

Draft Portfolio
Kauai community College
Hawaiian, Asian, and Pacific
Multi-Campus Articulation Agreement

Support

- I. Statements from the Chief Academic Officer and the Faculty Senate President on the adequacy of campus support for the HAP program:
 - A. Memo from the Dean of Instruction supporting the HAP campus board. (Attachment - 1)
 - B. Memo from Faculty Senate supporting the creation of a HAP campus board. (Attachment - 2)
- II. Documentation of the official establishment of a campus HAP Faculty Board that will approve HAP designations:

A campus committee was formed in Fall of 2006 to address the issue of the HAP designation and system-wide articulation. In December of 2007 the Kaua'i CC Faculty Senate approved the creation of an HAP Board as a subcommittee of the Faculty Senate. (Attachment - 3)

The HAP Board is a sub-committee of the Faculty Senate. It will consist of a four-member board with one instructor representative for Hawaiian, Asian, and Pacific areas, and one counselor. The Board will have faculty representation from both Liberal Arts divisions. The Chair will be selected from the members of the HAP Board by a majority vote. The Board members will serve a 2-year term.

- 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:

Three of the four members appointed to the HAP board are filled by faculty who have a vested interest in promoting and instructing courses with

a Hawaiian, Pacific, and Asian content. These three members currently teach HAP courses. The fourth position is filled by a counselor who is focused on the Liberal Arts program and the transferring of courses to the four-year campuses of the University of Hawai 'i system.

B. The campus, ability to meet student demand for HAP classes, and:

There are currently four instructors who teach HAP designated courses. The courses include HWST 107 (Fall 2007 - 2 sections, Spring 2008 - 3 sections, scheduled for Fall 2008 - 3 sections) and BOT 105 (Fall 2007 - 1 section, scheduled for Fall 2008 - 1 section).

C. The staff who will record HAP classes correctly in the students registration system (Banner):

A process will be developed in consultation with The Dean of Instruction, the Dean of Student Services, the HAP Board, and the Curriculum committee, to determine the process and responsibility for recording the HAP designation on the Banner registration system.

Course Designation and Approval

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

The chair of the HAP board will post an announcement each semester to faculty through either hard copy and/or electronically stating that HAP proposals are being accepted. In addition, board members may also solicit individual faculty members to submit their courses for review for the HAP designation. Submitted proposals will be in hard copy to the Board Chair and then distributed to the committee. The Board meets to discuss the merits of the proposal in accordance with the established Hallmarks. If the proposal is found to have shortcomings in addressing the Hallmarks or the necessary elements of the application, the Board describing these shortcomings will then contact the faculty member. The Board and the individual faculty member will enter into discussions on how best to address these shortfalls. If the faculty member is able and willing, a revised proposal will be submitted or the faculty member may withdraw the application. However, if the revised proposal still does not meet the Hallmarks, a denial

of the application for the HAP designation will be forthcoming. A denial will not deter a re-submission with revisions to address the Hallmarks in subsequent semesters.

- II. Copy of the campus actual HAP proposal form used to designate courses (or a draft of an HAP proposal form):

Attachment - 4

- III. Statements regarding:

- A. What the HAP designation will be attached to (i.e. section, course, Instructor, or some combination thereof):

The HAP designation will be attached to a specific course and instructor. There will be no blanket designation for all sections of a specific course.

- B. The duration of the HAP designation:

The designation will be in effect for five years and subsequent renewals of approval every five years thereafter.

- C. Number of members on the campus HAP Faculty Board, length of their services, and board composition:

The HAP Board is a sub-committee of the Faculty Senate. It will consist of a four-member board with one instructor representative for Hawaiian, Asian, and Pacific areas, and one counselor. The Board will have faculty representation from both Liberal Arts divisions. The Chair will be selected from the members of the HAP Board by majority vote. The Board members will serve a 2-year term.

The Division chairpersons from Science and Math (SAM) and Liberal Arts and Humanities (LAH) will turn in a total of 6 names to Faculty Senate who will select 3 out of the 6 candidates to represent each of the HAP areas. In addition, two candidates will be nominated by Student Services and the

Faculty Senate will select one representative for the Board. The Board members will select the chairperson of the HAP Board from the Board. Appointment to the HAP Board will take place in spring semester of the school year every two years.

D. The voting process to grant Hap approval (i.e. majority rule, consensus):

The board will work toward a consensus decision on proposals that have been submitted for review. However, if a consensus cannot be reached, a decision will be based upon a vote by a quorum of the members.

Assessment

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

Kaua '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 general education 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:

Kaua'i Community College is committed to creating an assessment plan. The campus is currently undergoing a movement in reviewing all of their courses addressing assessment activities. This includes the courses that have the current HAP designation. Additionally, courses are being re-written to address, not only assessment strategies, but also student learning outcomes. With the current campus climate, the assessment of the HAP program on the campus level will integrate into the existing movement. The HAP Board intends to discuss and develop an assessment tool(s) in collaboration with the system-wide HAP committee.

MEMORANDUM

TO: Peggy Cha, Chancellor
Charles Ramsey, Dean of Instruction

FROM: Nancy Bushnell, Faculty Senate Chair

SUBJECT: Kaua`i CC Faculty Senate Approval of a Hawaiian,
Asian, and Pacific Issues Board at Kaua`i Community
College

DATE: December 7, 2007

The Kaua`i CC Faculty Senate met on December 7, 2007 to review the portfolio packet and discuss the creation of a Hawaiian, Asian, and Pacific Issues (HAP) Board. The overall goal of the HAP Board is to provide a transparent and efficient structure for articulation of courses between campuses of the UH system. The HAP Board is largely based on the model created by Honolulu CC. The following topics were discussed:

1. Composition of the HAP Board
2. Responsibilities of the HAP Board
3. Standing Committee of Faculty Senate
4. Procedures for Membership and Chair selection of the HAP Board
5. Meeting schedule and report requirements of the HAP Board
6. HAP Course Designation Proposal
7. Format for hallmarks and application questions

The Kaua`i CC Faculty Senate voted to approve the creation of a HAP Board at Kaua`i Community College on December 7, 2007. The statement of purpose, responsibilities, structure, membership and chairperson selection, information dissemination, and the formats for the hallmarks and proposal were discussed at a meeting and approved on this meeting date. Please see the attached Kaua`i Community College Faculty Senate's HAP Board Charter.

Attachment - 2

Attachment - 3

**KAUAI COMMUNITY COLLEGE
FACULTY SENATE MEETING
Friday, December 7, 2007**

PRESENT: Ed Coll , Maria Fabro, Greg Shepherd, Jonathan Kalk, Nancy Bushnell, Cherie Mooy, Jim McFarland, Anna Smithwick
ABSENT: Tante Azares, Glenn Hontz, John Constantino, Candace Yim-Tabuchi (excused)
GUESTS: Brian Yamamoto, Dennis Chun

TOPIC	DISCUSSION	ACTION
Convened at 12:30 pm	Review of prior meeting minutes.	Not completed
Old Business	HAP (Hawaiian Asian Pacific) Boards 1. Copies of HAP board letter and charter were distributed to senators to review and discuss. 2. Following topics were discussed and approved: <ul style="list-style-type: none"> - composition of HAP board - responsibilities of HAP board - standing committee of faculty senate - procedures for membership and chair selection - meeting schedule and report requirements - HAP Course Designation proposal - Format for Hallmarks and application questions 3. Charter votes: 8 voted yes unanimously plus one yes vote from absentee senator.	1. Revised copies of letter and charter to be sent to Chancellor Cha, DOI Ramsey and VPCC Morton. 2. Minutes of 11/30/07 and 12/02/07 need to be finished.
Adjourned at 01:30 P.M.	Next FS meeting will be from 12:30 to 1:30 p.m. in room NSCI 107 on January 11, 2008.	Scheduled FS meetings: -Fridays 12:30-1:30 pm <ul style="list-style-type: none"> • January 11, 2008

Hawaiian, Asian, and Pacific Issues (HAP) Designation Proposal

The Kaua 'i Community College HAP Board invites instructors to propose a course to satisfy HAP requirements at campuses within the UH system that have a HAP requirement. The HAP Board will review all proposals to ensure that approved courses meet HAP Hallmarks. If clarification is needed, a Board member will contact the instructor who is completing the proposal form. If the HAP Board approves the proposal, all sections of the course taught by the instructor will be designated as satisfying the requirement for five (5) years, with five (5) renewals thereafter.

Deadline:

First priority will be given to courses applying for renewal of the HAP Designation effective Fall 2008. The HAP Board will accept proposals past the deadline. However, submitting a proposal past the deadline may delay the effective date of the designation, if approved. Instructors should allow at least one month for review by the Board and be mindful of curriculum and publication deadlines for inclusion in the semester it would like the designation to take effect.

REQUESTED INFORMATION

- 1. *Course information.* Course Alpha [**ALPHA**] Course number [#] Course credits [#]
 (e.g., "ANTH") If the course is cross listed, please provide the cross-listing: Course Alpha[ALPHA]
 Course # [#]

Course title: [**COURSE TITLE**] Course Instructor: [**COURSE INSTRUCTOR**]

HAP- DESIGNATION NEW RENEWAL

- 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 page 2).

If the course is new or being modified to reflect the Hallmarks, the department must also follow the appropriate Curriculum Approval process.

- 3. *Course Outline.* Submit a Course Outline approved by the Credit Curriculum Committee and course syllabus.

- 4. *Application questions.* Provide the requested information for the HAP designation (see page 3).

- 5. *Signatures.* Division chair's signature is required.

_____ Instructor's printed name	_____ Instructor's signature	_____ date
_____ Instructor's email address	_____ Instructor campus phone number	_____ Div. chair's phone number
_____ Division chair's printed name	_____ Division chair's signature	_____ date

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.

Request or Renew an H A P ISSUES (HAP) Designation:

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

For a HAP designation (both new and renewal) you must **submit a detailed course syllabus** with the following information requested below. The information will allow the HAP Board to determine whether your class meets the HAP Hallmarks (p. 2).

- 1 Include a statement in the syllabus describing how the course relates to all the Hallmarks of the HAP designation.
- 2 Include in the syllabus a detailed week by week listing 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. The week by week listing must include detailed information about readings, assignments, and other activities that are pertinent to the Hallmarks.
- 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 be readings, videos, guest speakers or field trips. Both the native Hawaiian voice and the native voice from the indigenous people of your area of intersection must be included.
- 4 Provide a complete course bibliography.
- 5 Provide a way to contact you should the Board have questions about your syllabus. The Board will contact you if clarification is needed.

Before you submit your HAP proposal, make sure the following are included:

- Page 1 of this proposal form
Signatures of the instructor and Division
Chair
- Annotated syllabus
- Course bibliography

**Kaua'i Community College
Hawaiian, Asian and Pacific (HAP) Focus Board**

Implementation Plan:

Kaua'i CC wishes to be a party to the Multi-campus HAP Articulation Agreement

- This is based on the Principles and Practices in the Multi-campus Foundations Articulation Agreement signed by Honolulu CC, Kapi'olani CC, and UHM Faculty Senate and Administrative Representatives on June 9, 2004.
- We seek to enter this agreement so that we will have the authority to review our own courses for transferable HAP designation.
- We submit this implementation plan, which demonstrates how our campus meets requirements to enter into such an agreement.

1. Appropriate campus HAP support.

Since Fall 2002, BOT 105 and HWST 107 have been accepted by UHM as fulfilling UHM's HAP graduation requirement.

The above named classes underwent a review process in the Spring of 2005 by UHM's HAP board with individual instructors applying for their individual sections. All classes, after some discussion and revision between the instructors and the UHM HAP board, were approved. In the applications for HAP designation each instructor demonstrated that his/her course fulfilled the UHM HAP Hallmarks and accepted the official "explanatory notes."

In Fall 2005, 2 classes were designated as HAP (1 course of HWST 107 and 1 course of BOT 105). We have offered these courses every semester since Fall 2005. However, BOT 105 will not be offered this Spring 2008, but will be offered again in Fall of 2008. Three instructors have had their courses approved by the UHM HAP board and have accepted the HAP Hallmarks and accepted the official explanatory notes.

a. Official establishment of a campus HAP Focus Board to approve HAP designations.

Kaua'i CC will establish a HAP Focus Board in Spring 2008 as a committee of our Faculty Senate. The board will consist of four people: (3) three people representing the Hawaiian, Asian, and Pacific areas, and (1) one academic advisor for the Liberal Arts program. The Chairperson of the Board will be chosen by the members of the Board from within the Board and will be known as the "HAP" Coordinator" for the campus.

b. Adequate number of faculty willing to offer HAP courses.

Within the Liberal Arts program there exists approximately 10 courses that have the potential to satisfy the HAP requirement. Currently only 2 courses and three instructors have courses approved by the UHM HAP board and articulated with the Mānoa campus. With the approval of this HAP multi-campus articulation agreement, it is anticipated that other faculty will be willing to offer HAP courses.

c. Support personnel to accurately record HAP sections in the student registration system (Banner).

Once a Kaua'i CC faculty member's course has received HAP designation (currently this is done by UHM's HAP Board) then that faculty member alerts his/her department chair and the departmental secretaries will have the capability to input the HAP designation in Banner.

d. Adequate number of HAP sections to meet student needs.

With the advent of an HAP multi-campus articulation agreement, it is anticipated that there will be at least two courses with the HAP designation offered each semester.

e. Adequate budget.

There is an adequate budget to support a HAP board and ensuing activities.

2. Designation of classes as HAP using HAP Hallmarks and Explanatory Notes.

Kaua'i CC has committed to utilizing the HAP Hallmarks and Explanatory Notes as adopted by the HAP multi-campus articulation agreement. We also commit to participate in the system-wide HAP committee as an instrument to further refine this focus area.

3. Appropriate HAP designation and review procedures.

The HAP board will review applications for the HAP designation on a course-by-course basis. The review process will address the meeting of requirements for each course to the HAP Hallmarks and Explanatory Notes. The Kaua'i CC HAP Board will utilize the Focus Designation Proposal forms that are being utilized by UH Mānoa. Once a course is approved for the HAP designation, this designation will be in effect for five years. Renewal for the HAP designation will be in five-year increments.

4. Appropriate assessment of HAP student learning outcomes, as required by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges or Senior Colleges and Universities.

Kaua'i CC is in the process of reviewing and modifying courses addressing student learning outcomes and appropriate assessments. The assessment of HAP outcomes will naturally be a part of the curriculum review process. In Spring 2008 Kaua'i CC will also utilize UH Mānoa's Questionnaire for Students in Hawaiian, Asian, and Pacific Issues (H) Focus Classes. Currently students are assessed utilizing instructor generated exams and writing assignments. Additionally, student evaluations are used to improve and evaluate educational effectiveness. We will also meet with all current HAP instructors to discuss the four HAP hallmarks and share assessment strategies.

5. Appropriate faculty development activities in understanding the HAP Hallmarks.

Currently, Kaua'i CC does not have faculty training for those designated to teach HAP courses. Each instructor has already received approval from UH Mānoa's HAP board for his/her course. We will develop appropriate training for instructors before they apply for HAP designation, as well as training in the areas of developing and assessing student learning outcomes based on the four HAP hallmarks.

6. Timely and accurate student advising on HAP requirements and transfer of credits.

Kaua'i CC's Liberal Arts students receive timely and accurate advising on the HAP Requirements at UHM and the transferability of credits when they meet with a KCC Liberal Arts counselor or faculty advisor for academic advising.

In addition, Kaua'i CC is committed to attending all multi-campus HAP committee meetings. The Hawaiian Studies coordinator has been the campus representative on the multi-campus HAP committee since the first meeting held at UHM on 1/25/07. We will continue to have at least one Kaua'i CC HAP Focus Board member participate in future meetings and activities of the multi-campus HAP committee.