This report summarizes the work of the Kapi’olani Community College Foundations Board during the 2005-2006 school year and outlines initial tasks facing the Board when it reconvenes in Fall, 2006.

**Course renewals**

The principal task facing the Board (and HCC and UHM Boards) was to prepare for the mandatory 5-year assessment and renewal of Foundations courses. To facilitate this task, we developed instructions and a submission format and made it available on a newly developed website. The first course to be reviewed and approved using these guidelines, Geog 102, was included as a sample.

We developed the guidelines using several basic criteria. First, our responsibility is to review the courses themselves, not the students taking them, and ensure that they address the Hallmarks. Thus we confined our request to samples of actual course materials used by instructors when teaching the classes and short descriptions of media or guest speaker topics. Second, we needed to differentiate the review request from the original designation request, which consisted solely of short paragraphs explaining how the course would address the Hallmarks. Third, we felt it would be best to require electronic submissions to facilitate preparation of the document, review by the board, and dissemination and archiving. Thus, we requested that excerpts and short samples of course materials (rather than complete lessons, exams, or study guides) be organized in a single electronic document. The KCC Faculty Senate approved these instructions on May 1, 2006. Three courses were submitted for early renewal and approved using these guidelines: ENG 100, GEOG 102 and GEOG 151.

**Handbook**

To ensure continuity from year to year, help new members understand the Board’s responsibilities, and make the Board’s work as transparent and accessible as possible, we developed an online Handbook that includes all relevant documents, instructions, and guidelines. The handbook is currently being published on KCC’s Quill. As a component of developing the Handbook, the Board reviewed its original charter, which was approved by the Faculty Senate in 2004. We made minor suggestions for future revision (shown in the Handbook), but felt that the major features should remain unchanged, including number of members (seven) and length of service (two years).

**Hallmark explanatory notes**

Members of the Board (Gail Harada for FW, Sharon Rowe for FS, and Dennis Nullet for FG) joined counterparts from UHM and HCC in intercampus working groups to refine explanatory notes for Foundations Hallmarks. Substantial progress was made, but work will continue into Fall, 2006. Current versions are given in the Foundations Handbook.
Intercampus cooperation

Members of the three campus Foundations Boards worked together in an atmosphere of mutual respect. We cooperated in developing the Explanatory Notes, and the UHM Board has been gracious in allowing the Chair to sit in on their meetings and contribute to the discussion when appropriate. The Intercampus Foundations Board, consisting of the 3 Chairs from UHM, HCC, and KCC, met once although there was little to discuss, as we were generally satisfied with the current arrangement.

While we have followed the lead of UHM for most issues (including adopting their Foundations Hallmarks), they have also accepted our contributions; including favoring KCC’s approach regarding the renewal document format. (see UHM Foundations Board Annual Report: 2005-2006, Item 6).

Issues discussed but not acted upon

1. Several Foundations courses at KCC do not transfer as such to other campuses: BUS 100, and MATH 103, 115, 135, and 206 (all in the Symbolic Reasoning category). These courses were never reviewed or approved by a Foundations Board. According to Louise, they were grandfathered in from the old AA degree requirements. The present Board has taken no action regarding these courses and is not asking for their renewal documents. While they do not qualify as Foundations courses at UHM, if a student earns an AA degree at KCC with these courses and then transfers to UHM, that student is considered to have met UHM’s Gen Ed Core requirements, even though they have not taken UHM-approved Foundations courses. Having this separate, non-transferable, Foundations category may be useful for certain specialized programs at KCC, but may become an intercampus issue at some point.

2. Math 111 was approved as a Foundations course at KCC last year, following UHM’s earlier approval of the course at their campus. However, at the same time KCC was approving the course, UHM was dropping it and substituting Math 112. Apparently Math 111 was filling with non-ed majors who felt that Math 111 was their easiest FS option. The KCC Foundations Chair was asked if we would reexamine Math 111 in light of UHM’s change. The Math 111 instructor at KCC, Mary Beard, indicated that Math and Science would probably agree to adopt UHM’s change, but only under protest, noting that the FS designation would be dropped because of issues at another campus, not because the course did not meet FS Hallmarks. She said she would not be able to request Foundations designation for Math 112 in Spring, 2006, but should have time in Fall, 2006. She has also been in touch with her counterpart at UHM, Joel Weiner, on this issue.

Initial tasks for 2006-2007 School Year

1. The terms of all current members expire this year; so new members need to be appointed. Our Charter states “Members shall be appointed by the FS.”

2. The principal task for the Board in Fall, 2006 will be to solicit renewal documents. We established a November 1 deadline for submission. This will allow time for review, revision (if needed), and approval by the February deadline for publication of the Catalog. We offered department chairs the option of renewing classes early, in Spring, 2006, in hopes of diffusing the renewal work,
but only two classes were submitted. It might be possible to postpone some of the renewals from Fall, 2006 to accomplish this diffusion of work load.

3. We recommend that KCC follow UHM’s decision to substitute Math 112 for Math 111 as a Foundations course. UHM does not accept Math 111 as FS from any campus except KCC and substituting Math 112 will promote system continuity, reduce confusion for students, and show a willingness to cooperate with other campuses. Math 111 could count as a Foundations course only at KCC, like BUS 100 and Math 115 for example, to allow the pre-ed majors to complete their AA degree requirements. This should be done in the Fall so that the change will appear in the 2007-2008 Catalog. Perhaps Math and Science could simultaneously request a Foundations designation for Math 112 and removal of the designation for Math 111.

Respectfully submitted to the Faculty Senate by Dennis Nullet, Chair