Honolulu Community College  
Diversification Sub-Board  
Annual Report  
April 22, 2013

Membership  
Current members, Mieko Matsumoto and Brent Rubio, have agreed to continue serving on the Diversification Sub-Board of the General Education Board for 2013-2014. Jennifer Higa-King will serve as chair.

Certification of New Courses  
The Diversification articulation sub-board certified three new courses: ENG 257C (DL); MUS 121Z (DA); and MUS 122Z (DA).

Certification and Re-Certification of Existing Courses  
The sub-board completed the process of certifying and re-certifying existing courses this academic year. The process began fall 2010 and involved 187 courses, administered primarily within the University College, but also included a few from the Career Technical Education programs. The sub-board certified 170 out of 187 courses (90.9%). A set of these courses are cross-listed, but for accounting purposes are treated as separate courses.

Notable is the Board’s effort to assist faculty in the certification/re-certification process. The Board organized and held two workshops aimed at helping faculty fill application forms with the goal of completing the application, evaluation, and certification by the end of session. We held one session on September 7, 2012, 11am-3pm in room 2-603, for DB, DP, DY, DB+DY, DP+DY designation applications. We held a second session September 14, 2012, 11am-3pm in room 2-603 for DA, DH, DL, and DS designation applications.

The Board has posted on the HCC intranet an updated list of courses current in their certification. The list was forwarded to the VCAA for final approval and processing.

The Chair commends board members for their diligence, expertise, commitment, and time dedicated towards the mass certification of applications. Thank you Brent and Mieko!

Future Activities  
The Diversification Board will move to electronic submission of applications. The VCAA’s office has scanned all applications and produced electronic PDF copies for the board. The Board will post all approved applications online and make available documentation of applications for the campus community.