Honolulu Community College
Diversification Board
Meeting Minutes
January 18, 2012,
Room 5-208, noon-12:45pm

Members present: Michael Ferguson, Jennifer Higa-King (chair), Marcia Roberts-Deutsch
Members absent/excused: none
Recorder: Jennifer Higa-King

I. Update of Recertification Process
A summary of courses needing recertification, as of January 18, 2012, is given below.
- DA courses = 1
- DL courses = 1
- DH courses = 16
- DS courses = 46
- DB, DB+DY = 17
- DP, DP+DY = 27
- DY = 26
Total: 134

II. Discussion of Deadlines
The committee reviewed deadlines for submitting applications. Given the number of applications still needing certification (134), and given the goal of completing certification by the end of the summer, the committee agreed to the following deadlines:

- February 13, 2012: Deadline for all courses with DA, DL, DH, and DS designations seeking recertification.
- March 30th: Deadline for all courses with DB, DB+DY, DP, DP+DY, and DY designations seeking recertification.

Courses that are not certified before the end of the Spring 2012 semester will have their designation removed effective Fall 2013. However, coordination with deadlines for Banner (February 27) and the catalog (April 1) may change the effective date. The Chair will discuss implementation of effective dates with Pat Yahata, Erika Lacro (VCAA), and Marica (CPC Chair), and will report back to the committee.

III. Review Criteria for Designations
As deadlines approach, the committee anticipates receiving a large number of applications and inquires about the application form and process. As such, the group decided to review, clarify, and expand the explanatory notes provided on the diversification application form.
The Committee agreed to the following.

- Diversification applications for EXISTING or MODIFIED courses must include a course syllabus with: 1) appropriate course-specific SLOs; 2) a course description that matches the current course catalog; and 3) an articulation statement that clearly indicates the requirements the course fulfills (e.g., “the course fulfills a social sciences requirement and HCC WI focus requirement for the AA degree, and a DS requirement for UHM”). For NEW courses, please submit a copy of the Curriculum Action Proposal for adding a new course along with the completed Course Outline form.

- The committee will create guidelines for answering the application questions, describing the type and kinds of information the board will be looking for. The guidelines will be included at the end of the application form.

- The guidelines will include clarification of the differences between assessment and review of assessment results. The former being conducted every semester, and the latter on a periodic basis (e.g., every semester or at the end of an academic year).

Addendum. The committee revised the application form and developed guidelines (rubric) for evaluating applications. A copy of these documents appears at the end of the minutes. The Chair uploaded a form fill-able version of the application to the HCC Intranet, under the Diversification Board webpage.

Next meeting: April 20, 2012, 1-2pm. Room TBA.
To receive diversification designation in any of the areas (DA, DB, DH, DL, DP, DS, and DY), two thirds of the content of its governing syllabus and two thirds of the required class meetings must demonstrate the hallmarks. (Thus, a course in Family Resources that is two-thirds social sciences and one-third humanities will count toward the social sciences area only; a course in Japanese that involves literary texts for half of the course and conversational skills for half of the course will not be designated as appropriate to fulfill any area of diversification requirements.)

All submissions must address the appropriate hallmarks for the diversification area(s), by showing how student-learning outcomes (SLOs) for the course align with the hallmarks. Submissions should provide strategies for assessing course SLOs and description of how assessment results are used. To assist with proper completion of the application, guidelines and a description of the required information (explanatory notes) are located at the end of this document.

Note that diversification applications for EXISTING or MODIFIED courses must include a course syllabus with: 1) appropriate course-specific SLOs; 2) a course description that matches the current course catalog; and 3) an articulation statement that clearly indicates the requirements the course fulfills (e.g., “the course fulfills a social sciences requirement and HCC WI focus requirement for the AA degree, and a DS requirement for UHM”). For NEW courses, please submit a copy of the Curriculum Action Proposal for adding a new course along with the completed Course Outline form.

Submit the application and additional documents to the chair of the Diversification Board.

*The Diversification Board will review all courses certified for diversification designation on a 5-year cycle.*
APPLICANT:

E-MAIL:

COURSE ALPHA and NUMBER:

COURSE TITLE:

ESTIMATED NUMBER OF SECTIONS:
  Fall:
  Spring:

APPLICATION IS FOR:
  ☐ New Course  ☐ Modified Course  ☐ Existing Course  ☐ Re-designation
  ☐ Certification  ☐ Re-Certification. Date of last certification:

DIVERSIFICATION AREA DESIGNATION SOUGHT:
  ☐ DA (Arts)  ☐ DP (Physical Sciences)
  ☐ DB (Biological Sciences)  ☐ DS (Social Sciences)
  ☐ DH (Humanities)  ☐ DY (Laboratory)
  ☐ DL (Literature and Language)

What percentage of the CONTENT of this course focuses on this diversification area?

What percentage of CLASS MEETINGS focuses on this diversification area?
Guidelines and explanatory notes for the following questions are located at the end of this document.

1. **Hallmarks and SLOs.** Please explain how course-specific SLOs align with the diversification area’s hallmarks.

   

2. **Assessment strategies.** Explain assessment strategies you have used (or plan to use) to measure the degree to which students exit the course with the course-specific SLOs. If there are multiple sections of the course taught by different instructors, please discuss how assessment is (or will be) carried out across instructors.

   

3. **Assessment of assessment.** How have you used (or plan to use) the assessment findings to modify or improve this course? If there are multiple sections of the course taught by different instructors, please discuss how review of assessment results is (or will be) carried out across instructors.
DIVERSIFICATION BOARD DECISION:

☐ Approved

Re-Certification Due: ___________________

☐ Not approved

If not approved, reasons for disapproval:

Diversification Board Chair Signature: ________________________________

Date: _______________
Below are instructions and guidelines for completing the Diversification application form. Please note that what follows are guidelines only. If you have questions, please contact a member of the Diversification sub-board for assistance.

Applications Must Include

- For **NEW** courses: Curriculum Action Form with the Course Outline form
- For **EXISTING** courses: Course Syllabus with (a) a course description that matches the current course catalog; (b) course-specific SLOs; and (c) an articulation statement indicating the requirements the course fulfills (e.g., “the course fulfills a DS requirement for AA degrees at HCC and UHM”)

Explanatory Notes

**Question #1. Hallmarks and SLOs.** Please explain how course-specific SLOs align with the diversification area’s hallmarks.

Information needed:

- Re-state each hallmark and which SLO(s) listed in the syllabus or Course Outline form fulfill each hallmark.
- Explain how the SLO(s) meet each hallmark.

**Question #2. Assessment strategies.** Explain assessment strategies you have used (or plan to use) to measure the degree to which students exit the course with the course-specific SLOs. If there are multiple sections of the course taught by different instructors, please discuss how assessment is (or will be) carried out across instructors.

Information needed:

- Describe the tools used to assess SLOs each semester. Assessment can take different forms (e.g., tests, presentations, essays, journals, papers, capstone projects, portfolios, student evaluations, knowledge surveys, performances), but there needs to be some variation and assessment must occur each semester. Note that merely stating formative and summative is not enough. Please state what kind of formative or summative assessment tool is used.
- Connect each SLO to an assessment tool and briefly explain the connection.

- In the case of multiple sections of the same course taught by different instructors, do (will) instructors use the same or different assessment tools? If different tools are (or will be) used, please describe the tools used and connect each SLO to the assessment tool.

Question #3. Assessment of assessment. How have you used (or plan to use) the assessment findings to modify or improve this course? If there are multiple sections of the course taught by different instructors, please discuss how review of assessment results is (or will be) carried out across instructors.

Information needed:

- This question asks about assessment of assessment.

Please describe how assessment results from Question #2 are (or will be) reviewed. There should be some form of “reflection” or “review” on how assessment results have been used to modify a course. Alternatively, assessment results may also provide feedback to the instructor about what works and areas that do not need significant modification.

In the case of multiple sections of the same course taught by different instructors, discuss how results are (or will be) reviewed across instructors.

Note: Key here is a plan for reviewing assessment results. If assessment of assessment does not occur on a semester basis, please provide (a) a timeline for conducting reviews, (b) an explanation of when and which results are (will be) reviewed, and (c) how results for different instructors are (will be) managed.

- All applicants should anticipate submitting a report of assessment of assessment with the next recertification application.