The purpose of the systemwide Foundations Board is to maintain the integrity of campus-to-campus articulation of Foundations courses through procedures that ensure that these courses meet the agreed upon hallmarks of the FW, FS and FG designations.

The members of the systemwide Foundations Board are chairs of the Foundations 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 Foundations Board

Reviews hallmarks and explanatory notes at least every five years.
Meets at least once each academic year.
Elects a chair for a two-year term in the appropriate spring semester.
Conducts an annual review of campuses Foundations’ procedures.
Reaffirm the articulation of each campus to the Foundations Board
Maintains an accurate list of Foundations approved courses.
Approves new campuses to the Foundations Board

Chair
Calls and convenes meetings of the Foundations board.
Establishes the agenda
Determines location of meeting
Reviews minutes of meetings and provides timely feedback
Serves as point of contact for system Foundation board issues
Ensures meetings notes are reviewed and completed.
Ensures that approved course list (http://www.hawaii.edu/offices/app/aa/afc/) is current and accurate.

Members
Is the chair of the Foundations board or its equivalent on their campus
Attends and actively contributes to meetings
Brings to the Foundations board relevant issues for discussion
Reports to campuses on the discussion/actions of the Foundations board.
Updates the approved list of Foundations courses (url: XXXXX)
Submits and presents the annual report for the campus by the established deadline.
Policies/Procedures

Guests are welcomed to attend meetings.
Each campus has one vote.
Members’ term vary based on campus policy for the term of chair of Foundations Board or its equivalent.
Explanatory notes are determined by the systemwide Foundations board. During the process of review, each member of the system Foundations board will consult with their campus based on the procedures of that campus.
Hallmarks for FW, FS and FG are determined by the systemwide Foundations board. During the process of review, each member of the system Foundations 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.

Reviewed by task group of Foundations Board (Julia Myers, Chris Tennberg, Bob Wehrman)
11/7/12
Annual Report: Foundations Program

Campus:
Chair of campus Foundations Board:
Date:

I. Approval Criteria
Yes No

1. Foundations requirement is established as a general education requirement of the campus’ associate of arts and/or bachelor’s degree.
Comment:

2. Foundations hallmarks (FW, FS, FG) are the criteria used to approve courses as F 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 Foundations program
Comment:

c. adequate budget for expenses related to the Foundations 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 Foundations requirements. Comment:

II. Course Changes

7. List new course approved during current academic year.

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

9. List any Foundations approved courses that were renewed.

III. Other

10. Describe any significant issues regarding the Foundations process on your campus.

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

Reviewed by task group of Foundations Board (Julia Myers, Chris Tennberg, Bob Wehrman)
11/7/12
Revised 12/7/12