

# Hawaiian, Asian, & Pacific Issues Multicampus Group

## Annual HAP Report

### Spring 2009

According to the 2008 Multicampus Articulation agreement, each campus will annually submit to the HAP Multicampus Group a description of how its Hawaiian, Asian, and Pacific Issues (HAP) program addresses the concerns listed below. Campus HAP Representatives may provide supporting or qualifying details in the blank spaces provided or may append additional materials as needed.

Upon receipt of each description, the Group will review, advise, and recommend action on inter-campus articulation of the campus's HAP courses.

**Campus:**

**Date:**

**Report submitted by** (name and title):

## Description of Hawaiian, Asian, & Pacific Issues Program

### I. PROGRAM SUPPORT

1. Is the program directed by a person who has been appropriately appointed and trained to supervise the HAP program?
2. Who assists in supervising the HAP program? (e.g., Faculty Board, student assistant)
3. Does the HAP program have adequate professional/secretarial/clerical assistance to support the HAP board's work and maintain records necessary for articulation of HAP courses?
4. Does a network of support exist for instructors of HAP courses?
5. Is the teaching of HAP courses appropriately rewarded in review processes, including tenure and promotion?
6. Are enough HAP courses offered so students can meet graduation or degree requirements?
7. Are HAP courses clearly designated in class schedules?
8. Are students advised about the availability of and purpose for HAP courses through regular campus publications?
9. Are HAP designations recorded and explained on student transcripts?

## **II. COURSE DESIGNATION PROCESS**

1. Is the HAP designation process reasonable, explained to faculty, and followed regularly by program administrators?
  
2. Does the designation process include the following?:
  - a) Publicizing the hallmarks of HAP courses
  
  - b) Soliciting proposals from individual faculty members and offering guidance
  
  - c) Reviewing proposals (and negotiating on proposals that fall short)
  
  - d) Approving strong proposals for designation of courses as HAP
  
  - e) Notifying appropriate personnel of such designations
  
3. Does the program offer an option for HAP designations that extend beyond a single semester (e.g., 2- or 3-year approval period)? If yes, please add a brief description of the option.

## **III. EVALUATION PROCEDURES**

1. Is there a program of evaluation that assesses HAP courses to see if they are doing what they are supposed to do?

## **IV. FACULTY TRAINING PROGRAM**

1. Are training programs in HAP course instruction provided and/or required for faculty who are interested in teaching HAP courses?
  
2. Are orientation sessions provided at the beginning of each semester for instructors new to HAP course instruction?
  
3. Are resources provided for instructors who want or need help in planning and teaching HAP courses?

*If you have additional information for the committee, please submit it with this form.*