

**Faculty Discipline Meetings  
2009-2010  
Office of the Vice President of Academic Planning and Policy  
University of Hawai'i System**

Background

Faculty discipline meetings improves communication and coordination across campuses which result in an informed and smooth transfer of students and courses across the UH system. Discipline meetings also foster a collegial environment and improve articulation of courses and transfer of students. This effort is supported by the All Campus Council of Faculty Senate Chairs and the Office of the Vice President for Academic Planning and Policy.

Outcomes

Faculty from six disciplines met during the 2009-2010 AY. They include math, engineering, reading, teacher education, academic advisors and foundations board (writing, symbolic reasoning and global and multiculturalism). About 280 faculty attended these 10 meetings with travel for 47 faculty from neighbor island campuses supported by the Office of the VPAPP.

*Math* - About 55 UH faculty and administrators met in Math Summit 3, Increasing access and achievement in mathematics in Hawai'i. A review of Algebra II end of course standards to UH math courses indicated significant overlap with Math 27/103. A strategy to use the Alg II EOC scores for placement into UH math courses was developed and will be implemented in the Fall 2010.

*Reading* - The first reading summit was held in September 2009 focusing on Eng 21 SLOs across the UH system, assessment methods currently used and COMPASS placement test effectiveness, etc. This group continues to meet with funding provided by the VPCC for improvement of developmental education

*Teacher Education* – Representatives from teacher education programs at the four-year campuses met to discuss ways to collaborate in times of fiscal constraints. UHH implemented their post baccalaureate online secondary education program in Fall 2009, developed with partial funding support from the Office of the VPAPP. UHM, UHH and UHWO continue to work on ways to coordinate and accept each others' education core courses.

*Academic Advisors* - A workshop for about 100 academic advisors was held in October 2009 with a focus on the advising syllabus and assessment. It was a successful networking opportunity and another workshop is being planned for 2010 with new volunteers on the workshop planning committee.

*Engineering* - This group met twice focusing on improving the CC transfer to UHM College of Engineering. A systemwide pre engineering curriculum is planned. An

outgrowth was the submission of an NSF grant, spearheaded by Kapi'olani CC, focusing on improving the number of native Hawaiians who complete the engineering BS degree.

*Foundation Boards Work Groups:* The FW, FS and FG groups met to review the hallmarks and explanatory notes for each area. A question of the process of changing hallmarks and who can propose changes and who must approve changes was raised. A public website for the display of all approved Foundation courses will be available in the Fall 2010.

*ICS* - Faculty reviewed the course articulation agreement from 2005 and reaffirmed their agreement with the common course alpha, number, title, description and SLOs. Additional work on a few courses was identified and two new courses were added to the agreement. The group agreed to continue to honor the 2005 agreement until this current review is completed.

Relevant documents for each of the above groups are provided in the appendices.

- Appendix A Math Summit
- Appendix B Reading
- Appendix C Teacher Education
- Appendix D Advisors
- Appendix E Engineering
- Appendix F Foundations Workgroups (FG, FS, FW)
- Appendix G ICS

Special thanks to Suzi Johnston who diligently coordinated all travels and the hundreds of pieces of paper.

## **Appendix A Math Summit**

# Increasing Access and Achievement in Mathematics in Hawai'i Mathematics Summit #3:

Saturday, October 3, 2009  
8:30 a.m. – 12:30 p.m.  
Windward Community College  
Hale 'Akoakoa Room 103

**Desired Outcome:** Agreement on which college mathematics courses Hawaii's public high school graduates will be placed into based on their performance on the Algebra II End-of-Course Exam.

## AGENDA

8:00 a.m. Registration and morning refreshments

8:30 a.m. Welcome and Introductions

Group mixer and discussions regarding Algebra II End-of-Course Exam sample items

9:30 a.m. Remarks from Dr. M.R.C. Greenwood, President, University of Hawaii System

BREAK

Review and discussions regarding Algebra II End-of-Course Exam standards

Presentations and discussions regarding Algebra II End-of-Course Exam judgment and validity studies that UH faculty have participated in during the past year

Discussions leading to an agreement on which college mathematics courses Hawaii's public high school graduates will be placed into based on their performance on the Algebra II End-of-Course Exam.

12:20 p.m. Closing remarks and evaluations

12:30 p.m. Have a nice afternoon!

$$1+2+3+\dots+(n-1)+n = \frac{n(n+1)}{2}$$

$$\sin(\alpha + \beta) = \sin\alpha \cos\beta + \cos\alpha \sin\beta$$

# Increasing Access and Achievement in Mathematics in Hawai'i

Saturday, October 3, 2009  
 8:30am - 12:30pm  
 Windward Community College  
 Hale 'Akoakoa Room 103  
*Opening remarks by Dr. MRC Greenwood, President, University of Hawai'i*

You are invited to take a leadership role in determining which college mathematics courses Hawai'i's public high school graduates will be ready to take based on their performance on the Algebra II End-of-Course Exam.

**In collaboration with:**

The Office of the Vice President for Academic Planning and Policy  
 University of Hawai'i System

The Office of the Vice President for Community Colleges  
 University of Hawai'i System

Hawai'i P-20 Partnerships for Education

Hawai'i Department of Education

**To RSVP Click Here**

or go to the following URL: <http://www.hawaii.edu/mathsummit> by **September 23, 2009**  
 Any questions, please contact Wesley Yuu at 956-4359 or email [wyyu@hawaii.edu](mailto:wyyu@hawaii.edu)



## **Appendix B Reading**

## First Reading Summit / UHCCs

9 a.m. to 4 p.m., 9/26/09 in Language Arts building, room #230, Leeward Community College

**Reading Courses across UHCCs:** participant introduction and description of each campus's reading courses – *we'll refer to handout #1* [FYI: handouts described at bottom of page]

**Campus Connections:** how each campus “uses” reading (i.e., which courses have reading prereqs, either a reading courses or specific reading placement scores) – *we'll refer to handout #2*

**English 21 SLOs across UHCC** – *we'll refer to handout #1*

**What Works:** participants describe a lesson or activity used in a reading course that works. – *we'll refer to handout #3*

**Assessment methods** we use in our reading courses to evaluate the effectiveness of specific instruction and the courses themselves

- assessment devices
- what was learned
- related topics, such as data across courses

**COMPASS placement test effectiveness:**

- any correlation between COMPASS placement and results of other measurement devices?
- appropriateness of placement scores; range of variation if additional (confirmatory) tests are used
- managing inappropriate placements

**New Teacher Support**

- required preparation = ?
- in-service or other training, mentoring, easy-to-use textbooks

**Developmental Program initiatives:** what we have done and/or plan to do

**What's next:**

- Continuing efforts: focus of the next Summit in \_\_\_\_\_
- Tasks: what we should be doing between now and then
- Co-chairs: Oahu and Neighbor Island

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**To make our discussions more effective (and provide important information for us to take 'home'), please create these three handouts:**

- 1) a list of your campus's reading courses: name + alpha, description, prerequisites, and SLOS
- 2) a list of non-reading courses that have reading pre-reqs (a course or COMPASS score)
  - Tip: use online catalog and curriculum archive and just cut-and-paste into a Word document
  - Bring 25 copies or send them to Sandra Kelley before noon on Wednesday
- 3) To expand our repertoire of lessons that work, everyone bring a description of a reading activity or lesson that works. Include relevant SLO(s) and how you know this works
  - bring 25 copies OR send them to S. Kelley for photocopying (before noon on 9/23).

## **Appendix C Teacher Education**



Teacher Education Retreat  
UHH/UHM/UHWO  
Friday, Sept. 18, 2009 / 9:00 – 4:00  
Windward Community College  
Hale Kuhina, Room 115

**Purpose of Retreat**

Identify options to meeting core requirements across UH system secondary education programs.

**Agenda**

- 9:00 – 9:30 Welcome & Introductions (Linda Johnsrud)
- *Where we started*
  - *Current paths to teacher prep*
  - *Current resource environment*
  - *Shared vision of collaboration (vision handout)*
- 9:30 - 10:15 UH secondary teacher prep programs (10 min. per campus)  
*(audiences served; uniqueness; challenges; future vision – pipes diagram of current programs handout)*
- *UHH*
  - *UHM*
  - *UHWO*
  - *LCC*
- 10:15 – 10:45 Core requirements across programs in 3 identified areas  
*(grid of core courses catalog descriptions handout)*
- *Introduction to Education (did we decide to exclude this?)*
  - *Media & Technology*
  - *Ed Psychology*
  - *Special Education*
- [Facilitator – Beth Pateman]
- 10:45-11:00 Break
- 11:00 – 12 Common learning outcomes discussion *(handouts of syllabi)*  
[Facilitator – Linda Randall. Area – Ed Psych]

- 12 – 1                                      Lunch
- 1-2:30                                      Common learning outcomes continued  
   [Facilitator – Chris Sorensen. Area – SPED]  
   [Facilitator – Jan Zulich. Area – Ed Media & Technology]
- 2:30-2:45                                      Break
- 2:45-3:45                                      Challenges to address to make it work (*process & implementation questions; possible solutions; parking lot of issues to solve*)  
   & Other Ways to Collaborate (*i.e., field supervision; core course scheduling...*)  
   [Bobbi Martell / Joanne Taira]
- 3:45 – 4                                        Closing & Next Steps

**Handouts for Meeting**

1. Current Pathways for Teacher Preparation (Pipes & arrows diagram)
2. Vision Statement
3. Grid of Core Courses
4. Course Syllabi. *Received so far:*

	UHH	UHM	UHWO	LCC
<i>Intro to Education</i>	ED310	ITE401		
<i>Media &amp; Technology</i>	ED314	ETEC414; ETEC442	EDEE297	
<i>Ed Psych</i>	ED350	EDEP311	Psy342	
<i>SPED</i>	ED470	SPED445	EDEE405	

4. *Projected schedules & enrollments for Spring 2010 to Spring 2011 ??*

## Participants

### Leeward CC:

Erin Loo, Counselor, Counseling & Advising  
Roberta Martell, Instructor, Education

### UH Hilo:

Jeannine Hirtle, Professor, Education Department  
Avis Masuda, Assistant Professor, Education Department  
Candace Wheeler, Distance Learning Coordinator, CCECS  
Jan Zulich, Chair & Professor, Education Department

### UH Mānoa:

Beth Pateman, Interim Associate Dean, College of Education  
Jeff Moniz, Secondary Director, Institute for Teacher Education  
Christine Sorensen, Dean, College of Education  
Mel Spencer, Interim Director, Office of Student Academic Services  
Joe Zilliox, Director, Master of Education in Teaching

### UH West O'ahu:

Rich Biffle, Associate Professor, Education Division  
Margy Ledward, Education Academic Advisor  
Mary Heller, Chair, Education Division  
Linda Randall, Vice Chancellor for Academic Affairs

### UH System:

Joanne Itano, Director, Academic Planning and Policy  
Linda Johnsrud, Vice President for Academic Planning and Policy  
Joanne Taira, Special Assistant for Planning and Policy

## **Appendix D Advisors**

## PROGRAM

Academic Advisors Workshop  
Windward Community College  
Rooms: Akoakoa 101 - 105  
October 9, 2009  
8:30am – 3:30pm

### **Advising Kuleana Across the UH System**

- Objectives:**
1. Network with academic advisors across the UH System
  2. Describe how an advising syllabus increases advising effectiveness and guides assessment of student advising.
  3. Develop a common framework for an advising syllabus for use at UH campuses.
  4. Describe the functions of new modules in STAR
  5. Explore the roles and responsibilities of students and advisors in the advising process.

**8:30-9:00 Registration & Continental Breakfast**

**9:00-9:30 Welcome**

- Candy Hochstein, Chair of Academic Advising & Transfer Network (AATN), Professor & Counselor, Leeward CC
- Linda Johnsrud, Vice President Academic Planning and Policy, UH System

**9:30-11:15 *Defining Goals for Advising (Moderator – Kainoa Ariola-Sukisaki):***  
Jodilyn Kunimoto, Advisor, Advising Center, UH at Hilo

***Sorting Out Responsibilities (Moderator – Ruth Bingham):***

- Kainoa Ariola, Director, Advising Center, UH at Hilo
- Maggie Bruck, Allied Health Counselor, Maui CC
- Russell Kinningham, Assistant Professor & Counselor, Kapi'olani CC
- Erin Loo, Assistant Professor & Counselor, Leeward CC
- Rikki Mitsunaga, Undergraduate Academic Advisor, Shidler College of Business, UH at Mānoa

***Assessing Advising (Moderator – Mona Lee) :***

- Kelli Goya, Pathways Counselor, Kapi'olani CC
- Sharoh Moore, Kahikoluamea Advisor, Kapi'olani CC
- Michaelyn Nakoa, TRIO-SSS Counselor, Kapi'olani CC
- Keolani Noa, STEM Outreach Coordinator, Kapi'olani CC
- Sheldon Tawata, Arts & Sciences Counselor, Kapi'olani CC

**11:15-11:30 Break**

- 11:30-12:30** *Creating A Syllabus (Moderator – Grace Funai)*  
Small group activity
- 12:30-1:30** **Lunch**
- 1:30-2:00** *Updating Our Tools (Moderator – Rikki Mitsunaga)*  
Joy Nishida, STAR Team
- 2:00-3:00** *Synthesizing A Vision (Moderators – Ruth Bingham & Candy Hochstein):*  
Results of Small Group Work
- 3:00-3:30** **Closing and Evaluation**  
Next Steps  
Candy Hochstein

**[http://www.hawaii.edu/offices/app/aa/acad\\_adv\\_transfer\\_network.html](http://www.hawaii.edu/offices/app/aa/acad_adv_transfer_network.html)**

## **Appendix E Engineering**

Systemwide Engineering Meeting  
 September 23, 2009  
 830-12 noon  
 Campus Center Room 220

Participants

UHM	Peter Crouch, Bruce Liebert, Tep Dobry, Joshua Kaakua, Daniel Jenkins
Kap CC	John Rand, Maria Bautista, Dennis Kawaharada
Kaua'i CC	Matthew Cochran
Mau CC	Mark Hoffman, Clyde Sakamoto
Hon CC	Erika Lacro
Haw CC	Harvey Motomura
Lee CC	Ron Flegal
Win CC	Richard Fulton, Inge White, Margie Coberly, Joe Ciotti
UH/CC System	Linda Johnsrud, Peter Quigley, Joanne Taira, Joanne Itano

Purpose: Identify strategies to increase the number of CC transfers to engineering programs at UHM

830 a.m. Coffee

**845 a.m. Welcome and Introductions Linda Johnsrud (15 minutes)**

**College of Engineering Peter Crouch (15 minutes)**

**915-1030 What Works? (Linda Johnsrud facilitator)**  
**Ron Flegal, Leeward CC (15 minutes)**  
**John Rand, Kapi'olani CC (15 minutes)**

Large group discussion: Other ideas/barriers

1030-1045 Break

**1045-11:45 Preengineering pathway Tep Dobry (15 minutes)**

**Large Group discussion- (Linda Johnsrud, facilitator)**  
 Developing a systemwide pre engineering program (Linda facilitates)

**11:45 – 12 Conclusion: Summary and next steps (Linda)**



Systemwide Engineering Meeting  
January 26, 2010  
8:30- 12 noon  
Bachman 110

## Agenda

1. Welcome and Introductions - Peter Crouch, Peter Quigley, Joanne Itano (20 minutes)  
(Attachment 1 [http://www.hawaii.edu/offices/caur/govre/reports/2010/sr105sd1-2009\\_2010\\_engineering-at-uh-campuses\\_report.pdf](http://www.hawaii.edu/offices/caur/govre/reports/2010/sr105sd1-2009_2010_engineering-at-uh-campuses_report.pdf))
2. Overview of PEEC Proposal (Attachment 2) - John Rand (15 minutes)  
Relation of PEEC proposal to this group – Peter Crouch
3. Pre Engineering Curriculum (Attachment 3) (60 minutes)
  - College of Engineering curriculum, first 3 – 4 semesters – Bruce Liebert  
Status of curriculum revision
  - Getting to an online 3 semester sequence – John Rand and Joanne Itano  
What courses need development  
Who will develop courses  
Funding – Joanne Taira  
Sequence of course offerings
  - Student support
  - Lab and project work – John Rand, Bruce Liebert, Tep Dobry, Ron Flegal (30 minutes)  
How to handle lab and project work for students statewide  
Which courses?
4. Math Pipeline – Peter Quigley (20 minutes)
  - Math emporium model (math 103/135/140)– John Rand
  - Math 97/98 Leeward CC (Alg 1)
5. Advisor/student support – Tep Dobry, Ron Flegal, John Rand (30 minutes)
  - How can other campuses develop advisor/student support for pre- engineering.
  - What is needed?
  - What faculty would be most appropriate? Any training needed?
5. Establishing a Systemwide Engineering Consortium – Peter Crouch, Peter Quigley, Joanne Itano (20 minutes)
6. Other
7. Next meeting

<b>Engineering Meeting 01/26/10</b>			
<b>Attendance</b>			
<b>Campus</b>	<b>Fname</b>	<b>Lname</b>	<b>Title</b>
HawCC	Harvey	Motomura	Assoc Prof, Electronics
HCC	Erika	Lacro	Vice Chancellor, Academic Affairs
KauCC	Matt	Cochran	Instr, Science & Math
KCC	John	Rand	STEM Ctr Dir & Prof
KCC	Maria	Bautista	Chair, Math & Sciences
KCC	Louise	Pagotto	Vice Chancellor, Academic Affairs
LCC	Ron	Flegal	Prof, Pre-Eng
LCC	Eric	Matsuoka	Prof, Mathematics
MCC	John	McKee	Assistant Dean
MCC	Jung	Park	Instr, Electronics
UH System	Joanne	Taira	Special Asst for Planning & Policy
UH System	Joanne	Itano	Director Academic Planning & Policy
UHM	Peter	Crouch	Dean, College of Engineering
UHM	Tep	Dobry	Dir of Academic Aff, College of Eng.
UHM	Bruce	Liebert	Interim Assoc Dean for Academ Aff, College of Eng
UHM	Daniel	Jenkins	Assoc Prof, Electronics
UHM	Joshua	Kaakua	Coord, College of Eng
WCC	Richard	Fulton	Vice Chancellor
WCC	Ingelia	White	Assoc Prof, Natural Sciences

## **Appendix F Foundations Workgroups (FG, FS, FW)**

To: cepeter@hawaii.edu, alan3@hawaii.edu, ppatters@hawaii.edu, doo@hawaii.edu, kalk@hawaii.edu, fujitaja@hawaii.edu, budclark@hawaii.edu, kikuchib@hawaii.edu, maliakon@hawaii.edu  
From: Suzi Johnston <suzi@hawaii.edu>  
Subject: FG System Meeting, 04/09/10, 10:30-12:30 - Confirmed  
Cc: 'Jerry D Saviano' <saviano@hawaii.edu>, itano@hawaii.edu  
Bcc:  
Attached:

Aloha FG Representatives:

Everyone has confirmed their attendance:

**The confirmed FG meeting with Polycom is scheduled for:**

**Date:** 04/09/10

**Time:** 10:30-12:30

**Sites:**

UHM - Bachman 203 (Show your ID to the guard.)

UHMC - Kaaie 103

KauCC - LRC 121

**FG - Representatives:**

UHM - Christian peterson

UHWO - Alan Rosenfeld

HCC - Pat Patterson - **CONVENOR**

KCC - Lina Doo

KauCC - Jon Kalk

LCC - James Fujita

MCC - Bud Clark and/or Bert Kikuchi

WCC - Malia Lau Kong

**\*I have Parking at UHM for:**

HCC - Pat Patterson

KCC - Lina Doo

LCC - James Fujita

WCC - Malia Lau Kong

**AGENDA:**

1) The System FG Hallmarks and respective Explanatory Notes. Is all the language still adequate, sufficient, whatever? Any possible improvements to discuss as a system? The Foundations/G hallmarks can be found at <http://www.hawaii.edu/gened/foundations.htm#hallmarks>

2) The processes by which campuses certify and subsequently renew courses as meeting Foundations hallmarks. Should we strive to put applications on the net so that other campuses can review/model applications after others or else for the purposes of increasing knowledge about

how Foundations courses are being taught on all campuses belonging to the Multi-Campus Agreement in order to increase, if possible, our knowledge/confidence in one another. Please come to the meeting prepared to discuss the process on your campus for certification/recertification of Foundations/G courses.

3) The methods of assessment that campuses were using in order to demonstrate how courses with Foundations designations were actually meeting the system hallmarks. Any specifics here will be very useful to all of us.

Mahalo:  
Suzi

**Suzi Johnston**

Administrative Officer  
UH System, Academic Planning and Policy  
University of Hawaii  
1633 Bachman Place, SA-1, Room 7  
Honolulu, Hawaii 96822  
Phone: (808) 956-9404  
Fax: (808) 956-6976  
Email: suzi@hawaii.edu

At 08:17 AM 3/29/2010, Suzi Johnston wrote:  
Aloha FG Representatives:

The **FG agenda** is below for the 04/09/10 meeting.

The confirmed meeting with Polycom is scheduled for:

**Date:** 04/09/10

**Time:** 10:30-12:30

**Sites:**

UHM - Bachman 203 (Show your ID to the guard.)  
UHMC - Kaaie 103  
KauCC - LRC 121

**\*I have parking at UHM for:**

UHWO - Alan Rosenfeld  
HCC - Pat Patterson  
KCC - Lina Doo  
LCC - James Fujita  
WCC - Malia Lau Kong

**\*\*I have not heard from the following; please confirm attendance with Suzi:**

Kauai CC - Jon Kalk  
UH Maui College - Bud Clark & Bert Kikuchi

Mahalo:

To: jb@math.hawaii.edu, lfuruto@hawaii.edu, pine@hawaii.edu, mbeard@hawaii.edu, kalk@hawaii.edu, jiajia@hawaii.edu, acks@hawaii.edu, awolf@hawaii.edu, dharbin@hawaii.edu, choiya@hawaii.edu  
From: Suzi Johnston <suzi@hawaii.edu>  
Subject: FS - Foundations Board, 04/09/10, 1:30-3:30 - Confirmed w/ Agenda  
Cc: itano@hawaii.edu, saviano@hawaii.edu  
Bcc:  
Attached:

Aloha FS Representatives:

Everyone has confirmed their attendance and **Agenda is below**.

The confirmed **FS meeting** with Polycom is scheduled for:

**Date:** 04/09/10

**Time:** 1:30-3:30

**Sites:**

UHM - Bachman 203 (Show your ID to the guard.)

UHMC - Kaaie 103

KauCC - LRC 121

LCC - Admin Bldg, Rm 102

WCC - Hale Kuhina 106

**FS - Representatives:**

UHM - JB Nation

UHWO - Linda Furuto

HCC - Ron Pine

KCC - Mary Beard

KauCC - Jon Kalk - **CONVENOR**

LCC - Jiajia Seffrood

MCC - Kate Acks unable to attend due to UHMC Academic Senate Meeting

WCC - Young-a Choi

**\*I have Parking at UHM for:**

UHWO - Linda Furuto

HCC - Ron Pine

KCC - Mary Beard

**AGENDA:**

1. Does FS meet accreditation standards? (I've heard there was some potential trouble for Manoa about this, but then I also heard not, so I'd like to get a clear understanding about this).

2. How each college has been assessing FS courses to ensure they meet the hallmarks (or how they plan to).

3. A discussion of how each college certifies and renews courses to meet FS. Also, encouragement to place all materials online.

4. How well does the FS designation conform to what we would like students to know about symbolic reasoning when they graduate (both CC and University)? What (if any) important aspects of mathematics are not covered by the FS designation, and how can/should colleges deal with this?
5. Is there, and should there be, room for courses about other forms of symbolic reasoning such as musical notation or computer programming to fit within the FS framework? (I find that in some parts the FS hallmarks seem to be written specifically to be open to these, but in other parts they seem to specifically exclude them).
6. How broadly should the hallmarks be interpreted? One specific area I am interested in is the hallmark about proof. For example, while we use deductive reasoning all the time in mathematics, is there a certain standard that we should meet to really consider what we are doing as "proof"?

Mahalo:  
Suzi

**Suzi Johnston**

Administrative Officer  
UH System, Academic Planning and Policy  
University of Hawaii  
1633 Bachman Place, SA-1, Room 7  
Honolulu, Hawaii 96822  
Phone: (808) 956-9404  
Fax: (808) 956-6976  
Email: suzi@hawaii.edu

Aloha:  
Mahalo for completing the Doodle poll.

The confirmed meeting with Polycom is scheduled for:

**Date:** 04/09/10

**Time:** 1:30-3:30

**Sites:**

UHM - Bachman 203 (Show your ID to the guard.)  
MCC - Kaaie 103  
LCC - Admin Bldg, Rm 102  
KauCC - LRC 121

**04/09/10 Confirmed Representatives are:**

UH System - Joanne Itano  
UHM - JB Nation  
UHWO - Linda Furuto  
KauCC - Jon Kalk - **CONVENOR**

To: sammons@hawaii.edu, amynn@hawaii.edu, emilynye@hawaii.edu, saviano@hawaii.edu, sford@hawaii.edu, rsrandol@hawaii.edu, boydstun@hawaii.edu, engh@hawaii.edu, rbarclay@hawaii.edu  
Subject: FW - Foundations Board, 04/23/10, 1:30-3:30 - Confirmed w/ Agenda  
Cc: itano@hawaii.edu

Aloha FW Representatives:

Everyone has confirmed their attendance and **Agenda is below**:

The confirmed **FW meeting** with Polycom is scheduled for:

**Date:** 04/23/10

**Time:** 1:30-3:30

**Sites:**

UHM - Bachman 203 (Show your ID to the guard.)

UHMC - Kaaie 103

KauCC - LRC 121

**FW - Representatives:**

UHM - Todd Sammons

UHWO - Amy Nishimura

HCC - Jerry Saviano - **CONVENOR**

KCC - Shawn Ford

KauCC - Rick Randolph

LCC - Jeremiah Boydston

MCC - Eric Engh

WCC - Robert Barclay

UH System - Joanne Itano

**\*I have Parking at UHM for:**

UHWO - Amy Nishimura

HCC - Jerry Saviano

KCC - Shawn Ford

LCC - Jeremiah Boydston

WCC - Robert Barclay

**\*Parking logistics forthcoming.**

**AGENDA:**

1) The Foundations Written Communication (FW) System Hallmarks and respective Explanatory Notes. Are these still adequate, sufficient? And whatever else about them that warrants discussion

2) The processes by which campuses certify and subsequently renew courses as meeting FW hallmarks. Should we strive to put approved all FW applications on the net? Would making approved applications available on the net be beneficial in that other campuses could review or model applications based on having access to FW applications system-wide? Would this campuses belonging to the Multi-Campus Agreement align FW courses more efficiently? Would net availability increase, if possible, our knowledge and confidence regarding FW courses and their instruction system-wide?



- 3) The methods of assessment that campuses are using in order to demonstrate how courses with WC designations are actually meeting the system hallmarks.
- 4) Any other pressing issues related to the area of Foundations Written Communications. If anyone has any items that they'd like to add to this tentative agenda, please do so.

Mahalo:

Suzi

**Suzi Johnston**

Administrative Officer

UH System, Academic Planning and Policy

University of Hawaii

1633 Bachman Place, SA-1, Room 7

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## **Appendix G ICS**

To: paid@hawaii.edu, jim@hcc.hawaii.edu, crosby@hawaii.edu, alfreds@hawaii.edu, ghirata@hawaii.edu, edcoll@hawaii.edu, annie@hawaii.edu, hedwards@hawaii.edu, bmeguro@hawaii.edu, peggy@hawaii.edu, hotta@hawaii.edu, krused@hawaii.edu, blanca@hawaii.edu, vanessa@hawaii.edu, mbauer@hawaii.edu, sam@hawaii.edu, glau@hawaii.edu, marthaecrosby@gmail.com  
Subject: ICS - AGENDA, 04/23/10, 9:30-12:00  
Cc: itano@hawaii.edu, kimgray@hawaii.edu, anakagaw@hawaii.edu, mmatsuya@hawaii.edu

Hi Everyone,

Looking forward to seeing all of you on Friday, the tentative agenda is below. Our office will provide liquid refreshments....if you would like to bring something to share, it would be appreciated.

The course syllabi that we have received was emailed to you earlier today from Suzi. Please bring your own copy or there is wireless access in the meeting room.

Thanks.  
Joanne

**Date:** 04/23/10

**Time:** 9:30-12:00

**Sites:**

UHM - Bachman 113 (NEW LOCATION)

**ICS - Representatives:**

UHM - Martha Crosby

UHM - Gerald Lau

UHH - H. Keith Edwards

UHWO - David Pai

HawCC - Annie Brown

HCC - Sam Rhoads

HCC - Jim Poole

KCC - Alfred Seita

KauCC - Gerald Hirata

KauCC - Ed Coll

LCC - Blanca Polo

LCC - Michael Bauer

MCC - Daniel Kruse

WCC - Vanessa Cole

WCC - Peggy Regentine

UH System - Joanne Itano

**AGENDA**

Welcome and Introductions

Review of courses for continued equivalency (include attention to course SLOs)  
list courses and facilitators

ebooks and/or electronic materials

updates from campuses

Other

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Director, Academic Affairs

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**Suzi Johnston**

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UH System, Academic Planning and Policy

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