KCC FOUNDATIONS BOARD

2005-2006 Memos and Minutes

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To:    Harry Davis, Chair, Faculty Senate

From:  Dennis Nullet, Chair, Foundations Board

Re:    Action Request – Approval of Foundations Course Renewal Procedures

We request that the Faculty Senate approve the attached procedures developed for assessing and renewing courses that fulfill Foundations requirements for KCC’s AA degree. This information can also be found at the Foundations Board web site, http://www2.hawaii.edu/~dennis/Found/handbook.htm (Note that this site will move to Quill in summer, 2006).

A little history:

In 2002, UH-Manoa adopted new General Education Core requirements that include a Foundations group of courses in Symbolic Reasoning, Written Communications, and Global & Multicultural Perspectives. To facilitate articulation, KCC adopted the same requirements for the AA Degree and negotiated agreements with UH-Manoa and Honolulu Community College to accept recommendations from each campus' Foundations Board regarding designation and renewal of Foundations courses.

Courses in the Foundations category were initially approved for five years in an intercampus Fast Track process during the 2002-2003 academic year. As most courses are facing the 5-year assessment deadline, we developed the attached guidelines to help discipline coordinators to prepare their renewal documents. The guidelines have proven effective in the two renewal applications we have received to date and have been well received by the Foundations Boards at UHM and HCC.

According to our Charter (FS memo 04/06/04), "This Board will decide on procedures for reviewing and approving courses based on core hallmarks in the Foundations area. The Faculty Senate shall approve procedures."

We are asking that the Faculty Senate “shall approve procedures.”

Respectfully submitted,

Dennis Nullet
To: Harry Davis, Faculty Senate Chair  
Louise Pagotto, Acting VCAA  

Cc: Barbara Ross, Frank Noji  

From: Dennis Nullet  

Re: Renewal of Foundations designation for Eng 100, Geog 102, and Geog 151  

Date: 11 May 2006  

The Foundations Board reviewed the following courses during the 2005-2006 school year for foundations designation renewal using the procedure approved by the Faculty Senate on 1 May 2006:

ENG 100 Composition I  
GEOG 102 World Regional Geography  
GEOG 151 Geography and Contemporary Society

The Board voted to approve all three courses and they are recommended for renewal through Summer, 2011.

The renewal documents and procedures are available at the Foundations Handbook site on Quill (if not already up, it will be shortly).

Respectfully submitted,

Dennis Nullet  
Chair, Foundations Board
Minutes of KCC Foundations Board Meeting
November 4, 2005

Present: Dennis Nullet, Andrew Pak, Judi Kirkpatrick, Sharon Rowe, Colette Higgins, Gail Harada, excused: Sharon Rota

Dennis Nullet discussed the need for a Foundations redesignation process to be established and passed out the list of KCC Foundations courses which will have to apply for redesignation.

Sharon Rowe reported that the UH Symbolic Reasoning group had met and had decided to proceed with its work via e-mail. Gail Harada reported that KCC, UH, and HCC Written Communications Foundations group had met and worked on the first draft of the explanatory notes. Further work on the explanatory notes will be handled via e-mail. The WC group also decided that each campus will be responsible for determining its own assessment tools. Dennis Nullet reported that the Global Multicultural Foundations group finished its explanatory notes and talked about assessment. HCC is using a knowledge test and and student survey to assess its learning outcomes.

Dennis Nullet reported that Manoa wants to finalize the explanatory notes and assessment plan by December and start reviewing courses in Spring 2006. Several questions were raised:

1. Does KCC want to review one or two courses in Spring 2006? Answer: Perhaps GEOG 102 can be reviewed.
2. What about courses that are KCC foundations courses, but not UH-Manoa foundations courses? Answer: If a student gets an AA, the KCC Foundations courses are automatically accepted.

Dennis Nullet will be working on the KCC equivalent of the UH-Manoa Gen Ed Handbook. The KCC handbook will explain the procedure for applying for a foundation course. The KCC Foundations Board will double up as the KCC Gen Ed Committee. The following items need to be developed: a Foundations Course Designation application form, resources for faculty (explanatory notes, availability of fast track and old proposals), and an avenue for preliminary feedback from the Board before faculty submit their applications.

The group also discussed the possible deadlines for the process. For courses that need renewal of Foundations designation, the Board will contact the appropriate faculty to notify them of the expiration date. For new courses, there should be parallel review with the Curriculum Committee and the Board to facilitate a more efficient and timely process. Dennis will look into calendar issues.

For KCC, the following is being proposed:
1. The whole Board looks at new proposals
2. Review of renewal of approved proposals is done by 2 Board members who make a recommendation to the Board.

Questions:
1. After a proposal is approved by the Board, where does it go for final decision?
2. On the application form, do we ask for evidence of assessment?

Other suggestions: A workshop should be developed to help faculty understand how to apply for a Foundations designation.

Dennis will start writing the KCC Foundations Handbook. Dennis distributed HCC's Foundations Requirements of the AA Degree/Gen Ed Core, UH-Manoa's Foundations Proposal Process flowchart, a printout of the OVCAA articulation website page on Foundations courses designations, the Organizational Chart of UH-Manoa's faculty Governance that shows the GEC Boards, and the KCC AA Degree Student Learning Outcomes--General Education Academic Skill Standards. The main topic for the next meeting will be to discuss how we are going to review a course.

Submitted by Gail Harada
Minutes of KCC Foundations Board Meeting  
December 2, 2005

Present: Dennis Nullet, Judi Kirkpatrick, Sharon Rowe, Colette Higgins, Gail Harada,  
excused: Sharon Rota.  
Excused: Andrew Pak,

The minutes of the November 4, 2005 Foundations Board Meeting were approved as  
read.

Dennis Nullet has posted a draft of a KCC handbook. The Board discussed how much  
should be in a handbook, especially regarding explanatory notes to document change as  
people renew their foundations designation for courses. Various models were discussed  
and analyzed in terms of their usability. The Board agreed that approval of courses  
meeting the hallmarks should be based on hallmarks, not “interpretations” which are also  
being called “Explanatory Notes.”

Dennis Nullet shared with the Board the UHManoa guidelines which include brief  
explanatory notes.

In addition, Dennis Nullet developed a Foundations Course Designation renewal  
application form which has to be finalized so that our courses except for two math classes  
are up for renewal. Dennis will revise his form for our next meeting.

The Board discussed sample assessment strategies that have been shared by UHManoa  
and Honolulu Community College. The Board’s discussion centered on what we need to  
develop so the Board can assess the application for renewal. The Board decided that  
HonCC’s restatement of hallmarks as basic learning outcomes is not a useful strategy to  
pursue in assessing whether the courses up for renewal meet the hallmarks.

The Board discussed how the applications for renewal should be structured and agreed  
that each hallmark would be explained on a 1-page document with referenced examples  
submitted from course syllabi, course outlines, readings, lecture notes, and/or  
assignments. Dennis Nullet will revise his proposed “Foundations Course Renewal” form  
and write instructions that explain the procedure for renewal.

At our next meeting, the Board will write an explanation of the function of the Board for  
faculty/programs, will finish the instructions for faculty/programs to demonstrate how  
courses meet hallmarks, and will establish a timeline and deadlines for the  
Foundations designation renewal process.

The next Foundations Board meeting is January 17, 12:30-1:30 p.m.

Submitted by Judith Kirkpatrick
Revised 12.11.2005
All board members were present:  Gail Harada, Colette Higgins, Judi Kirkpatrick, Dennis Nullet, Andrew Pak, Sharon Rota, and Sharon Rowe.

**Discussed Math 111** – We will ask Mary Beard if it’s okay for Math 111 to continue fulfilling the FS requirement here, even though Manoa or any other campus does not accept it for FS.

**Discussed the renewal process**
- Looked at the form used by UHM for renewal of Foundations.
  - Dennis will tweak the form a little.
- We should spread out renewal over a two-year period.
  - Louise wants it all submitted by Feb. 2007
- FG should be easier to renew since it’s mostly all “describe” type hallmarks. That’s different from FS hallmarks, which are so vague.
- How much do we want in our explanatory notes for each hallmark?
  - Answer: We don’t want to add additional explanatory notes. Keep it simple.
- What courses need to be renewed?
  - History 151 & 152 need to be renewed by February 2007. They’re good for another academic year.
  - Symbolic Reasoning has 11 courses that need renewal. They need to do some this semester.
    - Math 203, Math 111 (already went through curriculum recently)
  - Eng 100 (in good shape for renewal)
- Are we now asking for more than was initially submitted to gain the Foundation designation?
  - Couldn’t we just come up with a simple form asking if anything has changed since it was initially approved?
- What are we going to ask for to show that the course still meets the hallmarks?
  - submit Course Outline, not syllabi (since too many instructors teach it)
  - provide course materials that prove they are addressing each hallmark
    - it will be up to the discipline coordinator to give us samples
    - responsibility will be on the faculty to identify specific examples of how each hallmark is being met
    - should be samples from multiple instructors (representative)
- How are renewal applications going to be submitted?
  - we could make an e-portfolio with a grid for faculty to input examples into each box to show how the course meets each hallmark
  - we should make it as easy as possible for faculty (i.e. hard copy)
  - doing stuff technologically is hard for some, so they won’t do it
  - what if we uploaded the way curriculum uploads it (submit as a MS Word document & it’s uploaded for everyone to read; gets archived so easier to access in the future); we would need to send it to someone who would upload it
• How will we get the word out about courses and deadline for renewal?
  o Dean Louise Pagotto should notify chairs first, then Dennis Nullet can tell them which courses need renewal. We need to start reviewing renewal applications this Spring.
  o We could email the appropriate chairs with a list of courses that need renewal, and then have them choose which ones are ready for this year’s review.

• Which courses should apply this year? (person who may be doing it)
  o Geography (Dennis Nullet)
  o History (Monomita Krishna)
  o English (Gail Harada)
  o ESOL (Frank Noji)

• Which courses would most likely apply next year? (person who may be doing it)
  o Religion (Eric Denton)
  o Music (Lina Doo)

**Discussed Foundations Board membership and charter**

• membership
  o Foundations Board appointments were for 2 years
    ▪ we recommend continuing with 2 year appointments; do not change it to 3
    ▪ for continuity, 3 of us should serve another year (any volunteers?)
    ▪ if some were to volunteer for another year, we could create staggered terms (maybe since 2 in each field, one serve a longer term)
  o Do we want to continue with 7, 2 from each area + a counselor? (YES)
    ▪ the counselor provides a perspective on the students’ overall program that the area people may not see

• Recommended changes to the Charter for our Foundations Board
  o take out:
    ▪ “The Faculty Senate shall approve procedures.”
    ▪ “and another member” in #1 final sentence
    ▪ “the degree of” in #2 first sentence
    ▪ “continuous” in #2 first sentence
    ▪ “once each semester” in #3 first sentence; revise to “at the end of the academic year to summarize the work the board has done”
    ▪ “and another member” in #3 final sentence
  o other campuses added bullet points to further define their duties
    ▪ it was decided that we don’t want to do that
  o LCC & WCC don’t have foundations boards. Do they submit to each campus or only one board? (need to find out)

**When will we meet this semester?**
  o 1st Mondays of the month (12:15-1:30 p.m.)
  o next meeting is March 6th

*Notes submitted by Colette Higgins on 2/9/06*
Foundation Board Meeting: March 6, 2006

Present: D. Nullet, C. Higgins, S. Rowe, A. Pak

Meeting convened at 12:20pm

Order of Business:

Approval of Minutes— Minutes approved by voice vote,

Foundation Designation Renewal Procedures: We reviewed letter, procedures and form. Minor points of wording were discussed. Dennis will continue to refine but all agreed the form and procedures presented are acceptable.

Approval of courses during current Spring ‘06 semester: We had some discussion about what courses are likely to come forward this spring for our approval. Sharon will try to submit Phil 110. No one has heard from chairs. It is assumed Chairs will delegate this issue to appropriate discipline coordinators.

Approval of Geography 102: By unanimous voice vote Geography 102 was approved for a 5 year GP designation. Judy K. voted by email.

Math 111/112: There was some discussion about issues surrounding Math 111 & 112 and other courses that receive KCC approval but which do not transfer to Manoa. This issue is unresolved at the system level Foundation Board. At our level all we can do is speculate. It is thought that we will ask for the withdrawal of Math 111 SR designation at the same time as Math 112 presents its application for approval of the same.

KCC Foundation Board Charter: There was some discussion about the Charter and whether or not we want to add bulleted items, in the manner of HCC and UH-M, that stipulate more specifically our range of responsibilities. It was decided that we should hold to the current language of our current charter with some refinement.

Future meetings this semester: We will meet once more this semester.

Meeting ended at approximately 11:20pm.

Minutes submitted by srowe, 3/08/06.