MEMORANDUM

TO:  Chief Academic Officers:
      Harry Kawamura, Hawai’i
      Sharon Ota, Honolulu
      John Morton, Kapi‘olani
      Helen Sina, Kaua‘i
      Doug Dykstra, Leeward
      Suzette Robinson, Maui
      Carol Pang, Windward
      Chris Lu, UHH
      Karl Kim, UHM

FROM:  Deane Neubauer
       Interim Vice President for Academic Affairs

SUBJECT: PROPOSING COURSES FROM YOUR CAMPUS FOR “FAST TRACK” ARTICULATION WITH UHM GENERAL EDUCATION COURSES

January 22, 2003

My memo of December 24, 2002, outlined two interim processes: a Fast Track process for articulating existing courses to UHM’s General Education requirements beginning in AY 03-04, and an Interim process for similar articulation to be effective from Fall 2004 until a revised E5.209 is approved by all faculty senates. What I write here involves only the Fast Track process.

First of all, thank you for sending me names of faculty members who are willing to serve on Faculty Working Groups relating to the Fast Track process. I am creating those System Faculty Working Groups right now. This memo describes the process whereby your campus may propose courses for review by the Faculty Working Groups. (I am enclosing, for your information, copies of my memo that will be sent shortly to members of Faculty Working Groups [Enclosure 1] and the recommendation form that we will be using to record Working Group members’ votes [Enclosure 2].)

Although curricular reviews and recommendations will come from the Faculty Working Groups, you as Chief Academic Officer (CAO) have to make important decisions about which of your campus courses will be proposed for articulation. Thus, I am asking you not only to facilitate the Fast Track process but also to participate in it.
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Here is what I ask you to do in implementing the Fast Track procedure:

1. **Identify your campus courses that you as CAO want to be reviewed for GENERAL EDUCATION FOUNDATIONS CATEGORIES from the lists below. The courses must be your equivalents of the UHM courses identified in the following lists.** (Full descriptions of the UHM courses are available in the current UHM catalog: http://www.catalog.hawaii.edu.)

**FOUNDATIONS GLOBAL & MULTICULTURAL PERSPECTIVES**
- Anth 151, 152
- Art 175, 176
- Geog 102, 151
- Hist 151, 152
- Mus 107
  - **Phil 110**
- Rel 150

**FOUNDATIONS SYMBOLIC REASONING**
- ICS 141, 241
- Math 100, 140, 203, 215, 241, 251
- Phil 110

**FOUNDATIONS WRITTEN COMMUNICATION**
- Eng 100, 101
- ELI 100

*Important.* In the process of identifying campus courses that you want to propose for review, please take into account the following:

   a. If you nominate a course, you must ensure that all sections of the course will meet all hallmarks of the category for the duration of the approval, which is anticipated to be F03-S07. Enclosure 3 lists the Foundations hallmarks.

   b. If the General Education Foundations designation you seek for the course is approved, the course will, when it transfers to UHM, meet only that General Education requirement: a Foundations course will not also meet Diversification or Focus requirements. (For example, a Global & Multicultural Perspectives [FG] course will not transfer to UHM as, simultaneously, Diversification Humanities [DH] or Writing Intensive [W]. So if you offer Geog 151 as FG, it will no longer meet the DS requirement.)

   c. The number and variety of courses you propose for a single Foundations category may have staffing and budget implications for your campus. If, for example, you propose Hist 151-152, Geog 151, and Mus 107 for FG designation and if articulation is approved, you are likely to experience shifts in student demand for all of these courses.
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2. Distribute the appropriate Fast Track General Education Foundations Course Articulation Instructions and Proposal Form to the appropriate Department or Division Chair on your campus. (The Instructions and Proposal Forms for the 10 disciplines listed above are Enclosure 4.) The chair will ensure that the Articulation Proposal Form is completed and returned for your signature in a timely manner. (For easier electronic submissions, we have made the Form available on the web: www.hawaii.edu/gened/vpaa_articulation.htm. A sample “successful” proposal is at the same web site.) The Form requires a demonstration of how the up-to-date course syllabus and related course materials meet the hallmarks of the desired Foundations category.

3. Check to see that both you as CAO and the appropriate Department Chair have signed the completed Articulation Proposal Form. Then send the form and supporting materials in both [hard copy](#) and [electronic](#) (MS Word or .pdf) formats to

Electronic: vpaa-gened@hawaii.edu
Hard copy: Dr. Karl Kim, Chair, University Council on Articulation  
University of Hawai‘i at Mānoa  
2444 Dole Street, Bachman Hall 105  
Honolulu, HI 96822

**DEADLINE (electronic submission): 4 p.m., Wednesday, February 5, 2003.**

Proposal forms that cannot be completed by that deadline will be considered via the Interim Procedures for possible UHM General Education articulation to begin in F04.

All received proposals will be e-mailed to members of the appropriate System Faculty Working Group on February 6. Members will be asked to review each proposal in light of the appropriate hallmarks. Faculty Working Group members will then meet at Kapi‘olani CC on February 15 to make final recommendations on the Articulation Proposals to the University Council on Articulation (UCA).

I will inform you of the Articulation decision by the UCA no later than March 3, 2003. This will allow you to ensure that accurate information on the articulation of your courses to UHM’s General Education requirements will be available to students when they register for F03 classes. If you have questions, please send them to vpaa-gened@hawaii.edu.

Thank you for your efforts on this matter. Our time line is extremely short. But the consequences of this endeavor for our students are significant.

c: Mike Rota Colleen O. Sathre Bill Pearman  
Chancellors Sakaguchi, Pedersen, Morton, Cha, Silliman, flo wiger, Meixell, Englert, Tseng

Enclosure 1: Copy of memo to members of Faculty Working Groups  
Enclosure 2: Copy of Faculty Working Group Recommendation Form  
Enclosure 3: Foundations Hallmarks  
Enclosure 4: Set of 10 discipline-based General Education Articulation Instructions and Forms for distribution by CAOs.