

Draft Portfolio
Hawai'i Community College
Hawaiian, Asian and Pacific Issues (HAP)

Support

- I. Statements from the Vice Chancellor for Academic Affairs (VCAA), our Chief Academic Officer and the Faculty Senate Chair on the adequacy of campus support for the HAP program.
 - a. Signed Hawai'iCC HAP Articulation Agreement from VCAA and Senate Chair (Attachment 1)
 - b. Memo from the Vice Chancellor of Academic Affairs supporting the HAP Committee (Attachment 2).
 - c. Memo from Academic Senate supporting and approving the creation of a HAP Committee and proposal process (Attachment 3).

- II. Documentation of the official establishment of a campus HAP Committee that will approve HAP designations.

In Fall of 2017, a HAP group was established as an ad hoc committee for the Hawai'iCC Academic Senate. The first round of membership was filled by a call for volunteers from departments designated by the committee's charge and by invitation. The position of Chair was filled by invitation from the Academic Senate Chair.

HAP Committee members represent at least three of the four following areas: Humanities, English, Social Science, and/or Math and Natural Sciences (other disciplines are welcome) and one member from Student Services. Members will serve for a minimum of 2 years. The Chair will be selected from the members of the HAP Committee by a majority vote.

The Hawai'iCC HAP Committee Mission and Operating Procedures are included (Attachment 4).

- III. Brief Description of
 - a. The extent to which faculty show a willingness to serve on an HAP Faculty Board and to teach HAP classes

Four of the five members appointed to the HAP Committee are filled by full time instructional faculty who have a vested interest in promoting and instructing courses with HAP content. The fifth member is a counselor who is focused on the Liberal Arts program and undeclared majors.

- b. The campus ability to meet student demand for HAP classes, and

The HAP Committee will begin accepting proposals in Spring 2019. Fall 2018 will include outreaching to potential units/instructors for training and HAP proposal submission in Spring 2019.

- c. The staff who will record HAP classes correctly in the student registration system (Banner):

The HAP Committee will work in consultation with the Vice Chancellor of Academic Affairs, Student Services, and other interested units to determine the procedure for implementing the HAP designation, and will identify the staff person responsible for assigning the HAP designation to courses in Banner.

Course Designation and Approval

- I. Description of the HAP course proposal review and designation procedures:

Beginning in Fall 2018 the Chair of the HAP Committee will make an announcement each semester to faculty through hard copy and/or electronically stating that HAP proposals are being accepted for the following semester. In addition, HAP Committee members may also solicit individual faculty members to submit their courses for review for the HAP designation. Proposals should be submitted via email in PDF format to the Chair, for distribution to the Committee. The Committee will meet to discuss the merits of the proposal in accordance with the established Hallmarks. If the proposal is not clearly aligned with the Hallmarks or the application incomplete, the Committee will contact the faculty member. The faculty member will have the option to submit a revised proposal or withdraw the application. If the revised form does not meet the Hallmarks, the HAP committee will inform the faculty member that their application has been denied. However, a denial will not deter a re-submission with revisions to address the Hallmarks in subsequent semesters.

- II. Copy of the campus HAP proposal form used to designate courses:

Hawai'iCC HAP proposal form is included (Attachment 5).

- III. Statements regarding:

- a. What the HAP designation will be attached to (i.e. Section, course instructor, or some combination thereof):

The HAP designation can be specific to a course instructor or have a blanket designation for all sections of a specific course.

- b. The duration of the HAP designation:

Instructor-based applications, once approved, will be designated HAP course for an initial term of 3 years and can be renewed for an additional 5 years in the final year of the designated term. Course-based applications will be designated as satisfying the requirement for 5 years.

- c. Number of members on the campus HAP Committee, length of their services, and committee composition:

HAP Committee members represent at least three of the four following areas: Humanities, English, Social Science, and/or Math and Natural Sciences (other disciplines are welcome) and one member from Student Services. Members will serve for a minimum of 2 years. The Chair will be selected from the members of the HAP Committee by a majority vote.

Currently there are 5 members on the HAP committee, including the Chair.

- d. The voting process to grant HAP approval (i.e. majority rule, consensus):

The committee will determine if a proposal meets all HAP Hallmarks and requirements by majority vote.

Assessment

- I. Statement that the campus will agree to accept the HAP system-wide committee's set of HAP student learning outcomes and participate in any revisions:

Hawai'i Community College is committed to participating in the development and refinement of the system-wide collaborative effort in the development of student learning outcomes for the Hawaiian, Asian, and Pacific Issues (HAP) area requirement.

- II. Campuses whose WASC [ACCJC] guidelines mandate that they assess the HAP requirements should include a statement of intent to create an assessment plan:

Hawai'i Community College is committed to creating an assessment plan. The campus is undergoing a movement in reviewing all of their courses addressing assessment activities. This includes the courses that will have HAP designations in the near future. The assessment of the HAP program will integrate into the existing movement. The HAP committee will discuss and develop an assessment tool(s) in collaboration with the system-wide HAP committee.

- III. Appropriate faculty development activities in understanding the HAP Hallmarks

The Hawai'iCC HAP Committee has already produced resource materials to provide faculty development activities/resources for assistance with understanding HAP Hallmarks beginning next academic year (2018-2019).

IV. Timely and accurate student advising on HAP requirements and/or the transfer of HAP credits

The HAP Committee will work with the Student Services unit including the Pathways Coordinator for timely and accurate advising especially for transfer of HAP credits.

Attachments

Attachment 1 Signed Hawai'iCC HAP Articulation Agreement from VCAA and Senate Chair

Attachment 2 Memo from the Vice Chancellor of Academic Affairs supporting the HAP Committee

Attachment 3 Memo from Academic Senate supporting and approving the creation of a HAP Committee and proposal process

Attachment 4 The Hawai'i HAP Committee Mission and Operating Procedures

Attachment 5 Hawai'iCC HAP proposal form

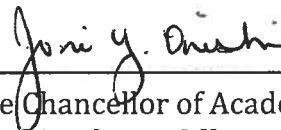
University of Hawai'i - Hawaiian, Asian, & Pacific Issues Articulation Agreement

The following parties agree to the form and content of this agreement:

Hawai'i Community College



Academic Senate Chair



Vice Chancellor of Academic Affairs,
Chief Academic Officer

UNIVERSITY OF HAWAI'I ARTICULATION OF HAWAIIAN, ASIAN, AND PACIFIC ISSUES COURSES

Two different procedures govern the articulation of courses to meet the Hawaiian, Asian, and Pacific Issues (HAP) requirement at the following campuses of the University of Hawai'i: Honolulu, Kapi'olani, Kaua'i, Leeward, Maui, Mānoa, West O'ahu, and Windward.

- A. Procedures for articulation involving UH campuses with a HAP program that has been approved by the systemwide HAP committee. The approval criteria for HAP programs and application procedures are explained in section A.¹
- B. Procedures for articulation involving UH campuses that do not have an approved HAP program.

A. Articulation Involving Campuses With an Approved Hawaiian, Asian, and Pacific Issues Program

A1. Overview. Campuses that have an approved Hawaiian, Asian, and Pacific Issues (HAP) program will have the authority to review their own courses for the HAP designation. Campus requests to have its HAP program approved will be submitted to a systemwide HAP committee for consideration. Recommendations made by the systemwide committee are subject to approval by the receiving campus(es). Once a campus's HAP program is fully approved, its students' HAP courses can be readily transferred to other UH campuses that have approved HAP programs.

A2. Approval criteria for a Hawaiian, Asian, and Pacific Issues program. The systemwide HAP committee evaluates campus proposals for a HAP program using the following criteria:

1. appropriate campus HAP support, including
 - a. official establishment of a HAP Faculty Board
 - b. adequate number of faculty willing to offer HAP courses
 - c. support personnel to accurately record HAP sections in the student registration system (Banner)
 - d. adequate number of HAP sections to meet student needs
 - e. adequate budget
2. designation of classes as HAP using HAP Hallmarks and Explanatory Notes (see Appendix)
3. appropriate HAP designation and review procedures
4. appropriate assessment of HAP student learning outcomes, as required by the WASC Senior College and University Commission (WSCUC) and the Accrediting Commission for Community and Junior Colleges
5. appropriate faculty development activities in understanding the HAP Hallmarks
6. timely and accurate student advising on HAP requirements and/or the transfer of HAP credits

A3. HAP program-approval process. To have a HAP program approved, each proposing campus will submit evidence that the above criteria have been met. The collection of evidence should contain no more than ten pages of text. The following items are required:

¹ A UH campus may apply to have its HAP program approved by the systemwide HAP committee regardless of whether the campus has a Hawaiian, Asian, and Pacific Issues (HAP) requirement for a degree program.
April 2015

1. *Support.*

- a. Statements from the Chief Academic Officer and Faculty Senate President on the adequacy of campus support for the HAP program.
- b. Documentation of the official establishment of a campus HAP Faculty Board that will approve HAP designations.
- c. Brief description of
 - i. the extent to which faculty show a willingness to serve on a HAP Faculty Board and to teach HAP classes,
 - ii. the campus's ability to meet student demand for HAP classes, and
 - iii. the staff who will record HAP classes correctly in the student registration system (Banner).

2. *Course designation and approval.*

- a. Description of the HAP course proposal review and designation procedures.
- b. Recommended: Copies of the campus's actual HAP proposal form used to designate courses (or a draft of a HAP proposal form).
- c. Statements regarding
 - i. what the HAP designation will be attached to (i.e., section, course, instructor, or some combination thereof);
 - ii. the duration of the HAP designation;
 - iii. number of members on the campus's HAP Faculty Board, length of their service, and board composition;
 - iv. the voting process to grant HAP approval (i.e., majority rule, consensus).

3. *Assessment.*

- a. Statement that the campus will agree to accept the systemwide HAP committee's set of HAP student learning outcomes and participate in any revisions.
- b. Campuses whose WSCUC guidelines mandate that they assess the HAP requirement should include a statement of intent to create an assessment plan.

A4. Systemwide HAP committee membership. A systemwide committee will consist of the chairpersons, or designee, of the HAP Boards on each campus that has an approved HAP program.

- a. Chair and Vice Chair serves one-year terms (June through May) and is elected each spring semester.
- b. Chair and Vice Chair may be reelected, but may not exceed three consecutive years.
- c. Committee members' term vary based on campus policy for the campus's HAP Faculty Board Chair or its equivalent.
- d. Each campus with an approved HAP program has one vote. Proxy voting is allowed.

A5. Annual program review by systemwide committee. An annual systemwide meeting will take place. Campuses are expected to review and refine their HAP programs. So that evolving HAP programs remain in compliance with the approval criteria, annual HAP program review will be conducted by each campus and annual re-articulation by the systemwide committee will take place

B. Articulation for UH Campuses That do not Have an Approved HAP Program

UH campuses that do not have a HAP program approved by the systemwide HAP committee are subject to the articulation requirements of the receiving UH campus. The receiving campus determines the information required for the HAP articulation. Campuses that do not have an approved HAP program should contact the receiving campus for information about its HAP articulation process. Governing procedures are spelled out in UH Executive Policy 5.209.

Appendix: Hawaiian, Asian, and Pacific Issues Hallmarks and Explanatory Notes

The Hallmarks and Explanatory Notes are used to designate a class as an official Hawaiian, Asian, and Pacific Issues (HAP) class.

Hallmarks

At least two-thirds of a class must satisfy the following Hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A course can use any disciplinary or multi-disciplinary approach provided that a component of the course uses assignments or practica that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai'i, the Pacific, and Asia.
3. A course should include at least one topic that is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or the societal, or political, or economic, or technological processes of these regions; for example, the relationships of societal structures to the natural environment.
4. A course should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

Explanatory Notes

The concept of intersection of Native Hawaiian culture with either or both of the other two regions is key. A course exclusively about Hawai'i, the Pacific Islands, or Asia is not eligible for the HAP designation. A course that does not include relationships with Native Hawaiian Culture is not eligible for the HAP designation.

The course design must include both the Native Hawaiian voice and the native voice from the indigenous people of the area of intersection. These could be represented through publications, videos, guest speakers, or field trips, for example.



UNIVERSITY of HAWAII®
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COMMUNITY COLLEGE

April 20, 2018

TO: HAP Systemwide Group

FROM: Joni Onishi *Joni Y. Onishi*
Vice Chancellor for Academic Affairs

RE: Hawai'i CC Joining the HAP Systemwide Group

Hawai'i CC has the resources to provide campus support for the Hawai'iCC HAP Committee. As the HAP Committee (in partnership with other campus units and programs) works towards implementation of HAP at Hawai'i CC, appropriate resources will be provided to the committee as necessary. I am in support of this effort.

Thank you.

Attachement 2

MEMORANDUM

TO: Rachel Solemsaas, Chancellor
Joni Onishi, Vice Chancellor for Academic Affairs

FROM: Samuel Giordanengo, Academic Senate Chair

SUBJECT: Hawai'i CC Academic Senate Approval of a Hawaiian, Asian and Pacific
Issues (HAP) Committee at Hawai'i Community College

DATE: April 30, 2018

On April 27, 2018 one of the agenda items for the Hawai'i CC Academic Senate was to review the organization and proposal forms for the Hawaiian, Asian and Pacific Issues (HAP) Committee. The overall goal of the HAP committee is to provide a transparent and efficient structure for articulation of courses between campuses of the UH system. The following topics were discussed/reviewed:

1. Mission and Operating Procedures for the Hawai'i CC HAP Committee
2. HAP Course Designation Proposal and Process
3. Report on HAP Committee activities for AY17-18 and goals for next academic year (18-19)

The Hawai'i CC Academic Senate voted to approve the HAP Committee at Hawai'i Community College on April 27, 2018.

Hawai‘i Community College Hawaiian, Asian and Pacific Issues (HAP) Committee Mission and Operating Procedures

Mission:

- a. To advocate for Hawaiian, Asian, and Pacific studies as integral to education at Hawai‘i CC
- b. To promote the development and adaptation of intersecting Asian and/or Pacific studies with Native Hawaiian studies
- c. To support students in their transfer to other UH system campuses with a HAP graduation requirement
- d. To strengthen and align with the UH system Hawai‘i Papa o Ke Ao initiative and Hawai‘i CC’s Institutional Learning Outcome #3:

Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai‘i island, as well as other cultures of the world.

Kōkua i ke kaiaulu, me ka ‘ike a me ka mākau, a me ka mahalo ho‘i i nā kānaka ‘ōiwi a me nā mo‘omeheu ‘ōiwi o Hawai‘i nei, a me nā mo‘omeheu ‘ē a‘e o ka honua.

Membership

Hawai‘i CC established a HAP focus board in the Fall of 2017 as an ad hoc committee of our Academic Senate. The first round of membership was filled by a call for volunteers from departments designated by the Committee’s charge and by invitation. The position of Chair was filled by invitation from the Academic Senate Chair.

Membership will consist of BOR faculty appointments (i.e., a lecturer cannot serve). The voting members will represent at least three of the four following areas: Humanities, English, Social Science, and/or Math and Natural Sciences (other disciplines are welcome) and one member from Student Support Services.

The Chair of the committee will be selected from within the committee by committee vote. Hawai‘i CC HAP members will serve for a minimum of 2 years. Committee member duties will include consulting with their constituents on committee activities, reviewing applications, and supporting discipline faculty through the HAP course designation process.

HAP members may end their terms of service pending the recommendation of a new incoming member. The departing HAP member will provide mentoring to their replacement for a minimum of 1 semester prior to their release from the committee.

Voting

The Chair is a non-voting member except when their vote is required to break a tie or if the person representing the same division as the Chair is absent. When voting to approve a course for the HAP designation, a majority (i.e., a minimum of 3) of the committee’s voting members

will constitute a quorum. When a HAP committee member submits their own course for approval, they must recuse themselves during the vote.

Application for HAP course designation

The HAP Committee reviews all applications for HAP designation consistent with Hallmarks approved by the system-wide HAP Board. Requests are submitted directly to the Committee from the Department Chair/Instructors.

Also, departments should be aware that:

- An approved course must meet the Hallmarks each time it is taught.
- Once given a HAP designation, the course cannot also be a Foundations course.
- If the Hawai'i CC HAP Committee approves the course, it will articulate to any UH 4 or 2-year campus with HAP requirements.
- If the Committee determines that the proposal does not adequately address the Hallmarks, the proposal may be revised and resubmitted. If a new course is being developed, it may be submitted simultaneously to both the Curriculum Review Committee (CRC) and the HAP Committee, but the HAP Committee will wait for CRC and Academic Senate approval before initiating its review process.
- If an instructor-based course is approved, the course will be a HAP designated course for 3 years, after which the course may be renewed for an additional 5 years.
- A course-based approval submitted by a department will be a designated HAP course for 5 years.

Reporting to Academic Senate

The Committee will present a summary of its actions to the Academic Senate, including a record of its general votes, assessment of its processes, documentation, and procedures, as well as suggestions for continuing the work of reviewing HAP designated courses at Hawai'i CC.

Amendments to these procedures

The Committee may change these operating procedures at any time by a majority vote of its members.

Amendments to benchmarks, processes and documentation

The Committee, in response to concerns from its members or their constituencies, can revise the benchmarks, application process, and related documentation by a majority vote. Such changes must be submitted to Senate for approval.

The Chair will prepare regular reports for the Committee and the Academic Senate Chair to include: dates of meetings; membership updates; number of proposals received, if any; proposals reviewed and recommended to the Academic Senate for HAP designation along with a record of the vote and issues discussed, if any; other business conducted; and dates of future meetings.

Hawai'i Community College Hawaiian, Asian, and Pacific Issues (HAP) Designation Proposal

The Hawai'i Community College Hawaiian, Asian, and Pacific Issues (HAP) Committee invites course proposals to satisfy HAP requirements at campuses within the UH system. The HAP Committee will review all proposals to ensure that approved courses meet HAP Hallmarks. If clarification is needed, a HAP member will contact the instructor submitting the proposal. Instructor-based applications, once approved by the HAP Committee, will be designated HAP courses for an initial term of 3 years, which may be renewed for an additional 5 years in the final year of the designated term. Course-based applications will be designated as satisfying the requirement for five years.

Course-based applications should be submitted by departments when a course is inherently a match for HAP hallmarks (for example, a course on indigenous Hawaiian and Pacific languages). **Instructor-based** applications may be submitted when an instructor has designed or revised a specific course to meet HAP hallmarks (for example, an introduction to botany class revised to focus on indigenous Hawaiian and Asian plants and their uses).

- | |
|--|
| <input type="checkbox"/> Instructor-based application
<input type="checkbox"/> Course-based application |
|--|

Department Chairs/Instructors should submit this form and accompanying materials directly to the HAP Committee Chair. Please submit materials via email in PDF format and submit a hard copy of the signature page to the HAP Chair's mailbox.

Deadline for Spring 2019 HAP Designation: TBD

The HAP Committee will accept proposals past the deadline; however, submitting a proposal past the deadline may delay the effective date of the designation, if approved. The Department should allow at least one month for review by the HAP Committee and be mindful of publication deadlines for inclusion in the catalog.

REQUIRED INFORMATION

1. *Course information.* If the course is cross-listed, please provide the cross-listing.

Course Alpha: _____ Course number: _____
(e.g., "ANTH")

Course title: _____

Course Instructor(s): _____

NEW	RENEWAL
<input type="checkbox"/>	<input type="checkbox"/>

2. *Official course description.* Submit a copy of the course description from the current catalog. The course description must be consistent with the HAP Hallmarks (see p 3). If the course is new or being modified to reflect the Hallmarks, the department must also follow the appropriate Curriculum Review process. New courses (or modifications to courses) must be approved by the Academic Senate before the HAP Committee will review the course.
3. *Course Syllabus and Outline of Record.* Provide the following:
 - a. Course syllabus. If multiple instructors teach the course, include representative syllabi from all instructors applying for HAP designation. Course syllabi should include a general semester schedule for the course and the appropriate Hallmarks for the HAP designation.
 - b. Submit the official Course Outline of Record (COR). The COR must reflect how the Hallmarks are met (please note that at least two thirds of the course must meet the hallmarks for HAP).
4. *Additional documentation to address Hallmarks (see last pg. 3-5).* Provide the requested information for the HAP designation.
5. *Assessment.* Provide the following:
 - a. A copy of your assessment plan, signed by the Assessment Coordinator.
 - b. A completed matrix (see CLO to Hallmark Alignment Form) that demonstrates how the Foundations Hallmarks are aligned to your course learning outcomes. Include relevant objectives or topics from the COR that further support the CLO alignment. If this is a renewal, also provide a copy of your assessment report with discussion of the results of your assessment, and what improvements, if any, are planned.
6. *Signatures.* Department Chair's (DC) signature is required.

Instructor's printed name	Instructor's signature	Date
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Instructor's email address	Instructor's campus phone no.	DC's phone no.
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Department Chair's printed name	Department Chair's signature	Date
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The Hallmarks and Explanatory Notes are used to review and approve a course for HAP designation.

Hallmarks

At least two thirds of the class must satisfy the following Hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. The course can use any disciplinary or multidisciplinary approach provided that a component of the course uses assignments or practica that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experiences of peoples indigenous to Hawai‘i, the Pacific, and/or Asia.
3. The course should include at least one topic that is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or the societal, or political, or economic, or technological processes of these regions; for example, the relationships of societal structures to the natural environment.
4. The course should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

Explanatory Notes

1. **The intersection of Native Hawaiian culture with either Asia, Pacific or both Asia and Pacific is key.** A course exclusively about Hawai‘i, the Pacific Islands, or Asia is not eligible for the HAP designation. A course that does not include relationships with Native Hawaiian culture is not eligible for the HAP designation.
2. The course design must include both the Native Hawaiian voice and the native voice from the indigenous people of the area of intersection. These could be represented through publications, videos, guest speakers, or field trips, for example.

Request or Renew a HAP ISSUES (HAP) Designation:

For HAP designation approval and renewal, please submit the following information to demonstrate how your class meets the HAP Hallmarks.

1. Include a statement in the syllabus describing how the course meets the Hallmarks of the HAP designation.
2. Include an annotated syllabus (see sample) that identifies where and how each of the HAP Hallmarks is met. There are no prescribed percentages for each Hallmark, but two thirds of the course must address the Hallmarks, and each Hallmark must be addressed.
3. Identify in the syllabus where exposure to or engagement with the native voices that represent the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai‘i, and the area of your intersection (the Pacific, and/or Asia), respectively, is provided. This can include readings, videos, guest speakers or field trips. Both the Native Hawaiian voice and the native voice of indigenous people of your area of intersection must be included.
4. Provide a course bibliography indicating the inclusion of native writers and texts integrating native perspectives, values, and world views (see sample).

Directions: Please align Course Learning Outcomes to the HAP Hallmarks. Include relevant objectives or topics from the COR that further support the CLO alignment.

Course Alpha:	Course Number:	Course Title:		
Course description from the COR:				
	Course Learning Outcome (CLO)	Supplementary Alignment with Course Objective (CO)	Supplementary Alignment with Course	Supplementary Alignment with Course Topic
Hawaiian, Asian, and Pacific Issues (HAP) Hallmark				
1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.				
2. A course can use any disciplinary or multidisciplinary approach provided that a component of the course uses assignments or practica that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experiences of people indigenous to Hawai'i, the Pacific, and/or Asia.				
3. A course should include at least one topic that is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or the societal, or political, or economic, or technological processes of these regions; for example, the relationships of societal structures to the natural environment.				
4. A course should involve an in-depth, intersectional analysis or understanding of the issues being studied in the hope of fostering multicultural respect and understanding.				
Institutional Assessment Coordinator Signature of Assessment Coordinator Date				