

Hawaiian, Asian, & Pacific Issues Focus (HAP)  
 Multicampus Articulation  
 April 19, 2007, 1:15pm - 2:45pm  
 Meeting Notes

These notes are from the group present at the UH Mānoa site because polycom technical problems prevented participation by those present at other sites.

Present at UHM

- Colette Higgins, KapCC
- Ralph Kam, HonCC
- Spencer Leineweber, UHM
- Jan Petersen, HonCC
- Monica Stitt-Bergh, UHM

**1. March 22, 2007 meeting notes**

No changes requested.

**2. Review revised articulation agreement, 3/28/2007 version.**

No changes to 3/28/2007 revision.

**3. HWST 107 course equivalency.**

Not discussed.

**4. Transition plan, timeline, next steps**

Because there were no further modifications to the 3/28/07 version of the articulation agreement, the group decided to move ahead with a timeline for implementation. The implementation process will likely have campuses doing several things at the same time and campuses will “come on board” at different times. Below is a recommended timeline. We recognize this is the ideal. The deadlines are only suggested and very flexible.

Overview. This is a three-step process: (1) Multicampus HAP group approves articulation agreement. (2) Campuses approve the articulation agreement. (3) Campuses apply to have their HAP Program approved by a system HAP Board.

Action	Suggested deadline	Comments
Multicampus HAP group approves the 3/28/07 articulation agreement (or approves a modified version)	May 2, 2007	When everyone’s okay with articulation agreement, we’ll move forward. Some campuses want their Faculty Senate (FacSen) to vote on it this semester. (e.g., the last FacSen meeting at HonCC is May 10)
Each campus creates a HAP Board and designates a person to serve as chair and system representative.	Before asking FacSen to approve agreement	What do you think? Is the 3/28 version okay to move forward with? <b>This needs a vote.</b> Each campus can form its HAP Board while preparing to take the agreement to the FacSen and Chief Academic Officer (CAO).

Action	Suggested deadline	Comments
Faculty Senate on your campus approves the articulation agreement.	October 15, 2007	We may be able to have the FacSen chairs and the CAOs sign the agreement at their system meetings.
CAO on your campus approves the articulation agreement.	November 15, 2007	
Submit your campus's application to have its HAP Program approved by the system HAP Board.	After FacSen and CAO approve agreement	Applications can be turned in any time after August 14, 2007 (duty period begins).  The system HAP Board will consist of the HAP Board chairs from each campus.
Email the application to all HAP Board chairs. We will schedule meetings as needed and/or vote via email.		
The items required in the application are spelled out in the articulation agreement, section A3.		While a campus is pursuing approval of the agreement and/or application to join, its HAP Board chair can serve on the system HAP Board. In other words, every campus interested in joining the agreement will have a member on the system HAP Board.
Review each campus application to join the HAP articulation agreement.		Each campus will email its application to the system Board after its FacSen and CAO approve the articulation agreement.
The review criteria are stated in the articulation agreement, section A2.		IMPORTANT: The system HAP Board cannot approve a campus's application until that campus's FacSen and CAO have approved the articulation agreement.
Designate classes on your campus as HAP	As early as Fall 2007 for the Spr08 semester	A campus's HAP Board may review proposals to designate its classes as HAP while the campus is getting FacSen and CAO approval and submitting its application to the system HAP Board.  IMPORTANT: Articulation of the classes may not occur until <u>after</u> the system HAP Board approves the application.
Facilitate student transfer of HAP classes		After receiving approval from FacSen, CAO, <u>and</u> HAP system board, the campus includes the correct information in Banner (student registration system) for each approved HAP sections so students can transfer their HAP to other campuses.

*Prepared by Monica Stitt-Bergh, recorder*