Honolulu Community College  
Diversification Board  
Annual Report for the 2013-2014 Academic Year  
Submitted April 29, 2014

Membership
Evelyn Greene, Elliott Higa, Jennifer Higa-King (chair), Doug Madden, Mieko Matsumoto, Brent Rubio.

The Chair commends board members for their diligence, expertise, commitment, and time dedicated towards the certification process. Thank you Evelyn, Elliott, Doug, Brent, and Mieko!

Certification of New Courses and Renewals
The sub-board certified the following new courses:

HIST 296M (DH)  ENG 257S (DL)  CHEM 105C (DP)
PHIL 109 (DH)  CHEM 105E (DP+DY)

No courses were scheduled for renewals this year. However, there will be several courses up for renewal 2014-2015. The board has posted the list on the HonCC intranet.

Assessment of Board
For each application, the Chair circulated electronic copies of applications and supporting documents. Members reviewed the material and discussion took place over email. The Chair forwarded questions and comments from members to the applicant. Responses and modifications by the applicant were communicated back to board members. Decisions were based on consensus as described in the General Education Board Charter.

Overall:
- The Board received six applications, of which five received certification. One application was withdrawn and will be resubmitted at a later date.
- The average time between receiving an application and when the Board made its decision was approximately 14 days.

Updates
- The Board has posted, on the HonCC intranet, an updated list of courses current in their certification. The list was forwarded to the VCAA for final approval and processing.
- The Board updated the application for diversification certification and renewal. Included are explanatory notes that appear with each question and a checklist to guide applicants.
The new forms have been posted on the HonCC intranet and should be used from this point forward.

**Future Activities**
The Diversification Board will continue to move towards electronic submission of applications and supporting documents. The Board will continue to track data on the number of applications received, length of time to complete reviews, and approval rates.

The next step will be to begin processing renewals of courses certified Spring 2009 and Fall 2009.