

**Draft  
Portfolio  
Maui Community College  
Hawaiian, Asian and Pacific (HAP)  
Multi-campus Articulation Agreement**

## **Support**

- I. Statements from the Chief Academic Officer and Faculty Senate President on the adequacy of campus support for the HAP program:
  1. From the CAO – submitted
  2. From the Faculty Senate – submitted

- II. *Documentation of the official establishment of a campus HAP Faculty Board that will approve HAP designations:*

MCC established a HAP Focus Board as an ad hoc committee of our Faculty Senate – submitted.

The Chair of the Committee will be chosen from within the Committee and will be known as the “HAP Coordinator” for the campus.

- III. Brief description of:

- A. *the extent to which faculty show a willingness to serve on a HAP Faculty Board and to teach HAP classes:* The five role-designated positions on the HAP Board are filled by faculty who have a vested interest in and are committed to the promotion of courses teaching students about Hawaiian, Asian, and Pacific Islands content. The other two positions are filled by faculty/counselors committed to broadening the perspectives of their students.  
There are currently 4 instructors at MCC who are teaching HAP-designated courses.
- B. *the campus’ ability to meet student demand for HAP classes, and:* In Fall 2007, 13 classes were designated as HAP. In Spring 2008, 15 classes were designated as HAP. Currently (Spring 2009), 14 classes are designated as HAP.
- C. *the staff who will record HAP classes correctly in the student registration system (Banner):* Once an MCC faculty member’s course has received HAP designation (currently this is done by UHM’s HAP Board) that faculty member alerts his/her department chair and the departmental secretaries have the capabilities to input the HAP designation in Banner. Once in Banner, the HAP code is displayed on the “Check Class Availability” website for students to see.

## Course Designation and Approval

- I. *Description of the HAP course proposal review and designation procedures:* Each semester the HAP Coordinator posts an announcement on the MCC online campus bulletin stating that HAP proposals are being accepted for the upcoming semester. The proposals are submitted electronically and in hard copy to the HAP Coordinator, who disseminates them to the whole Committee. The Committee meets to discuss the proposals. If an instructor's proposal falls short of the Hallmarks or does not include the necessary elements (e.g., annotated syllabus), a Board member contacts the instructor. Negotiations with the instructor result in a revised proposal or a withdrawal from consideration. If the revised proposal does not meet the Hallmarks, the Board denies the instructor's request for HAP designation.
- II. Copy of the campus' actual HAP proposal form used to designate courses or a draft of an HAP proposal form – see attachment.
- 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 continue to be attached to a course + instructor combination. Each instructor completes and submits the proposal form for his/her section(s). No blanket designations to all sections of a course are given.
  - B. *the duration of the HAP designation:* The initial approval will be for three years. Subsequent renewals of approval will be for five years.
  - C. *number of members on the campus' HAP Faculty Board, length of their service, and board composition:* The board consists of seven people: (4) Hawaiian Language/Hawaiian Studies faculty (1) Counselor, and (2) faculty member from the Humanities or Social Science Department not already represented on the Committee. The first five members of the board will be filled by the members currently filling the roles described. Each role has its own schedule for replacement. The latter two roles will be for three years each.
  - D. *the voting process to grant HAP approval (i.e. majority rule, consensus):* Decision-making will be via majority rule.

## 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: Maui Community College is committed to participating in the collaborative development of HAP student learning outcomes.
- II. Campuses whose WASC [ACCJC] guidelines mandate that they assess the HAP requirement should include a statement of intent to create an assessment plan: MCC remains committed to the development and implementation of HAP assessment activities on campus and at system level. MCC will adopt UH-Manoa's Questionnaire for Students in Hawaiian, Asian, and Pacific Issues (H) Focus Classes.
- III. , MCC's Ho'okahua program utilizes an e-portfolio assessment tool. The MCC HAP board will look into the possibility of expanding this tool to other HAP designated courses to assess the four hallmarks.

**Maui Community College  
Hawaiian, Asian, and Pacific Issues (HAP)  
Application Proposal and Articulation Form<sup>1</sup>**

Approval is given to an instructor+course combination. Thus, *each person who is teaching a section of the course must submit his or her own proposal to be approved.* Once approved, the course section(s) will be designated as satisfying the HAP Focus requirement for five (5) years. At the end of the approval period, the designation can be renewed.

**Deadline. FRIDAY, Month, year<sup>2</sup> [To be filled in: 4<sup>th</sup> week of the semester]**

Campus:	Subject:	Course #:	Section #(s): <sup>3</sup>
	Cross-listed subject:	Cross-listed course #:	Cross-listed section #(s):
Course Title:		# of credits:	

Hawaiian, Asian, & Pacific Issues <sup>4</sup>	<u>NEW</u> <input type="checkbox"/>	<u>RENEWAL</u> <input type="checkbox"/>
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**Signatures:**

Instructor's printed name:	Signature:	Date:	Instructor's UH #:
Instructor's email address:	Campus address:	Phone #:	
Division/Department Chair's printed name:	Signature:	Date:	
HAP Board Chair's printed name	Signature <sup>5</sup> :	Date:	

- Instructors with active H-Focus approval for a course do not have to submit this form. Check your campus's articulation page to see if your sections currently articulate: <http://www.hawaii.edu/gened/articulation.htm>.
- Courses that fulfill a Foundations requirement are not eligible for a Focus designation.
- All requests are given a 5-year approval. Exception: directed reading/research/study courses (e.g., 499) receive 1-semester approvals.
- This form should not be used for an un-staffed section. Departments should contact the current HAP Board Chair to discuss a Focus designation for a section that does not have an assigned instructor.

<sup>1</sup> Complete this form if you will be teaching in [SEMESTER YEAR to be filled in] and you do not have active Focus approval for your current course(s). Check active approvals at <http://www.hawaii.edu/gened/articulation.htm> (scroll down to "Focus" on your campus's page).

<sup>2</sup> The HAP Board will accept late proposals through [DATE to be filled in]. However, submitting a late proposal may not allow time for the negotiation that is sometimes necessary to secure approval.

<sup>3</sup> If the section number is not yet available, leave blank.

<sup>4</sup> Check the correct box to indicate whether the request is "new" (you are applying for the first time) or a "renewal" (you previously applied as the instructor and received approval).

<sup>5</sup> Once this Application Proposal and Articulation Form has been approved by the HAP Board of MCC, the Chair indicates consent by signature.

### **Hallmarks**

To fulfill the Hawaiian, Asian, and Pacific Issues Focus requirement, at least two-thirds of a class must satisfy the following Hallmarks:

- A. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
- B. 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.
- C. 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.
- D. 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.

### **Request or Renew an HAP ISSUES (H) 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 an H designation. A course that does not include relationships with Native Hawaiian culture is not eligible for an H designation.

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

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 weekly 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 using an academically acceptable format.
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
	Appropriate Signatures
	Answers to the HAP Focus questions (new applications only)
	Annotated syllabus (new and renewal applications)
	Bibliography (new and renewal applications)