Honolulu Community College
Diversification Board
Annual Report for the 2015-2016 Academic Year
Submitted April 8, 2016

Membership
Ann Abeshima, Evelyn Greene, Jennifer Higa-King, Mieko Matsumoto (chair), Brent Rubio.

The Chair commends board members for their conscientiousness, diligence, and time dedicated to the operations of the board, and especially the certification process. Thank you Ann, Evelyn, Jennifer, and Brent!

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

ASTRO110L (DY)  ENG257N (DL)  WS230 (DS)
ZOOL200 (DB)    ZOOL200L (DY)

The Diversification Board opted to grant 1 year extensions to all renewals that were due during the 2015-2016 academic year. Faculty were e-mailed individually and notified of this extension. This decision was made while the 5 year recertification/renewal process was being discussed by the sub-boards, CPC, and Katy Ho (VCAA). After much discussion and careful thought, the Board decided to revise and streamline the 5 year recertification/renewal process. The new process will take effect Fall 2016.

The following courses (59, total) are due for recertification, by January 2017, Monday of duty period.

SP151    ART123    AG100
ART107D  ART213    ASAN242/HIST242
ART112   MUS106    HIST231
BIOL123  MUS121D   HIST232
ENG257E  MUS122D   HIST281
CHEM272  MUS253    HIST282
CHEM272L SP251     HIST284
PHYS105  SP253     PHIL120
ART101   AMST202   PHIL255
ART113   ASAN241/HIST241 REL151
REL210   WS151     FSHN185
AMST201  ASAN 100  PHIL 100
PHIL101  PHIL 211  PHIL 213
HWST270  ASTR110   BIOC141
CHEM100  OCN180    OCN201
PHYS100  CHEM105   ANTH150
The board will contact individual faculty before the close of the spring semester (2016) to give them advance notice of the upcoming renewal deadline for their course(s).

**Assessment of Board**

For each application, the Chair circulated electronic copies of applications and supporting documents. Members reviewed the material and discussion took place electronically, using an evaluation and comment sheet posted as a Google document. 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.

The Chair used Google Forms to create a template for the new recertification/renewal form. This template was based on an initial form created by Jennifer Higa-King. The Google Form example was circulated to board members electronically for review and comment.

**Overall:**
- The Board received 5 applications, all received certification.
- The updated recertification/renewal form is close to completion.

**Updates**
- The Board has posted, on the HonCC intranet, an updated list of courses current in their certification. As requested, copies of catalog pages with noted changes were submitted to the GEB Chair.
- Mieko Matsumoto will continue as the Chair of the Diversification Board for the 2016-2017 academic year.