UNIVERSITY OF HAWAI‘I AT MĀNOA
Office of the Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Undergraduate Education

MEMOANDUM

TO: CCAO

VIA: Neal Smatresk
Vice Chancellor for Academic Affairs

FROM: Ronald E. Cambra
Assistant Vice Chancellor

SUBJECT: Meeting to Discuss a Multicampus Approach to Hawaiian, Asian, and Pacific (HAP) Focus Designation and Articulation

November 21, 2006

As Neal noted in his October 6 memo to you, faculty groups at several campuses seem eager to establish a multicampus articulation agreement covering HAP focus courses.

To give campus representatives an opportunity to begin work toward this goal, I will convene a polycom meeting on Thursday, January 25, 2007, 1:30-3:30 p.m.

I ask you to consult with your Faculty Senate or General Education chair to identify one of your faculty members to participate in this discussion. To represent the UHM campus, our general education committee has selected Professor Spencer Leineweber, current chair of our HAP Board. As information resources for the discussion, we will have Dr. Todd Sammons (UHM), Dr. Jerry Saviano (HCC), and Dr. Dennis Nullett (KCC), who represented their campuses during implementation of the HCC/KCC/UHM multicampus agreement on Foundations course articulation.

So we know which campuses will be represented, please send me the name of the person you appoint by Wednesday, January 10, 2007. We will send an agenda and polycom site location to the campus representatives no later than Friday, January 19, 2007.

A starting point for the discussion is the one-page summary entitled “Procedures for Articulation of General Education Hawaiian, Asian, and Pacific (HAP) Focus Designations” (attached). Please give a copy to your campus representative.

The General Education HAP Focus requirement identifies our UHM undergraduate degrees as unique to Hawai‘i. Nearly every system campus offers courses that articulate to the UHM degree on a class-by-class basis. If we can successfully establish a multicampus HAP agreement, we will make simpler H articulation a reality for our students.

Enclosure

cc: Spencer Leineweber, Chair, UHM HAP Board
    Dennis Nullett, KCC
    Todd Sammons, UHM
    Jerry Saviano, HCC
    Helen Baroni, GEC
    Thomas Hilgers, GEO
For Discussion:

Procedures for Articulation of General Education Hawaiian, Asian, and Pacific (HAP) Focus Designations
November 21, 2006

Based on Principles and Practices in the Multicampus Foundations
Articulation Agreement signed by Honolulu CC, Kapiolani CC, and UHM Faculty Senate and Administrative Representatives on June 9, 2004

There are two approaches to articulation of General Education (GE) designations within the UH System: articulation via Multicampus Agreement, and articulation of individual class sections.

A. Articulation via a Multicampus HAP Agreement

Campuses that enter the Multicampus HAP Articulation Agreement will have the authority to review their own courses for transferable HAP designations. To enter into such an agreement, a campus has to meet these requirements:

1. Official establishment of a HAP requirement for an Associate or Bachelor degree, including acceptance of the UHM HAP Hallmarks and their official “explanatory notes” (http://www.hawaii.edu/gened/focus/h.htm).

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

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

4. Appropriate HAP section designation in Banner.

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

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

7. Appropriate assessment of student learning outcomes and the use of the assessment to improve educational effectiveness (required by WASC).

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

Each campus that wishes to be party to the Multicampus Agreement needs to submit an implementation plan that demonstrates how the campus has met the above requirements. The plans will be mutually reviewed and approved by the participating campuses. (The UHM OVCAA will convey to the campuses, upon request, detailed instructions for becoming party to the Multicampus HAP Articulation Agreement.)

B. Articulation of Individual HAP Class Sections

Instructors at campuses that are not party to the Multicampus Agreement may propose their class sections for articulation to UHM. An articulation proposal form is available at the UHM General Education website. Other campuses may offer a similar option.
MEMORANDUM

TO: Council of Chancellors
   All Campus Council of Faculty Senate Chairs

FROM: Peter Englert
      Chancellor

SUBJECT: PROCEDURES FOR ARTICULATION TO UH-MĀNOA’S GENERAL EDUCATION FOUNDATIONS REQUIREMENTS

A March 11, 2004 memorandum from the UH-Mānoa Interim Vice Chancellor for Academic Affairs to Vice President David McClain described governing concepts for general education articulation approved by both faculty and administration. This memorandum sets forth faculty- and administration-approved procedures for campus-to-campus articulation to the foundations component of UHM’s general education program.

GOVERNING CONCEPTS

As background, Interim Vice Chancellor Kim’s March 11 memorandum described two approved approaches to articulation to UHM’s foundations requirements: articulation of an approved foundations program and articulation of individual foundations courses. Specifically, the memorandum stated:

“1. Foundations Program Option: Procedures for Articulation Among Approved Foundations Programs

Several campuses are considering adoption of general education core foundations requirements that employ the categories and hallmarks in use at UHM. The resulting emergence of a ‘Common Foundations Requirement’ provides us with an opportunity to extend the WI model of
articulation to this area. The Mānoa Faculty General Education Committee and the Senate Executive Committee have voted to support an articulation process by which campuses may establish an approved foundations program. We encourage campuses to adopt Mānoa hallmarks and enter into discussion to develop an approved program for articulation.

At the same time, Mānoa welcomes individual course proposals from all campuses. Course proposals may be submitted using procedures that are consistent with E5.209.”

GOVERNING DEFINITIONS

UHM General Education Program: UHM’s general education core (foundations and diversification) requirements and the courses approved to satisfy those requirements, plus UHM’s special graduation (Hawaiian/second language and focus) requirements and the courses approved to satisfy those requirements.

UHM General Education Core Foundations category: Requirements and approved courses in global and multicultural perspectives; symbolic reasoning; and written communication.

Common Foundations Program: Requirements “common” to those UH campuses that have adopted all of UHM’s foundations requirements for certain degrees and use UHM’s foundations hallmarks to designate courses that satisfy the requirements.

PROCEDURES FOR ARTICULATION TO UHM’S FOUNDATIONS REQUIREMENTS

Two different procedures govern the articulation of courses to meet the general education core-foundations requirement at UHM:

A. procedures for articulation involving an entire common foundations program (for campuses that have common foundations requirements for one or more degrees), and

B. procedures for articulation of individual courses using UHM foundations hallmarks (for campuses that do not have an approved common foundations program).
A. Articulation Involving a Common Foundations Program

Campuses that have an approved common foundations program, as described below, will have the authority to review their own courses for foundations designations. Requests for a common foundations program approval will be submitted to a systemwide committee for consideration. Recommendations made by the systemwide committee are subject to approval by the receiving campus(es). Once a campus's common foundations program is fully approved, its students' foundations courses can be readily transferred to other UH campuses that have an approved common foundations program.

Approval criteria for a common foundations program. The systemwide foundations committee evaluates campus proposals for a common foundations program using the following criteria:

1. establishment of common foundations requirements for an Associate of Arts or Bachelor's degree, including acceptance of the UHM foundations hallmarks and UHM's interpretation of those hallmarks for purposes of course designation;

2. appropriate University approval of the foundations requirements for an Associate of Arts or Bachelor's degree;

3. appropriate campus foundations-requirement support, including adequate numbers of faculty and support personnel, attention to student needs, and budget;

4. appropriate course designation and evaluation procedures;

5. appropriate assessment of student learning outcomes and the use of the assessment to improve educational effectiveness (which is required by WASC); and

6. appropriate faculty training.

Systemwide committee membership. A systemwide committee will consist of members from each campus that has an approved common foundations requirement. Each campus selects its representative(s). Committee membership will be determined by Faculty Senates and the Council of Chancellors.
Approval process. The UHM Office of the Vice Chancellor for Academic Affairs (OVCAA) will convey to the campuses, upon request, detailed instructions for proposing a common foundations program.

Annual review by systemwide committee. Campuses are expected to improve their common foundations requirement procedures and courses through the use of assessment data. So that evolving courses and procedures remain in compliance with the approval criteria, annual common foundations program review will be conducted by each campus and annual rearticulation by the systemwide committee will take place.

B. Articulation Involving Individual Course Review

Campuses that do not have an approved common foundations program may propose individual courses for articulation. A catalog description plus governing syllabus should be sent to the UHM OVCAA, which will oversee the review of individual courses using the appropriate foundations hallmarks. Governing procedures are spelled out in E5.209.

UHM is very interested in moving forward with both processes for articulation of foundations requirements and hope we can move quickly towards our shared vision of articulation across the system.

The following parties agree to the form and content of this memorandum.

John Morton  
Neghin Modavi  
Ramsey R. Pedersen  
Jerry Saviano  
Peter Englert  
Mary Tilles

Date: June 9, 2004

c: President Evan S. Dobelle  
Vice President David McClain
MEMORANDUM

TO: Sharon Ota, Honolulu Community College
Leon Richards, Kapi'olani Community College

FROM: Neal Smatresk
Vice Chancellor
for Academic Affairs

SUBJECT: Procedures for Proposing a UH Common Foundations Program

August 16, 2004

In preparation for our first meeting of the Multi-campus Foundations Committee on Friday, September 17, 2004, 2:30 p.m., in Hawai'i Hall 209, I am sending at your request an abbreviated list of instructions for satisfying the agreed upon approval criteria. Please bring as much of your campus portfolio as you have completed to the meeting. This will give our discussion a starting point and allow us to expeditiously move forward. We look forward to our first meeting and establishing a strong multi-campus foundations process.

Procedure

In order to demonstrate that the criteria specified in Chancellor Peter Englert's May 20, 2004 memorandum on Foundations requirements have been met, a proposing campus will submit, through this office, a Foundations Portfolio that includes the items below relating to the establishment of a UH Common Foundations Program. Your campus's initial Foundations Portfolio should contain no more than ten (10) pages of text. (Note: item numbers below relate to the criteria specified in the May 20 memorandum; the relevant criterion as described in the memorandum is listed in italics below the item number.)

1.a. Campus catalog copy, or the text of an approved campus Faculty Senate resolution, that demonstrates the establishment of the Common Foundations Program requirements for the A.A., B.A., B.S., or similarly appropriate degree.

*Meets part of Criterion 1, “establishment of common foundations requirements for an Associate of Arts or Bachelor's degree.”*
1.b. A Faculty Senate resolution or governance document that establishes UH Mānoa’s Foundations Hallmarks as the basis for determining which courses meet the Foundations requirements.

Meets part of Criterion 1, “acceptance of the UHM foundations hallmarks and UHM’s interpretation of those hallmarks for purposes of course designation.”

2. Documentation of UH Presidential or BOR approval of the Foundations requirements for the campus degree(s).

Meets Criterion 2, “appropriate University approval of the foundations requirements for an Association of Arts or Bachelor’s degree.”

3. Copy of the campus’s “Foundations Program Business Plan” or a statement from the appropriate campus officer on the adequacy of campus resources for the Foundations Program.

Meets Criterion 3, “appropriate campus foundations-requirement support, including adequate numbers of faculty and support personnel, attention to student needs, and budget.”

4. Documentation of intended Foundations course designation procedures; or copies of the campus’s actual proposal and proposal evaluation forms used in conjunction with Foundations designations.

Meets Criterion 4, “appropriate course designation and evaluation procedures.”


Meets Criterion 5, “appropriate assessment of student learning outcomes and the use of assessment to improve educational effectiveness (which is required by WASC).” (Note: We realize that at the beginning stages of Foundations Program development, the “assessment plan” will be primarily one of intentions. Full satisfaction of Criterion 5 will be accomplished over time.)

6. A brief statement from the appropriate campus officer describing the types of training that will be available to faculty members who must change existing courses or develop new courses that will satisfy the various Foundations hallmarks.

Meets Criterion 6, “appropriate faculty training.”
Sharon Ota
Leon Richards
August 16, 2004
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Finally, we expect that each campus's Foundations portfolio will grow in time, as campus
courses are added or deleted and as the local campus and the UH Multi-campus
Foundations Committee conduct their annual reviews of approved campus Foundations
Programs.

The UH Mānoa faculty and administration hope that this initiative will result in a smoother
transfer process for all students who study and seek degrees at participating UH campuses.

We look forward to working with you on this multi-campus endeavor. If you have further
questions about this procedure, please contact Dr. Helene Sokugawa at 956-9396 or
helene@hawaii.edu.

c: Vice President David McClain
   Chancellor Peter Englert
   Chancellor John Morton
   Chancellor Ramsey Pedersen
   Director Thomas Hilgers
   Dr. David Ross
   Dr. Michael Graves
   Dr. Sherwood Maynard
   Dr. Helene Sokugawa