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Systemwide Hawaiian, Asian, and Pacific Issues (HAP) Board
University of Hawaiʻi System

OPERATING GUIDELINES

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 Hawaiʻi System.

Roles and Responsibilities

Systemwide HAP Board
- Meets at least once each academic year.
- Elects a chair and vice chair.
- Reviews HAP Articulation Agreement, Student Learning Outcomes, 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 faculty and 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.
- Responsible for the Systemwide HAP Board Laulima site.

Vice Chair
- Serves in place of chair as needed.
- Ensures the list of HAP approved faculty and courses (URL: XXXXX in development) is current and accurate.

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 and provide meeting summaries.
- 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 list of HAP approved faculty and courses for their campus (URL: XXXXX in development).
- Submits and presents an Annual HAP Campus Report at the spring semester meeting.

**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.
- Members may propose changes or amendments to the Articulation Agreement.
- Student Learning Outcomes 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. Campuses may elect to include additional Student Learning Outcomes for their 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.
- 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.
- Consensus is the intent for changes to Student Learning Outcomes, 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:

For each of the following, explain how your campus

I. Approval Criteria
1. HAP requirement is established as a requirement of the campus’ associate of arts and/or bachelor’s degree.

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

3. There is appropriate campus support including
   a. adequate numbers of courses to meet student needs.
   b. adequate support to manage the HAP program
   c. adequate budget for expenses related to the HAP Board

4. There is an appropriate course designation and course renewal procedures.

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

6. There is faculty training that is consistent with HAP requirements.

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.