

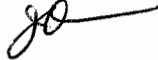
March 4, 2008

To: Multi-campus Hawaiian, Asian, and Pacific Issues Focus (HAP) Committee

Via: Suzi Johnston, Administrative Officer, UH System, Academic Planning and Policy

From: Elizabeth Ashley,  Interim Dean of Instruction and

Jean Okumura, Windward Community College HAP Board Chairperson



As indicated in the University of Hawaii Articulation of Hawaiian, Asian and Pacific Issues Courses Agreement, we are submitting requested documentation for the joint review and approval of Windward 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.

- Criterion 1: Appropriate campus HAP support, including
- a. official establishment of a HAP Faculty Board
 - b. adequate number of faculty willing to offer HAP courses
 - c. support personnel to accurately record HAP sections in the student registration system (Banner)
 - d. adequate number of HAP sections to meet student needs
 - e. adequate budget
- Minutes from the Faculty Senate March 21, 2007 meeting in which a motion to establish a Hawaiian, Asian, and Pacific Issues (HAP) Board at Windward Community College (WCC) was passed. (Appendix 1)
 - Memorandum from Interim Dean of Instruction (Chief Academic Officer), Elizabeth Ashley, regarding the adequacy of campus support for the HAP program at WCC. (Appendix 2)
 - Memorandum from Faculty Senate (February 5, 2008) regarding the adequacy of campus support for the HAP program at WCC. (Appendix 3)
 - WCC has faculty members who have already consented to serve on the HAP Board.
 - Currently, two instructors offer HAP approved courses at WCC. Interest in teaching HAP courses has been expressed by at least 2 more instructors.
 - WCC's course offerings are determined by its faculty with input from Department Chairpersons, the Chair of the Enrollment Management Committee, and counselors and course demand data. Currently, the HAP approved courses have good enrollment that appears to already be meeting student demand.

- An APT employee is responsible for entering classes and recording whether a class satisfies writing intensive, foundations or any other designation into the Banner system. This person will be responsible for recording HAP classes correctly under the direction of the Dean of Instruction (Chief Academic Officer).
- In the schedule of classes, the HAP approved courses will be indicated in the notes to students and will have an "H – " in front of the title of the class.
- Adequate budget is provided to departments to meet the needs of its courses. Departments may show evidence that additional budget is needed in its annual report that is reviewed by the Strategic Planning Committee and Budget Committee. Decisions on the budget are based on this review.

Criteria 2/3: Appropriate HAP designation review and approval procedures including

- a. designation of classes as HAP using Hallmarks and Explanatory Notes.
- b. appropriate HAP designation and review procedures.

- WCC Instructions for the HAP Designation Process. (Appendix 4)
- WCC Draft HAP Designation Proposal Form. (Appendix 5)
- The WCC HAP Board will use the HAP Hallmarks and Explanatory Notes to determine whether a class will receive the HAP designation.
- Instructors interested in obtaining the HAP designation for their course(s) must complete the HAP Designation Proposal Form. On this form, instructors will have to address how they meet the hallmarks. This form must be submitted to the HAP Board via its chairperson.
- When the HAP Board votes on the proposal, majority in favor of approval is used to determine the final decision to approve the designation.
- When the HAP Board approves a HAP designation for a course, it will be for a particular instructor for a particular course. The HAP designation will be in force for 5 years.
- The WCC HAP Board will consist of 5 faculty members and a chairperson. The five faculty members will consist of:
 - (1) A representative from the Humanities Department;
 - (2) A representative from the Language Arts Department;
 - (3) A representative of Student Services;
 - (4) A representative from the Natural Sciences Department;
 - (5) An at-large member from either the Math/Business or Social Sciences Departments.
- The WCC HAP Board members will serve for either 3 or 5 year terms that are staggered.

Criterion 4: Appropriate assessment of HAP student learning outcomes including a 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.

- Memorandum from Faculty Senate (February 5, 2008) agreeing to accept the HAP system-wide committee's set of HAP student learning outcomes and to participate in any revisions. (Appendix 3)
- WCC has a regular procedure for course assessment of student learning outcomes and program assessment. Therefore, assessment will be conducted even though WCC does not have a HAP requirement.

Criteria 5/6: Training and advising of students, including

- a. appropriate faculty development activities in understanding the HAP Hallmarks.
 - b. timely and accurate student advising on transfer of HAP credits.
- The HAP Board will provide faculty development activities as necessary in understanding the HAP Hallmarks.
 - Student Services counselors will provide student advising on transfer of HAP credits.

Minutes

WCC Faculty Senate Meeting

Mar. 21 (W), 2007

12:40 Palanakila Conference Room

Present: Jean Shibuya, Floyd McCoy (Off-Campus Chair), Ron Loo (Presiding Chair), Paul Briggs (Recording Chair), Tara Severns, Letty Colmenares, Mari Nakamura, Kalani Meinecke, Emi Troeger, Toshi Ikagawa, Winston Kong, Sara Hadmack, Patricia J. Chamberlin

Not Present: Ryan Perreira, Diane Goo

- I. Approval of Minutes from 3-7-07 Faculty Senate Meeting.
 - a. Minutes are approved unanimously.
- II. Council of Faculty Senate Report
 - a. Report from Floyd McCoy

Board of Regents Meeting

- **Establishment of an Assoc. in Sci. Degree in Natural Science (KapCC)**
 - approved; this ASNS will have a concentration in Life Science or Physical Science; focus will be on undergraduate research in these concentrations; as part of this new degree, partnerships have been established by KapCC with UHM Engineering and U. Alaska (Anchorage) using Title III funds; KapCC also announced a \$50K planning grant awarded to them for best practices in recruiting and retention of STEM students (currently there are 79 students here in STEM programs); question concerning cost to System when grants expire, and noted that there would be no cost because current funds will cover costs of the ASNS program with funds for five new positions part of the biennium budget request.
- **Establishment of a student technology fee (MCC)** - approved; \$3/credit/student/semester, up to 12 cr. With \$36 cap on the fee; fee decided by a committee of students and faculty, who defined authorized and prohibited expenditures, including a refund policy, after an open forum and survey to establish and determine what the fee would support; committee of 3 students and 4 faculty will monitor and govern expenditures; starts fall, 2007.
- **BA in Health and Physical Education (UHH)** - approved a change from provisional to established status.

- **Establishment of the Pacific Aquaculture and Coastal Resources Center (UHH)** – approved.
- **Reorganization of the College of Agriculture, Forestry and Natural Resource Management (UHH)** - approved.
- **Endorsement of Institutional Proposal for WASC, 2009-2010 visit (UHM)** - endorsed; noted that this proposal was held as exemplary by WASC, and is being used by them as an example for other academic institutions under their accreditation wing; progress report to WASC by the UH System Office (“UH Progress Report to WASC Accrediting Commission, Feb 2007”) may be accessed at <http://www.hawaii.edu/offices/app/aa> .
- **Amendment of BOR Policy concerning employment of coaches** - extensive and long discussion; President given authority to negotiate salary base between \$184K and \$400K without BOR approval; much concern by some Regents on the message given that non-faculty (coaches are with HGEA) get such extravagant salaries compared to faculty, and that this hardly suggests a focus on education; athletic department, however, noted the huge profits made by sports events that assists the university with its educational mission and recruitment of students.
- **Appointments** - VP for CC’s Morton to permanent status from interim; David Lassner, head of ITS, promoted to System VP.
- **Correction to previous notes:** ITS remains as a System function, rather than a UHM function as described in the previous (Feb.) BOR-ACCFSC-CCCFSC Notes.

ACCFSC

- **Univ. Council on Articulation Report** - (F. McCoy, WCC) - notes from current HAP board meetings circulated as a progress report, noting that HAP hallmarks are now accepted by all campuses except UHH and HawCC.
- **Banner Committee** - report by [new] VP ITS Lassner that the replacement program for WebCT, SAKAI, is now being tested by 6 WebCT users, who are also making comparisons between the two programs; an event in April is scheduled to discuss the change with representatives from all campuses that will hear comments from those testing and comparing SAKAI and WebCT, comments from other universities using SAKAI (the program comes highly recommended from major universities), as well as comments and answers from the developers of SAKAI; also noted that another program is under some consideration called MOODLE, but a decision on which program will replace WebCT will be made by fall, '08, so there can be an orderly and calm transition.
- **Budget Committee** - no meeting = no report.
- **Best Practices Committee** - (D. Bangert, Shidler School of Business) – this committee now has focus on communication by senates with administrators; information on procedures and policies at individual campuses is being acquired for reporting at the next ACCFSC meeting.

- **Business Process Council Report** - report by D. Lassner, VP ITS, that this council now meets monthly and is attempting to see business practices by UH done expediently and efficiently – the two most irritating business practices mentioned by faculty are delays in travel reimbursements, and in new employees receiving their first paycheck. On the first irritant: average time for travel reimbursement is 50 – 60 days! Steps are being taken to see e-travel procedures using e-signatures significantly reduce this delay, in addition to finding better routing paths for processing of requests. On the second irritant: preliminary data suggests a 5 week delay in a new employee receiving a first paycheck is usual, but up to 15 weeks is not unusual! This is a consequence of the State handling UH payroll, a procedure that saves the university up to \$1M/year, thus we have little input into this – steps are being taken to see procedures at UH prior to the State processing are improved.
- **ACCFSC Representative on Regents Advisory Council** - confirmation that Prof. Tom Ramsey will serve as the first faculty representative on the new Regents Advisory Council; also confirmed that a nomination made via Ramsey from ACCFSC need not be current or retired faculty, but could be a prominent citizen outside the university.
- **Cost of Textbooks** - class in Business Practices and Accounting at UHH has a project determining the actual profit made by the UHH bookstore; further discussion on this delayed until these results are in.
- **Duration of the winter break between semesters** – response from KapCC and MCC is for no change; response from UHM is that every campus should have individual calendars.
- **Hamilton Library financial crisis** - UHM senate has established a task force to assist in this that is composed of 1 undergraduate student, 1 graduate student, 1 person from another campus in the System (Harry Davis from KapCC), in addition to UHM faculty.
- **Policy on use of the UH listserv** - decided that it is okay to use this for research purposes; suggested that if this proves unpopular and unworkable, that consideration be given to creating a separate listserv for research.
- **New policy on information security** - update of draft is attached below; individual campuses are asked for comments.
- **Guarantee of anonymity for participants in web-based evaluations of deans and directors** - this is handled by the Office of Human Resources who promptly strip identification from evaluations upon submittal; D. Lassner, VP ITS, will however check that this is being done; discussion then centered on faculty conducting their own evaluations of deans and directors perhaps via the senates and independent of OHR evaluations (a department at UHM-School of Education is doing this).
- **Incoming student readiness for higher education** - report by Flo Wiger from MCC of three initiatives that address this “pipeline” issue: (1) Am. Diploma Project (seeks closer BOE-UH ties on needs and requirements for high school graduates entering UH); (2) Kellogg Foundation (recently funded

at \$10M, will focus on P-3 reading proficiency); (3) an initiative to see a better graduation rate by Hawaiian students. All three are being brought into a P-20 Council to coordinate and see progress.

- **President's Report** - \$53M raised for the Centennial Campaign (includes the Shidler gift); announced \$10M Kellogg grant for the P-20 initiative that will focus on reading by elementary students at the 3rd grade level; KauCC accepted UHM hallmarks thus leaving only UHH and HawCC below the fold; CIP etc. funding going well with all released at the Tier 1 and 2 levels by the Governor except for HawCC and Kona funding of new campuses; no movement on System office move off the Manoa campus.

CCCFSC

- **Legislature update** - for updates:
http://www.hawaii.edu/vpaa/system_aa/cc_stratplan.html .
- **Anticipated faculty turnover** - committee established to address the issue of impending retirements in the CC system, composed of three chancellors (Leon Richards, Angela Meixell, Rocky Frietas), 1 member from Mike Rota's office, plus one faculty member (not named yet, and a volunteer is solicited); statistics compiled so far will be distributed to demonstrate the severity of the problem. Floyd McCoy has included a handout of the total number of faculty retirees anticipated.
- **Faculty recruitment** - an issue consequent to the anticipated faculty turnover coming with retirements (noted above), on modifying existing practices to make recruitment of new faculty easier has its first step in establishing a new policy that allows retention of faculty rank with intercampus transfer
- **Delegation of authority** - BOR now allows the President to approve appointments; the President now will allow the VPCC to do the same for CC appointments as well as policy issues (thus not having to go through the President or the BOR); the President now allows the Chancellors responsibility for appointments on their campuses; all will be defined in a new CCCP (which will replace the former CCCM's).
- **Marketing plan** - a new initiative for publicizing the CC's – see the distributed flyer that was given to the Faculty Senate.
- **"Achieving the Dream"** - a program to assess student success, retention and graduation/transfer to upper-level undergraduate study, in/from the CC's; study cooperates with 8 states; approx. 15 members on the team here with half designated by the Pukoa Council; funding is \$500K from OHA and \$500K from Bishop Estate/Kamehameha Schools.
- **Faculty classification plan (continued)** - remarks by VP Morton to the UHPA forum are attached in paper form and given to the Faculty Senate. Motion by LCC regarding Faculty Classification was given to the Faculty Senate.

- **Grading system** - MCC is looking into use of the "N" grade, as well as the =/- scheme.
- **Hawaii digital library system** - discussion on the establishment of such a system to help alleviate Hamilton Library funding crisis; CCCFSC agrees this should be considered with the system established by the U. Calif./Calif. State System; discussion will progress next to ACCFSC. Should WCC pursue this option?

III. Committee Reports-CCAC

- Approved the modification in course description for MUS 122C Piano 2 (2 credits)
- Approved the modification in course description for MUS 222C Piano 4 (2 credits)
- Approved the modification in title and course description for MUS 101 from "Rhythmic Sightreading" to "Music Sightreading" (1 credit)
- Approved the modification in course description for MUS 114 College Chorus (1 credit)
- Approved the modification in course description for MUS 121B Voice 1 (2 credits)
- Approved the modification in course description for MUS 121C Piano 1 (2 credits)
- Approved the modification in course description for MUS 122B Voice 2 (2 credits)
- Approved the modification in course description for MUS 221C Piano 3 (2 credits)
- Approved the new course addition of ENG 204A Introduction to Creative Writing (Fiction) (3 credits).
- Approved the modification in course description for MUS 106 Music Appreciation (3 credits)
- Approved the modification in prerequisites and lecture and lab description for ART 260 Gallery Design and Management (3 credits)
- Approved the modification in prerequisites and corequisites for AQUA 201L Hawaiian Fishpond Lab
- Approved the modification in prerequisites for BIOL 100 Human Biology (3 credits)
- Approved the modification in prerequisites for BOT 210 Phytobiotechnology (4 credits)
- Approved the modification in prerequisites and credit description for CHEM 151 Elementary Survey of Chemistry (3 credits)
- Approved the modification in corequisite description for CHEM 161 General Chemistry I (3 credits)

- Approved the new course addition of ENG 297 Magazine Production (Rain Bird) (1 to 3 credits, variable)
- Approved the modifications in prerequisites and corequisites for PHYS 170 General Physics I (3 credits)
- Approved the modification in prerequisite for PHYS 272L General Physics II Laboratory (1 credit)
- Approved the modification in number, title, and course description from POLS 297 Politics and Film to POLS 243 Introduction to Politics and Film (3 credits)
- Motion approved to accept all 20 actions, unanimously.

IV. Old Business

- a. Retiree Participation on Faculty Senate, Floyd McCoy
 - i. Floyd McCoy distributed a sample UH Faculty Retiree Resolution for the Faculty Senate to consider. **Faculty are encouraged to have their departments look at this resolution for comment.**
- b. Sub-Committee on Assigned/Reassigned Time and Overload - **Bring feedback from departments on Apr. 04 (W) meeting.**
 - i. Vote on the recommendations of the sub-committee on the April 4 Faculty Senate meeting. The recommendations are in the February 21 Faculty Senate minutes.
- c. Nomination/Election of Faculty Senate Chairs
 - i. Chair two (off-campus) - 2 year term
 - ii. Chair three (presiding) - 1 year term
 - iii. **Faculty are encouraged to solicit nominations from their departments for the April 4 meeting.** The off-campus chair gets 3 credits release time and would need Thursdays and Fridays off, while the presiding chair gets appx. 1 credit. BOR meets on Thursdays, and UH Faculty Senate meetings are typically on Fridays.

V. New Business

- a. Abolishment of ATS Program, Jean Shibuya
 - i. Motion-To abolish the ATS Program at WCC
 1. Moved by Sarah Hadmack and seconded by Floyd McCoy.

- 2. Motion carried unanimously.
 - b. Establishment of WCC HAP Board, Jean Shibuya
 - i. Motion-To establish HAP Board
 - 1. Moved by Tara Severns and seconded by Floyd McCoy
 - 2. Motion carried with one abstention.
 - ii. Motion-To have a HAP Requirement
 - 1. Moved by Floyd McCoy and seconded by Toshi Ikagawa.
 - 2. Members discussed this motion, Jean Shibuya and Winston Kong argued against a HAP requirement as it would be too much of a burden on WCC students. Sarah Hadmack of Humanities recommends beginning this requirement in Fall 2008.
 - 3. Motion is defeated.
 - c. Resolution on Communication
 - i. To be discussed at the April 4 meeting.
 - ii. Faculty are encouraged to take this matter to their departments, especially with regard to new hires and new departments (i.e. ADOP).
 - d. A.D.O.P., Winston Kong
 - i. To be discussed at the April 4 meeting.
 - e. There will be a meeting on April 11 to discuss updates on SLOs, Contact Hours and a Collective Bargaining update from UHPA.
 - i. Meeting will be in Akoakoa 107 at 3 pm.
- VI. Adjournment-meeting adjourned at 1:30

W I N D W A R D C O M M U N I T Y C O L L E G E

January 29, 2008

TO: System-wide HAP Committee

FROM: Elizabeth Ashley, Interim Dean of Instruction, Windward Community College *EA*

SUBJECT: Adequacy of campus support for Windward Community College's HAP Board

Windward Community College fully supports a campus HAP Board. The following are assured:

- WCC Administrative support
- Faculty Senate approval and therefore campus support
- Provision of HAP courses by WCC faculty

WINDWARD COMMUNITY COLLEGE

February 5, 2008

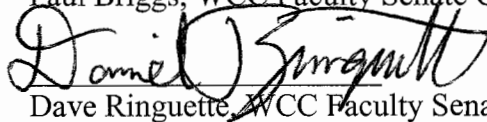
To the Multi-campus Hawaiian, Asian, and Pacific Issues Focus Committee:

The Faculty Senate of Windward Community College supports the focus on Hawaiian, Asian and Pacific (HAP) Issues by encouraging departmental participation in developing and reviewing HAP courses. We will insure that the college follows the guidelines, accepts the Student Learning Outcomes of the HAP focus courses, and will participate actively in subsequent reviews and revisions of policies and procedures.

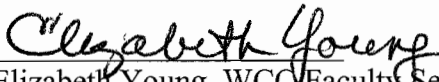
Furthermore, the Faculty Senate will assist the college in providing sufficient courses that satisfy the HAP focus requirement at other campuses within the University of Hawaii system.



Paul Briggs, WCC Faculty Senate Co-chair



Dave Ringuette, WCC Faculty Senate Co-chair



Elizabeth Young, WCC Faculty Senate Co-chair

Windward Community College

Hawaiian, Asian, and Pacific Issues (HAP) Board

HAP Designation Process

The HAP Board reviews all requests that a course be designated as satisfying a HAP requirement at various campuses within the UH system. Requests are submitted directly from the Department Chair to the Board. Carefully review the Hallmarks and the explanatory notes for the HAP designation when deciding whether to propose a course, as your proposal will need to demonstrate clearly how the course meets each Hallmark. It may help to review proposals for other courses that have been accepted in that category. Also, the departments should be aware that:

- If a course and instructor is accepted, the course with that specific instructor will carry the HAP designation and be required to meet the Hallmarks each time the course is taught.
- Once given a HAP designation, the course cannot have a Foundations designation.
- If the WCC HAP Board approves your course, it will articulate to UH-Manoa, and any UH Community College that participates in the multi-campus HAP Board as meeting their HAP requirement if that campus has such a requirement.
- If the Board determines that the proposal does not adequately address the Hallmarks, the proposal may be revised and resubmitted. If the course needs substantial revision, Curriculum Committee action will be required.
- If a new course is being developed, it may be submitted simultaneously to both the Curriculum Committee and the HAP Board, but the Board will wait for a Curriculum decision before acting.
- If approved, the course/instructor designation will last 5 years and require renewal during the final year.

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

The WCC HAP Board invites your department 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 indicated instructor will be designated as satisfying the requirement for five years.

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. Department 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 **[#]**
(e.g., "ANTH")

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	RENEWAL
DESIGNATION	<input type="checkbox"/>	<input type="checkbox"/>

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.

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

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

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