks, the department must also follow the appropriate Curriculum Approval process.

4. *Application questions.* Provide the requested information for the HAP designation (see page 3).

3. *Course Outline.* Submit a Course Outline approved by the Credit Curriculum Committee and course syllabus.

5. *Signatures.* Department chair's signature is required.

Instructor's printed name

Instructor's signature

date

Instructor's email address

Instructor campus phone number

Dept. chair's phone number

Department chair's printed name

Department chair's signature

date

Hawaiian, Asian, and Pacific Issues Hallmarks and Explanatory Notes

The Hallmarks and Explanatory Notes are used to designate a class as an official Hawaiian, Asian, and Pacific Issues (HAP) class.

Hallmarks

At least two-thirds of a class must satisfy the following Hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. 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.
3. 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.
4. 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.

Explanatory Notes

The concept of intersection of Native Hawaiian culture with either or both of the other two regions is key. A course exclusively about Hawai'i, the Pacific Islands, or Asia is not eligible for the HAP designation. A course that does not include relationships with Native Hawaiian Culture is not eligible for the HAP designation.

The course design must include both the Native Hawaiian voice and the native voice from the indigenous people of the area of intersection. These could be represented through publications, videos, guest speakers, or field trips, for example.

Request or Renew an H A P ISSUES (HAP) 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 a HAP designation. A course that does not include relationships with Native Hawaiian culture is not eligible for a HAP designation.

For a HAP designation (both new and renewal) you must **submit a detailed course syllabus** with the following information requested below. The information will allow the HAP Board to determine whether your class meets the HAP Hallmarks (p. 2).

1. Include a statement in the syllabus describing how the course relates to all the Hallmarks of the HAP designation.
2. Include in the syllabus a detailed week by week listing that identifies where and how each of the HAP Hallmarks is met. 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 week by week listing must include detailed information about readings, assignments, and other activities that are pertinent to the Hallmarks.
3. Identify in the syllabus where exposure to or engagement with the native voices that represent 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. This can be readings, videos, guest speakers or field trips. Both the native Hawaiian voice and the native voice from the indigenous people of your area of intersection must be included.

4. Provide a complete course bibliography.
5. 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