

K A P I ' O L A N I C O M M U N I T Y C O L L E G E

Instructional Services Office

Memorandum

September 15, 2004

TO: Neal Smatresk
Vice Chancellor
Academic Affairs

Sharon Ota
Dean of Academic Affairs
Honolulu Community College

FROM: Leon Richards 
Senior Academic Dean

SUBJECT: KapCC Foundation Board Portfolio

Per Chancellor Peter Englert's memo dated May 20, 2004, Neal Smatresk's memo dated August 16, 2004, and our discussion on September 7, 2004, we are submitting the appropriate documentations for the joint review and approval of the KapCC Foundation Board by the Multi-campus Foundations Committee.

The following materials and explanation are provided, referencing the six criteria contained in Englert's May 20, 2004, memo:

Criterion 1 – establishment of common foundations requirements for an Associate of Arts degree

- a. KapCC Faculty Senate approved "Revised AA Degree Requirements," which accepted UHM's General Education hallmarks on May 12, 2003 (Appendix 1)
- b. Excerpt of KapCC General Catalog 2003 – 2005 reflect the new AA Degree requirement (Appendix 2)
- c. Acting President McClain approved changes in KapCC's AA Degree requirement (Appendix 3)
- d. Also, please see Appendix 4 and 5 on establishment and membership on the KapCC Foundations Board.

Criterion 2 – "appropriate University approval of the foundations requirements for an Associate of Arts degree"

Please see Appendices 1, 2 and 3

Criterion 3 – “appropriate campus foundations – requirements support, including adequate numbers of faculty and support personnel, attention to student needs, and budget”

KapCC Foundations Board is an ad hoc Faculty Senate Committee and thus it receives the following support via the Faculty Senate and Curriculum Committee.

1. The Foundations Board chair has received three credits of assigned time for 2004 – 2005 to coordinate and facilitate the operation of the board and to assist in developing student learning outcomes.
2. A full-time APT Educational Specialist provides support for curriculum management, which entails providing support to KapCC’s Faculty Senate/Curriculum Committee and therefore, the KapCC Foundations Board.
3. KapCC Faculty Senate chair (six credits of assigned time/semester) and Curriculum Committee chair (three credits of assigned time/semester) receive assigned time to oversee and facilitate curriculum and program development procedures and processes.
4. In addition, student help funds are allocated to Faculty Senate for clerical support.

We feel that existing resources allocated for curriculum management is adequate for Foundations Board operations.

Criterion 4 – “appropriate course designation and evaluation procedures”

We are currently using UHM curricular forms and procedures for foundations course designation and evaluation.

Our Foundations Board is currently working on operational procedures and processes.

Criteria 5 and 6 – as agreed, will be a collaborative effort of the Foundations Board at HonCC, KapCC and UHM.

LR:fm

Attachments (5)

c: Dean Louise Pagotto
Chair Neghin Modavi
Instructor Nathan Dwyer