The purpose of the Systemwide HAP Board is to maintain the integrity of campus-to-campus articulation of HAP courses through procedures that ensure that these courses meet the agreed upon Hallmarks for HAP designation.

The members of the Systemwide HAP Board are chairs of the campus HAP Board or its equivalent from the participating campuses. Staff support is provided by the Office of the Executive Vice President for Academic Affairs/Provost, University of Hawai‘i System.

Roles and Responsibilities

Systemwide HAP Board
- Meets at least once each academic year.
- Elects a chair and vice chair.
- Reviews HAP Hallmarks and Explanatory Notes at least every five years.
- Conducts an annual review of campuses HAP procedures.
- Reaffirm the articulation of each campus to the Systemwide HAP Board.
- Maintains an accurate list of HAP approved courses.
- Approves new campuses to the Systemwide HAP Board.

Chair
- Calls and convenes meetings of the Systemwide HAP Board.
- Establishes the meeting agenda.
- Determines location of meetings.
- Reviews minutes of meetings and provides timely feedback.
- Serves as point of contact for Systemwide HAP Board issues.
- Ensures the approved list of HAP courses (URL: XXXX in development) is current and accurate.
- Responsible for the Systemwide HAP Board Laulima site.

Vice Chair
- Serves in place of chair as needed.

Members
- The campus’ chair of the HAP Board or its equivalent.
- Representative from the Office of the Executive Vice President for Academic Affairs/Provost will serve as an ex officio member.
- Attends and actively contributes to meetings.
• Brings to the Systemwide HAP Board relevant issues for discussion.
• Reports to their campus the discussion/actions of the Systemwide HAP Board.
• Updates the approved list of HAP courses for their campus (URL: XXXX in development).
• Submits and presents an Annual HAP Campus Report by the established deadline.

Policies

• Guests are welcome to attend meetings.
• Each campus with an approved HAP program has one vote.
• Proxy voting is allowed.
• Members’ term vary based on campus policy for the campus’ HAP Board chair or its equivalent.
• Chair and vice chair serves one-year terms (June through May) and is elected each spring semester.
• Chair and vice chair may be reelected, but may not exceed three consecutive years.
• Explanatory Notes are determined by the Systemwide HAP Board. During the process of review, each member of the Systemwide HAP Board will consult with their campus based on the procedures of that campus.
• Hallmarks for HAP designations are determined by the Systemwide HAP Board. During the process of review, each member of the Systemwide HAP Board will consult with their campus based on the procedures of that campus.
• Consensus is the intent for changes to Explanatory Notes and Hallmarks. If consensus is not reached, a majority vote will determine any changes.
Annual HAP Campus Report

Campus:
Chair of campus HAP Board:
Date:

I. Approval Criteria
Yes  No
☐ ☐  1. HAP requirement is established as a requirement of the campus’ associate of arts and/or bachelor’s degree.
Comment:

☐ ☐  2. HAP hallmarks are the criteria used to approve courses as HAP designated.
Comment:

☐ ☐  3. There is appropriate campus support including
    ☐ ☐  a. adequate numbers of courses to meet student needs.
    Comment:

    ☐ ☐  b. adequate support to manage the HAP program
    Comment:

    ☐ ☐  c. adequate budget for expenses related to the HAP Board
    Comment:

☐ ☐  4. There is an appropriate course designation and course renewal procedures.
Comment:

☐ ☐  5. There is an appropriate assessment of student learning outcomes and the use of the assessment results to improve educational effectiveness.
Comment:

☐ ☐  6. There is faculty training that is consistent with HAP requirements.
Comment:
II. Course Changes
7. List new course approved during current academic year.

8. List HAP approved courses whose designation was terminated or changed:

9. List any HAP approved courses that were renewed.

III. Other
10. Describe any significant issues regarding the HAP process on your campus.

11. Identify any issues for discussion for the Systemwide HAP board.