Hawaiian, Asian & Pacific Issues (HAP) Multicampus Group
October 19, 2012, 2:00-4:00 p.m.
Bachman 203 with VTC to Ka‘i‘ake 103 (UHMC)
Meeting Summary

Present: Tracie Losch (Interim Chair, LeeCC), Keala Losch (KapCC), Ross Cordy (UHWO), Ki‘ope Raymond and Mikahala Helm (UHMC), Alapaki Luke (HonCC), Yuko Otsuka and Lilinoe Andrews (UHM), Todd Sammons, Dawne Bost and Lisa Fujikawa (UHM Gen Ed Office), Joanne Itano and Susan Nishida (UH System)

Announcements

Tracie graciously agreed to be the Interim Chair because Keala Chock accepted an Acting Dean position and will not be representing HonCC at HAP meetings this year.

Tracie informed the group about the Laulima site which is available to the Group. It contains resources and allows folks to share information. If you would like to be added to the site, email Tracie (tlosch@hawaii.edu). Information is also being posted on the UH System HAP website located at http://www.hawaii.edu/offices/app/aa/HAP.html.

Minutes from the May 3, 2012 meeting was approved with no suggested revisions.

Formalization and structure of the HAP Multicampus Group

Discussion about the desire to establish a cohesive structure for the Group. The structure may help some of the procedural questions raised at past last meetings. The Group agreed to the following:

Leadership structure and responsibilities
Chair, HAP Multicampus Group
- One year term, renewable, not to exceed three consecutive years
- Elected in the spring semester for the upcoming academic year
- Responsibilities:
  - Prepare the agenda
  - Call meetings
  - Convene meetings (can rotate location of meetings)
  - Serve as point of contact for the HAP Multicampus Group
  - Review minutes of previous meetings
  - Laulima site coordination
  - Ensure that campuses are updating their information on the website

Vice Chair, HAP Multicampus Group
- One year term, renewable, not to exceed three consecutive years
- Elected in the spring semester for the upcoming academic year
- Responsibilities:
  - Fill in for the Chair if the Chair is unavailable

Members
- Chair of their respective campus’ H-Board (terms will vary), guests are allowed
- Responsibilities
  - Attend and participate in meetings (if unable to attend, should send representative)
  - Ensure that HAP approval criteria is being met at their campus
  - Submit and present annual reports for the campus

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- Report back to respective campus boards and administration
- Bring to attention any substantive issues from their campuses

**Procedural guidelines for the Group**

1. *One vote per participating campus*
2. *Policy/procedures for creating/modifying HAP SLOs*
   - The multicampus group will determine SLOs – refer to multi-campus agreement
3. *Policy on individual and course-based approvals*
   - Per respective board – can be course or individual based
   - If course based, there must be someone listed as the point of contact that is responsible for ensuring the hallmarks are being met.

***Agreement made on items above, but items below still need to be discussed and/or agreed to***

4. *Policy on retroactive designations of HAP courses* – tabled for individual campus discussion and will be discussed at the next meeting
   - If the section is already designated as HAP – instructor change only
     - The new incoming hire will teach using an approved H-focus syllabus until such time as the new lecturer can be officially approved.
   - Not a HAP designated class, but the instructor changed to one that is HAP approved
     - Should you add the HAP designation to the course?
     - Does it matter if it’s before the class starts or before registration?
5. *Policy/procedure for modifying hallmarks and explanatory notes* – discuss at large meeting
   - What is “indigenous”? – What qualifies a source as an “indigenous” voice?
6. *Format for annual individual Board reports* – the Foundations board is working on this now, we will wait and check their out. Mānoa will provide the Group with their Annual Report form for WI courses to consider using as a model.
7. *System student learning outcomes (SLOs)* – discuss at large meeting
   - Campuses should provide their HAP focus SLOs to the group. Group can consider whether or not to work towards system-wide SLOs
8. *Articulation of UHH and HawCC courses*

**Subcommittee to Plan “Large Meeting” in February 2013**

Plans for a meeting with representative from all campuses in February to address large issues such as process for creating/modifying hallmarks, explanatory notes and SLOs; assessment; and defining “indigenous.” Keala, Alapaki, Lilinoe and Tracie volunteered to serve on the planning group. Joanne will support the travel of neighbor island attendees for this meeting, but is unable to pay for food. Alapaki to check with Lui Hokoana to see if there is funding available to pay for food.

**HAP System Website**

Group discussed creating a system HAP website that would list all approved courses. It would require individual campuses to input and update their own sections. Desire is to include all expired approvals (individuals and course-based). See the System Foundations site for an example - http://www.hawaii.edu/offices/app/aa/foundations.html and http://www.hawaii.edu/offices/app/aa/af. The Group unanimously approved. Joanne’s office will work on creating this site with the goal to have it available in the spring 2013.