January 22, 2003

To: Faculty Working Group Members

From: Deane Neubauer
Interim Vice President for Academic Affairs, University of Hawai’i

Reviewing Courses for “Fast Track” Articulation with UHM General Education Courses

Thank you for agreeing to be part of a Faculty Working Group that will review and recommend UH courses for articulation with UHM General Education (GenEd) requirements. As you know, each Working Group will exist formally for only a short time. But it is my hope that the dialogue which you’ll start with colleagues at other campuses will continue on a regular and productive basis long after your Working Group’s task ends in mid-February.

Ten Faculty Working Groups have been created, one for each department/area that offers UHM Foundations courses: Anthropology, Art, English/ESL, Geography, History, Information and Computer Science, Mathematics, Music, Philosophy, and Religion. Each Faculty Working Group, which may have representatives from each campus, will hold at least one system-wide meeting to review individual campus courses proposed to meet a UHM Foundations requirement.

Specifically, each Working Group member has the following assignment:

1. Read the enclosed materials:
   - Enclosure A: background materials on the UHM GenEd Foundations requirement
   - Enclosure B: Foundations Hallmarks and list of approved UHM courses
   - Enclosure C: Course Articulation Instructions and Proposal Form, which was sent to each campus’s Chief Academic Officer for distribution. (A sample Proposal Form that was successful at UHM is viewable at http://www.hawaii.edu/gened/vpaa_articulation.htm.)

2. On February 6, 2003, you will receive an electronic copy of each campus’s course proposal for your review. Please note that some campuses may not have a course that is appropriate for the “fast track” process or some campuses may choose to not submit a particular proposal. Review each proposal to determine how well it meets each of the Hallmarks.

3. On February 15, 2003, your Faculty Working Group will meet at Kapi‘olani Community College from approximately 9 a.m. to noon. (Details will be sent in a follow-up message.) During the meeting, the Working Group should:
   a) decide how to review courses in ways that are consistent with hallmark application at UHM;
b) review the courses proposed for articulation;
c) make recommendations to the University Council on Articulation (UCA) on individual course articulation. A recommendation form for recording your votes and comments will be provided.

In the process of reviewing courses, please take into account the following:

$ If you recommend a course, all sections of the course must meet all hallmarks of the category for the duration of the approval, Fall 2003-Summer 2007.

$ The Working Group must submit its recommendation forms on February 15, 2003. This will allow students to be notified in time for Fall 2003 registration as to which UH courses will meet the Foundations requirements at UHM.

$ Brief explanatory reasons should be submitted with the recommendation form to assist the UCA in making the final decision.

$ Campuses may submit a revision of an unsuccessful proposal at a later date. (About one-half of the UHM courses proposed to Faculty committees in the initial round of GenEd designations were not found suitable.) Courses recommended after the February 15, 2003 deadline will become articulable under the Interim Procedures for offering in Fall 2004 or later.

Please send your questions to vpaa-gened@hawaii.edu.

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

Enclosure A: UHM GenEd Foundations background materials
Enclosure B: Foundations Hallmarks and list of approved UHM courses
Enclosure C: Course Articulation Instructions and Proposal Form