

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

Leeward Community College wishes to be a party to the Multicampus Hawaiian, Asian and Pacific (HAP) Articulation Agreement. Leeward Community College seeks to enter this Agreement under procedure A for campuses with an approved HAP program. Leeward's HAP program was approved beginning in Fall 2006.

This portfolio demonstrates how our campus meets the requirements under section. Moreover, Leeward Community College submits the requested documentation for the joint review and approval of Leeward Community College's HAP Board by the Multi-campus HAP Board. The following materials and explanations are provided with reference to the criteria outlined in the Agreement.

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## **SUPPORT**

### ***1. appropriate campus HAP support, including***

#### ***a. official establishment of a HAP Faculty Board***

LCC revised its Associates in Arts (Liberal Arts) degree effective Fall 2006 to include a requirement of an Hawaiian, Asian, and Pacific Focus (H) course. [Appendix A: LCC Catalog page 22, 2007-2008](#); [Appendix B: Faculty Senate minutes about revised A.A.](#)

LCC established a HAP Focus Board in Fall 2006 as a sub-committee of the GenEd Foundations Board which is a standing committee of the Faculty Senate. [Appendix C: Faculty Senate minutes](#)

#### ***b. adequate number of faculty willing to offer HAP courses***

There are currently 5 instructors at LCC who are teaching HAP-designated courses.

#### ***c. support personnel to accurately record HAP sections in the student registration system (Banner)***

Once an LCC faculty member's course has received HAP designation then that faculty member alerts his/her department chair and the departmental 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 view.

#### ***d. adequate number of HAP sections to meet student needs***

Since Fall 2002, HAP designated sections have been accepted by UH Mānoa as fulfilling UH Mānoa's HAP graduation requirement.

#### ***e. adequate budget***

Adequate budget is provided to departments to meet the needs of its courses.

### ***2. Document Support.***

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

[Appendix D: statement from the Chief Academic Officer of LCC](#)

[Appendix E: statement from the Faculty Senate Chair of LCC](#)

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

LCC established a HAP Focus Board in Fall 2006. The Chair of the Board is chosen from within the Board and is known as the HAP Board Chair for the campus. [Appendix C: Faculty Senate minutes](#)

- c. ***Brief description of***

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

The positions on the LCC HAP Board are filled by faculty committed to the teaching and promotion of courses whose content entails Hawaiian, Asian and Pacific Issues.

- ii. ***the campus's ability to meet student demand for HAP classes, and***

Since Fall 2002, HAP designated sections have been accepted by UH Mānoa as fulfilling UH Mānoa's HAP graduation requirement.

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

Once an LCC faculty member's course has received HAP designation then that faculty member alerts his/her department chair and the departmental 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 view.

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## **COURSE DESIGNATION AND APPROVAL**

### **1. Course designation and approval.**

- a. ***Description of the HAP course proposal review and designation procedures.*** [Appendix E: Application Proposal and Articulation Form with Hallmark guidelines.](#)

- i. ***designation of classes as HAP using HAP Hallmarks and Explanatory Notes***

The HAP Hallmarks and Explanatory notes are the foundation upon which the LCC HAP Board will make a determination for a course applying for HAP designation.

- ii. ***appropriate HAP designation and review procedures***

Each semester the LCC HAP Board reviews all requests for a course to be designated as satisfying a HAP requirement. The Board meets to discuss the application proposals.

- If a proposal does not adequately meet the Hallmarks, 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.
- If the proposal meets all criteria, a Board member contacts the instructor. The course+instructor designation will last five years.

- [Appendix F: Application Proposal and Articulation Form with Hallmark guidelines.](#)
- b. Recommended: Copies of the campus's actual HAP proposal form used to designate courses (or a draft of a HAP proposal form).**
- [Appendix F: Application Proposal and Articulation Form with Hallmark guidelines.](#)
- c. Statements regarding**
- i. what the HAP designation will be attached to (i.e., section, course, instructor, or some combination thereof);**
- The HAP is attached to an instructor+course 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.
- ii. the duration of the HAP designation;**
- The HAP designation will be for five years. [Appendix F: Application Proposal and Articulation Form with Hallmark guidelines.](#)
- iii. number of members on the campus's HAP Faculty Board, length of their service, and board composition;**
- The Board consists of the following six people: (1) Assistant Professor for Hawaiian Studies, (2) Instructor for Hawaiian Studies, (3) Instructor for Hawaiian Language, (4) Associate Professor for History, (5) Associate Professor for Geography, and (6) Assistant Professor for English (non-voting member of the LCC GenEd Foundations Board). The Chair of the Board is chosen by the Board members and is known as the HAP Board Chair for the campus.
- iv. the voting process to grant HAP approval (i.e., majority rule, consensus).**
- Decision-making is by majority rule.

## ASSESSMENT

### **1. Assessment**

- a. Statement that the campus will agree to accept the HAP systemwide committee's set of HAP student learning outcomes and participate in any revisions.**
- LCC is committed to participating in the collaborative development of HAP student learning outcomes.
- b. Campuses whose WASC guidelines mandate that they assess the HAP requirement should include a statement of intent to create an assessment plan.**
- LCC has a regular procedure for course assessment and remains committed to the development and implementation of HAP assessment activities on campus and at the system level.

## FACULTY TRAINING AND STUDENT ADVISING

### **1. appropriate faculty development activities in understanding the HAP Hallmarks.**

The LCC HAP Board will provide faculty development activities as necessary in understanding the HAP Hallmarks.

2. *timely and accurate student advising on HAP requirements and/or the transfer of HAP credits*  
Student Services counselors will provide student advising on transfer of HAP credits.

# ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree program offers the challenge and variety of a solid liberal arts and sciences foundation in preparation for transfer to four-year colleges and universities. The AA degree provides the critical thinking, technology and information literacy, communication, and problem-solving skills needed for a successful career.

Working with our counseling staff, students can often complete the requirements for their first two years of a baccalaureate degree right here at Leeward CC!

The requirements for the Associate in Arts Degree are General Education Core requirements plus elective credits to total 60 credit hours. Additional requirements as follows (effective Fall 2006):

1. 60 credits, all in courses numbered 100 or above, at least 12 of which are earned at Leeward CC
2. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
3. Cumulative grade point average: 2.0 or higher for all courses numbered 100 or above completed at Leeward CC

The 60 credits are composed of:

- 43 credits in General Education Core requirements (pgs 24–25)
- 17 credits of electives

The 60 credits must include:

- 2 Writing Intensive courses in any discipline.
- 1 Hawaiian, Asian, Pacific (HAP) focus course.

The 43 credits of general education core requirements consist of the following:

**12** credits in Foundation Requirements

- 3 cr. in Written Communication
- 3 cr. in Symbolic Reasoning
- 6 cr. in Global Multicultural Perspectives

**3** credits in Oral Communication

**28** credits in Diversification Requirements

- 3 cr. in Arts (DA)
- 3 cr. in Literature (DL)
- 3 cr. in Humanities (DH)
- 9 cr. in Social Sciences (DS) from three different disciplines
- 10 cr. in Natural Sciences (3 courses)
  - One course in Biological Science (DB)
  - One course in Physical Science (DP)
  - Third course in either DB, DP, or DO
  - One of the three courses must have a lab.

The requirements for the AA degree were revised in the Fall of 1992, 2003 and 2006. Students may follow the degree requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they have maintained continuous enrollment. Such students, however, should see a counselor for academic advising.

See pages 24–25 for listing of courses that meet AA degree general education core requirements.

**LEEWARD COMMUNITY COLLEGE  
2005-2006 Faculty Senate**

APPROVED Minutes of the October 12, 2005 Meeting

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Joseph Chernisky, Chair  
Aulii Ross, Vice Chair  
Susan Lum, Secretary

**SENATORS PRESENT:** K. Chambers, J. Chernisky, L. Currivan, K. Fujishima-Lee, M. Fujita, C. Ganne, C. Hochstein, B. Hotta, M. Lane, S. Laycock, R. Liongson, P. Lococo, S. Lum, D. Matsumoto, S. May, A. Ross, D. Sakai, S. Thomas, D. Thomson, J. West

**SENATORS ABSENT:** L. Yamada

**GUESTS:** Tim Adams, James Goodman

**CALL TO ORDER:** The meeting was called to order at 3:15 p.m. with a quorum.

**APPROVAL OF THE MINUTES:**

The minutes from September 21, 2005 were approved unanimously, with one addition.

**CAMPUS REPORT:**

Tim Adams, LCC student and officer of Phi Beta Lambda, addressed Senate with his desire to increase student representation on the Senate Student Committee, specifically, a rule that allows students to have voting privileges on matters stemming from concerns taken up by the Student Committee.

**CHAIR'S REPORT:**

Chair Chernisky reported the need for the Senate's Faculty Committee to look into concerns about how SLO data will be used to determine a faculty's tenure and/or promotion. Concerns have been raised as to how ACCJC standards are addressed using data from SLOs and whether the data will be used to evaluate teaching effectiveness.

Chair Chernisky distributed two documents to Senators:

- ◆ A copy of two diagrams titled "System and UH-LCC Planning and Budget Cycle," was distributed to Senators. Planning for the 2007-2009 Budget has already begun.

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- ◆ The document, "UH-LCC Student Profile Update," provides data which shows that LCC's transfer students perform as well as or better than UH Manoa's freshmen and the CCs continue to be efficient with the quantity of AA degrees awarded.

### **EXECUTIVE TEAM:**

Vice Chair Ross reported that LCC's Progress Report has been received by the BOR and the ACCJC and is currently being reviewed.

Senator Lum reported that Senate was in receipt of a copy of the System's Progress Report addressing the three recommendations from the ACCJC visit in November 2004. Senators or faculty wishing to receive an electronic copy of the report can email Senator Lum at susanlum@hawaii.edu.

### **COMMITTEE REPORTS:**

CURRICULUM COMMITTEE – Senator Lococo opened up discussion of the LCC AA Core Revision Committee's Recommendations by presenting a Curriculum Committee motion.

**Motion 05-34:** To accept the LCC AA Core Revision Committee's 11 Recommendations to be implemented no earlier than the fall 2006.

**PASSED - Y – 14; N – 5; Ab - 0**

There was a lot of discussion among Senators as to the AA Core Revision Committee's Recommendations, especially Recommendations 4, 5, 6 & 11. Those who argued that the Committee's Recommendations ought to pass stated that the Committee's 18 months of testimonials, extensive debate by representatives from all over campus, and the research and effort spent by members of the committee should be respected by the Senate by supporting the motion. Senator Lococo pointed out that the new core would be flexible to allow for a wide variety of revision beyond a small core. Boards will be revisiting the core on a regular basis, as more experience and data become available.

Senators who argued against the motion stated that the AA degree will be unattractive to students, as it requires more core credits than other CCs, and that students going into Business, Nursing, etc., would have to take extra courses that will not assist them in their majors and may even hurt their financial aid qualifications; financial aid is only provided for courses leading to a designated degree. There were questions as to the rationale for Recommendations 4, 5 & 6. Some senators, who are also members of the AA Core Revision Committee, stated that the new requirements ensure that students receive a broad and rigorous education. There is no data to prove that a lesser number of required courses in the Natural Sciences, Social Sciences, and Arts & Humanities is better, or that the number of AA degrees will decline. The number of electives in the

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proposal is the same as the number of electives offered at Kapiolani Community College.

A student representative spoke to the students' need to work hard in college and to be exposed to a variety of courses that they might not otherwise choose to take. He stated that the revised core will not dissuade students from earning an AA.

Senator West called for the question.

Once Motion 05-34 was passed, a second motion was introduced by Senator Lococo to provide for implementation of the LCC AA Core Revision Committee's Recommendations.

**Motion 05-35:** Once Administration approves the LCC AA Core Revision Committee's Recommendations, the Senate will begin steps to establish boards for the Diversification and Foundation categories.

**PASSED: Y- 18; N – 1; Ab - 0**

ACADEMIC/INSTITUTIONAL REPORT – Senator Fujishima-Lee reported that the Committee revised the *Policy on Allocation and Utilization of Space* to include comments received by Senators.

There was discussion as to the need for the Allocation and Utilization of Space Committee to have six instructional faculty on the committee. The original number of instructional faculty requested by the Committee on Committees was six; however, the Auxiliary Services Officer in wanting to keep the committee small, changed the number from six to four. Senators suggested that the Auxiliary Services Officer consider decreasing the number of clerical, APT or other staff representatives, as they are already covered by other units. There was also a comment that the chair of the Space Allocation and Utilization Committee be elected and that the language used in the policy be made stronger, i.e. "will" instead of "should."

**Motion 05-36:** To send the *Policy on Allocation and Utilization of Space* back to the Academic/Institutional Support Committee to collapse the committee's membership, to strengthen the language, and to make instructional faculty committee members representatives from all divisions.

**PASSED – Unanimously**

FACULTY COMMITTEE – No report.

LEGISLATIVE RELATIONS COMMITTEE – Senator Thomson reported that the Committee will be contacting legislators to meet in early November regarding LCC concerns.

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PROGRAM REVIEW COMMITTEE – Senator West expressed the need for faculty to be better informed about the proper procedure for submitting changes to Curriculum Central. Faculty must click the “Submit” button and the “Send to Chair” button in order for the modification process to continue on. Once the “Send to Chair” button has been pressed, further changes can not be made.

BUDGET & PLANNING – Senator May reported that he is waiting to hear from the Administration about a representative to serve on the Committee. He also reported that he was told that the budget is in progress and on the way.

STUDENT COMMITTEE – Senator Liongson reported that the Committee submitted proposed amendments to the Charter/By-laws Ad Hoc Committee to broaden student voting privileges and increase the number of student members on the Student Committee.

ELECTIONS COMMITTEE – Chair Chernisky reported, on behalf of Senator Yamada, that the announcement for Senate nominations will go out next week and that elections will take place in the first two weeks of November. There are 11 seats to be filled.

### **AD HOC COMMITTEES**

SERVICE – Senator Currivan made the following announcements which were excerpted from a report written by Mimi Nakano:

- ◆ There are three Service –Learning Handbooks available for faculty to consult which describe the teaching methods and benefits of service learning. To request a copy, faculty should call X557 and leave their name and division or email [mnakano@hawaii.edu](mailto:mnakano@hawaii.edu) with a request for a handbook.
- ◆ “101 Ideas for Combining Service & Learning” was distributed to Senators.
- ◆ CERT, or Community Emergency Response Team, training provides 20 hours of disaster response training that culminates in a certificate awarded by the Department of Civil Defense.

Senator Currivan volunteered to get further information on the last item and bring it back to the Senate for possible endorsement and participation.

ALTERNATIVE GRADES – No report.

CHARTER/BY-LAWS – Senator Matsumoto collected comments from Senators and asked that Senators who have not provided her with feedback, to please send their comments to her. The Committee will be asking previous Senate Chairs for their input as well. The timeline for the Charter/By-laws revision is as follows

- ◆ Week of 11/2    Take revisions to the broader campus.

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- ◆ Week of 11/23 Compile comments and further draft revisions.
- ◆ Week of 12/14 Discuss revisions with Senators during the December meeting.

### **UNFINISHED BUSINESS:**

Chair Chernisky reminded Senators that the next meeting is scheduled for the Wednesday before Thanksgiving.

**Motion 05-37 (Lum/West):** To change the Senate meeting scheduled for Wednesday, November 23, 2005 to Wednesday, November 16, 2005.

**PASSED – Unanimously**

### **NEW BUSINESS:**

Senator Lane announced the availability of MYUH web space for Senate to set-up its own space for discussion boards, picture postings, mail listings, etc.

**Motion 05-38 (West/Hotta):** To have Senator Lane request and set-up an LCC Faculty Senate MYUH space.

**PASSED – Y - 16; N - 0; Ab - 1**

**ADJOURNMENT:** The meeting was adjourned at 5:30 pm.

**RESPECTFULLY SUBMITTED:** Susan Lum, Secretary

**LEEWARD COMMUNITY COLLEGE  
2005-2006 Faculty Senate**

APPROVED Minutes of the May 10, 2006 Meeting

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Joseph Chernisky, Chair  
Aulii Ross, Vice Chair  
Susan Lum, Secretary

**SENATORS PRESENT:** K. Chambers, J. Chernisky, L. Currivan, K. Fujishima-Lee, M. Fujita, C. Ganne, B. Hotta, M. Lane, S. Laycock, P. Lococo, S. Lum, D. Matsumoto, S. May, A. Ross, D. Sakai, S. Thomas, D. Thomson, J. West, L. Yamada

**SENATORS ABSENT:** C. Hochstein, R. Liongson

**GUESTS:** Bob Asato, Manny Cabral, James Goodman, Jean Hara, Ross Higa, Warren Imada, Mark Lane, Eric Matsuoka, Grace Miller, Shelley Ota, Mike Pecsok, Jiajia Seffrood, Jennie Thompson, Lani Uyeno

**CALL TO ORDER:** The meeting was called to order at 3:15 with a quorum.

**APPROVAL OF THE MINUTES:**

The minutes from April 19, 2006 were approved unanimously with minor corrections.

**CAMPUS REPORT:**

Bob Asato of the Accreditation Team presented Senate with an update of the Accreditation Team's latest draft. Bob's presentation was particularly focused on the campus' concern with how Standard 3A.1.c of the 2006 Accreditation Self-Study will be addressed. Bob reported that there is a "disconnect" between the written standard and the prompts, questions written for writers to consider when addressing the standard. The prompts, written by the ACCJC, do not seem to directly relate to the language used in the standard.

The Accreditation Team's understanding of accreditation is that focus is on assessment for purposes of improvement in student learning, not teacher evaluation; however, at some point, there will be connections drawn between SLOs and teacher evaluation. We now have the opportunity to determine what the connections will be and if and how they will influence a teacher's evaluation.

Mark Lane, Director of Administrative Services, provided Senators with a preliminary update of the outcome of the State Legislature's approval of Leeward CC's 2007 supplemental operating budget requests. In all, the campus is slated to receive \$1,074,330 in funds to cover nine items, two of which were Legislative add-ons (a position in Philippines Studies and funds to support the Waianae Agricultural Center).

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Other funded requests include monies for the AA in Teacher Training, a centralized alarm system and support for campus security, equipment for academic programs, financial aid personnel, an English Language Institute position, and monies to cover a utilities cost shortfall.

The State did not fund the scheduled faculty salary increases. Costs for these increases will likely come from tuition revenues. Leeward CC is becoming like many other state colleges which are increasingly reliant on tuition revenues to cover general operating costs.

### **CHAIR'S REPORT:**

Chair Chernisky informed Senators that the Faculty Senate, like all other organizations involved in decision-making roles and processes, must undergo self-evaluation, as stated in accreditation standard IV.A.5. Currently the College has no evaluative processes for Faculty Senate or Campus Council and the Planning Agenda, in the pertinent section of the draft under Institutional Organization, states that the College will formalize evaluative processes for the Faculty Senate and Campus Council. For this reason, new and continuing Senators are being asked to fill out preliminary SWOT forms and send them to Vice-Chair Ross over the summer.

The job description for Faculty Senate Chair has been updated to include the following:

- Manage Faculty Senate meetings (12 regular, one special); Executive Team; Faculty Senate Committees
- Attend weekly standing meeting with Chancellor; Campus Council meetings (4x/semester); Executive Planning Council (1x/yr); campus committees (CEO hiring, Excellence in Teaching)
- Attend ACCFSC/CCCFSC meetings (11x/yr); UHCC Strategic Planning Group (2x/semester); BORCC (2x/semester)

The Chair's shared governance advisory role and shared leadership decision making role has increased at both the campus and system levels. The challenge will be to manage the Chair's effectiveness with these additional responsibilities and duties.

Chair Chernisky attended a CCCFSC meeting on April 21<sup>st</sup> where Vice President of CCs, John Morton, discussed key campus and system functions. A new UHCCP policy can be found at [http://www.hawaii.edu/offices/docs/policies/UHCCP\\_1.102](http://www.hawaii.edu/offices/docs/policies/UHCCP_1.102) CC Council Fac Sen Chairs.pdf. The CC System's, campuses' and CCFS Chairs' roles have become more clearly defined and institutionalized, benefiting communication, networking, transparency, and planning concerns. The challenge will be to maximize this positive UHCC system synergy to benefit the CC campuses, faculty and students.

Two issues were discussed at the recent ACCFSC meeting: the proctoring of exams in DE courses; CAOs requested that Chancellors recommit to this practice, and the

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Financial Assistance Program Project (Tuition Waivers) Draft, for fall 2007, which will provide immediate and direct benefit to students.

Chair Chernisky extended kudos to faculty and staff who provided special services and support in the past year: Ralph Toyama, for his strictly voluntary help with posting Faculty Senate Minutes; Terry Richter for help with travel forms; Cheryl Mokuau for help with scheduling; Peter Quigley, James Goodman, Mike Pecsok, and Mark Lane, for their administrative support; Aulii Ross and Susan Lum, members of the Senate Executive Team; Karen Fujishima-Lee, Mike Fujita, Stan May, Paul Lococo, Linda Yamada, Diane Sakai, Aulii Ross, Don Thomson, Jim West, Raymund Liongson, Donna Matsumoto, Candy Hochstein, Linda Currivan and Mimi Nakano, Faculty Senate Committee Chairs; and the whole 2005-2006 Senate, especially Susan Lum, for serving as Senate Secretary.

### **COMMITTEE REPORTS:**

CURRICULUM COMMITTEE - Senator Lococo presented a number of new course and academic subject certificate proposals and course modification proposals. Please see the attached *Curriculum Committee Report to the Faculty Senate, May 10, 2006*, for further details.

MATH 73 Algebraic Foundations I and MATH 83 Algebraic Foundations II are new courses that underwent renumbering from MATH 24 and MATH 25, respectively.

**Motion 06-45:** To approve new course proposals for MATH 73 Algebraic Foundations I and MATH 83 Algebraic Foundations II.

PASSED - Unanimously

MATH 206L Calculus II Computer Lab is a new course necessary for students intending to transfer to UH Manoa and continue on to Calculus III at UH Manoa.

**Motion 06-46:** To approve a new course proposal for MATH 206L.

PASSED – Unanimously

HAW 201 Intermediate Hawaiian I and HAW 202 Intermediate Hawaiian II are courses that were never entered into Curriculum Central although they have been taught for years. For purposes of Curriculum Central, HAW 201 and HAW 202 are now being treated as “New” courses; however these courses actually are not new.

**Motion 06-47:** To approve new course proposals for HAW 201 Intermediate Hawaiian I and HAW 202 Intermediate Hawaiian II

PASSED – Unanimously

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Curriculum Committee presented the following proposals for course modifications involving filling in blank fields, answering assessment and distance education questions on Curriculum Central, and updating SLOs. All of these courses were modified as part of regular course assessment and review process.

- BUS 136 Computerized Spreadsheets—MS EXCEL
- BUS 202 Expert Business Computing
- BUS 259 Supervision
- BUS 282 Medical Terminology and Procedures
- BUS 125 Starting a Business
- BUS 125B Starting a Business I
- BUS 193B/C/D/E Cooperative Education (1-4). (This course also added prerequisites to align with UH System articulation agreement. See *Curriculum Committee Report to the Faculty Senate, May 10, 2006* for further details.)
- ACC 124 College Accounting I
- ACC 155 Using Spreadsheets in Accounting
- SPAN 101 Elementary Spanish I
- HIST 152 World Civilizations II
- HIST 242 Asian Civilizations II
- ASAN 204 Filipinos in the United States: The History and Culture of Filipinos in the U.S.
- ART 112 Introduction to Digital Art. (This course also underwent modifications to course title and content to conform with UH System articulation agreement.)
- ART 202 Digital Imaging
- ESL 8B Intermediate Reading for Speakers of Other Languages
- ESL 9B Intermediate Writing for Speakers of Other Languages
- HAW 101 Hawaiian Language
- REL 200 Understanding the Old Testament
- REL 210 History of Christianity
- COM 210H Honors Course: Intercultural Communications

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| <p><b>Motion 06-48:</b> To approve course modifications to all courses as listed immediately above.</p> <p style="text-align: center;">PASSED – Unanimously</p> |
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new Academic Subject Certificate in Business Technology will provide AA students with an opportunity to focus their elective studies on acquiring business technology skills.

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| <p><b>Motion 06-49:</b> To approve a new Academic Subject Certificate in Business Technology.</p> <p style="text-align: center;">PASSED – Unanimously</p> |
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new Academic Subject Certificate in Management will provide students with an opportunity to focus their elective studies on acquiring managerial skills.

**Motion 06-50:** To approve a new Academic Subject Certificate in Management.

PASSED – Unanimously

A new Academic Subject Certificate in Accounting will provide students an opportunity to focus their elective studies on acquiring accounting skills.

**Motion 06-51:** To approve a new Academic Subject Certificate in Accounting

PASSED – Unanimously

Chair Lococo presented a proposal that would allow Math courses which fulfill Leeward AA Degree requirements, but are not yet fully articulated with UH Manoa, to be added to Leeward CC's AA Degree Core Foundations Symbolic Reasoning (FS) Category. This will preserve the status of current math courses accepted for the Leeward CC AA Degree Core and rectify unplanned outcomes from language used in the recent AA Core Revision Committee's list of recommendations.

**Motion 06-52 (Lococo/Thomson):** To include MATH 103, MATH 111, MATH 115, MATH 135, MATH 206, MATH 231, MATH 232, and QM 121 in the LCC AA Degree Core Foundation Symbolic Reasoning (FS) Category.

PASSED – Unanimously

Chair Lococo presented a course modification proposal that adds IS 250H Leadership Development to the AA Degree General Education Core. Presently, a student graduating with honors must complete one of two Honors Colloquia options: Communications 210H Intercultural Communications or Interdisciplinary Studies (IS) 250H Leadership Development. Commun 210H fulfills the General Education Core, whereas, IS 250H satisfies the General Education Core as an AA degree elective only. The modification is necessary in order to ensure continued articulation and to create consistency within Honors Colloquia options.

**Motion 06-53:** To approve the course modification proposal to accept IS 250H Leadership Development as an AA Degree General Education Core requirement (AH2)/Diversification Humanities (DH) designation.

PASSED – Unanimously

Senator Lococo reintroduced the need for Senate to decide on the remaining options for creating Leeward CC's HAP-Focus Board.

It was decided that Option #1, to make the HAP-Focus Board a sub-committee of the Leeward CC GenEd Foundations Board, would be the most effective option.

**Motion 06-54 (Lococo/Thomson):** The HAP-Focus Board will be a subcommittee of the Leeward CC GenEd Foundations Board. In addition,

- Foundations Board Chair shall be a non-voting member of the HAP-Focus Board.
- Membership of the Board will be approved by the Faculty Senate. Board Chair chosen by membership, with approval of the Senate.
- Chair will attend all UH-System HAP-Focus meetings.
- Board will be under the supervision of the GenEd Foundations Board.
- Board will report to the Senate through the Foundations Board Chair

PASSED – Unanimously

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nator Lococo provided a brief update on the campus' recent effort to consider a disenrollment policy for students registered in classes for which they have not satisfied the prerequisites. Math and English faculty must continue to work with Administration to contact students to withdraw from courses for which they are not eligible due to an unmet prerequisite. Currently it is not possible for the campus to implement automatic disenrollment without personnel reallocation.

FACULTY COMMITTEE -

**Motion 06-55 (Currivan/Hotta):** To enter Executive Session.

PASSED – Unanimously

**Motion 06-56 (Currivan/Thomson):** To lift Executive Session.

PASSED – Unanimously

**Motion 06-57 (Sakai/West):** The Faculty Committee recommends that the Faculty Senate accept the draft of the 2006 Accreditation Self-Study with the Senate's revisions, including a sixth recommendation that the spirit of these recommendations be reflected in other theme sections.

PASSED – Unanimously

STUDENT COMMITTEE - Senator Laycock presented a resolution concerning support for Phi Theta Kappa, which is a chartered student organization of the College. Because Phi Theta Kappa is not a club in which all students are able to join, it cannot receive student activity fees to support its many service and scholarship activities that bring publicity and recognition to the College. The resolution urges College support for its goals as a 2-year college international honor society.

WHEREAS:

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1. Phi Theta Kappa is a chartered component of the College on par with other units that serve distinctive segments of the campus community;
2. Phi Theta Kappa fosters, encourages and recognizes outstanding academic achievement – a value central to the mission of the College;
3. There is a history and tradition of College support for Phi Theta Kappa;
4. Phi Theta Kappa is recognized by the UH Community College System as a vital component of our community colleges
5. The presence of Phi Theta Kappa at Leeward CC reflects credit, honor, and dignity upon the College.

### RESOLVED:

The Faculty Senate urges the Administration to:

1. Reaffirm the unique status of Phi Theta Kappa as a chartered unit of the College;
2. Provide an appropriate and reasonable level of fiscal support for the fellowship, scholarship, leadership, and service activities of Phi Theta Kappa and also for Phi Theta Kappa's biannual induction ceremonies;
3. Provide appropriate material support in the form of storage space, mailing privileges, photocopying, meeting space, and if possible, office space; and
4. Continue to provide assigned time for Phi Theta Kappa advisors.

**Motion 06-58 (Laycock/West):** To approve the Resolution to support Leeward CC's chapter of Phi Theta Kappa, a chartered student organization of the College.

PASSED – Y – 17; N – 0; Ab - 1

AC

ADEMIC/INSTITUTIONAL SUPPORT COMMITTEE – Senator Fujishima-Lee distributed a written report of Committee's recent accomplishments and new and ongoing concerns. Mark Lane was able to provide insight to some of the Committee's concerns and shared long-term plans to address them.

BUDGET & PLANNING – No report.

ELECTIONS COMMITTEE – No report.

LEGISLATIVE RELATIONS COMMITTEE – Senator West was pleased to report that Leeward CC did very well with the latest budget appropriations from the Legislature.

PROGRAM REVIEW COMMITTEE – Senator West reported that the Committee is looking at ways to remove courses that have not been offered for ten or more years from appearing in the Catalog. An alternative option to permanent deletion would be to “deep-freeze” them, which would allow the courses to remain in Curriculum Central while not appearing in the Catalog.

**AD HOC COMMITTEES**

CHARTER/BY-LAWS – No report.

ALTERNATIVE GRADES – No report.

SERVICE – No report.

**ADJOURNMENT:** The meeting was adjourned at 5:35pm.

**RESPECTFULLY SUBMITTED:** Susan Lum, Secretary




UNIVERSITY of HAWAII\*  
**LEEWARD**  
COMMUNITY COLLEGE

**Memorandum**

Date: April 1, 2008

To: Hawaiian Asian Pacific System Wide Committee

From: Michael H. Pecsok   
Vice Chancellor & Chief Academic Officer

Subject: Support for Leeward CC HAP Programs

The Leeward Community College administration is fully supportive of the College's HAP Board and its programs. This is evidenced, in part, by increased campus resources for support of HAP classes. Widespread campus support is also demonstrated by the fact that the highest priority campus-wide for an instructional position in the biennium and supplemental budget requests was to increase the number of HAP faculty. The College will continue to provide resources to meet the student demand for HAP programs.

C: Manuel J. Cabral, Interim Chancellor  
James Goodman, Interim Dean of Arts & Sciences



## FACULTY SENATE 2007-2008

***Mission:** To provide a formal **independent** voice and organization, and, through its By-Laws, establishes formal procedures by which **the Faculty** of the College can work in a **collegial manner** with their administrative colleagues in developing and implementing policies that will provide a favorable environment **for learning** within the University of Hawai'i System.*

**Linda Currivan**  
Chair

**Ron Flegal**  
Vice Chair

**Michael Lane**  
Secretary

Senators  
**Charlene Akina**  
**Kay Caldwell**  
**Linda Currivan**  
**Ron Flegal**  
**Karen Fujishima-  
Lee**  
**Michael Fujita**  
**Christian Ganne**  
**Candace Hochstein**  
**Barbara Hotta**  
**Momi Kamahele**  
**Della Kunimune**  
**Michael Lane**  
**Steve Laycock**  
**Tina Lee**  
**Gail Levy**  
**Raymund Liongson**  
**Susan Lum**  
**Roberta Martel**  
**Donna Matsumoto**  
**Stanley May**  
**Barry Nakamura**  
**Ian Riseley**  
**Jue Wang**  
**James West**

March 28, 2008

Memorandum to: UH Mānoa Office of Undergraduate Education

From: Linda Currivan, Chair

Subject: Leeward Community College HAP Application for Articulation

At its December 12, 2007 meeting, the Leeward Community College Faculty Senate unanimously passed a motion (07-68) approving the Hawaiian, Asian, and Pacific Issues (HAP) Articulation Agreement.

In doing so, it recognized the campus's responsibility in establishing an official HAP Board, in encouraging faculty to offer HAP courses, and in offering an adequate number of courses to meet the needs of students. The campus is also committed to using HAP Hallmarks appropriately, assessing HAP student outcomes as required by the Western Association of Schools and Colleges (ACCJC Division), offering faculty development activities which promote understanding of the HAP Hallmarks, and providing student advising relative to HAP requirements and transfer of credit.

Leeward Community College has also approved HAP for the A.A. Degree program. The College looks forward to being able to grant HAP designation to its courses for purposes of articulation to other UH campuses with approved programs.

**Leeward Community College  
Hawaiian, Asian, and Pacific Issues (HAP)  
Application Proposal and Articulation Form<sup>1</sup>**

Approval is given to an instructor+course combination. Thus, **each person who is teaching a section of the course must submit his or her own proposal to be approved.** Once approved, the course section(s) will be designated as satisfying the HAP Focus requirement for five (5) years. At the end of the approval period, the designation can be renewed.

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**Deadline. FRIDAY, Month, year <sup>2</sup> [To be filled in: 4<sup>th</sup> week of the semester]**

|               |                       |                        |                            |
|---------------|-----------------------|------------------------|----------------------------|
| Campus:       | Subject:              | Course #:              | Section #(s): <sup>3</sup> |
| _____         | _____                 | _____                  | _____                      |
|               | Cross-listed subject: | Cross-listed course #: | Cross-listed section #(s): |
| _____         | _____                 | _____                  | _____                      |
| Course Title: |                       | # of credits:          |                            |
| _____         |                       | _____                  |                            |

|  |  |  |
|--|--|--|
| Hawaiian, Asian, & Pacific Issues <sup>4</sup> | <u>NEW</u><br><input type="checkbox"/> | <u>RENEWAL</u><br><input type="checkbox"/> |
|--|--|--|

|   |                 |                          |                    |
|---|-----------------|--------------------------|--------------------|
| Signatures:                               |                 |                          |                    |
| Instructor's printed name:                | Signature:      | Date:                    | Instructor's UH #: |
| _____                                     | _____           | _____                    | _____              |
| Instructor's email address:               | Campus address: | Phone #:                 |                    |
| _____                                     | _____           | _____                    |                    |
| Division/Department Chair's printed name: |                 | Signature:               | Date:              |
| _____                                     |                 | _____                    | _____              |
| HAP Board Chair's printed name            |                 | Signature <sup>5</sup> : | Date:              |
| _____                                     |                 | _____                    | _____              |

- Instructors with active H-Focus approval for a course do not have to submit this form. Check your campus's articulation page to see if your sections currently articulate: <http://www.hawaii.edu/gened/articulation.htm>.
- Courses that fulfill a Foundations requirement are not eligible for a Focus designation.
- All requests are given a 5-year approval. Exception: directed reading/research/study courses (e.g., 499) receive 1-semester approvals.

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<sup>1</sup> Complete this form if you will be teaching in [**SEMESTER YEAR to be filled in**] and you do not have active Focus approval for your current course(s). Check active approvals at <http://www.hawaii.edu/gened/articulation.htm> (scroll down to "Focus" on your campus's page).

<sup>2</sup> The HAP Board will accept late proposals through [**DATE to be filled in**]. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval.

<sup>3</sup> If the section number is not yet available, leave blank.

<sup>4</sup> Check the correct box to 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).

<sup>5</sup> Once this Application Proposal and Articulation Form has been approved by the HAP Board of LCC, the Chair indicates agreement with a signature.

## Appendix F

- This form should not be used for an un-staffed section. Departments should contact the current HAP Board Chair (455-0627) to discuss a Focus designation for a section that does not have an assigned instructor.

**Fax this completed form and the requested information to:**

**Momi Kamahele**

**Chair, HAP Focus Board**

**Fine Arts Building Room 119**

**Arts and Humanities**

**Phone: 455-0627**

**Fax: 455-0638**

**For online applications, please email to: [momi@hawaii.edu](mailto:momi@hawaii.edu)**

**Hard copies with signatures must be provided before approval.**

## Appendix F

### **Hallmarks**

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

- A. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
- B. 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.
- C. 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.
- D. 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.

### **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 relationships with Native Hawaiian culture is not eligible for an H designation.

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

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 using an academically acceptable format.
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                               |
|  | Appropriate Signatures                                     |
|  | Answers to the HAP Focus questions (new applications only) |
|  | Annotated syllabus (new and renewal applications)          |
|  | Bibliography (new and renewal applications)                |