Honolulu Community College
Foundations Board Operating Guidelines:

Statement of Purpose: The Foundations board exists to review courses that have applied for possible certification of the Foundations general education designation. The three Foundations areas are FW (Written Communication), FS (Symbolic Reasoning), or FG (Global & Multicultural). The Foundations Board will:

• Review all applications for designations.

• Act as coaches for faculty applying to have courses designated.

• Review all assessment systems and results for existing courses and periodically evaluate these courses for recertification based on those assessment results.

• Create clear standards by which applications for designation will be judged, based on the Foundations Hallmarks approved by the University of Hawaii Board of Regents.

• Will elect a Board Chair who will be a member of the General Education Board. The board chair may be reappointed if there is no other faculty member wishing to serve and if there is no objection among board members.

• The Board Chair will represent Honolulu Community College at relevant UH System events, activities, articulation negotiations, and meetings of appropriate system-wide boards.

• The Board Chair will maintain records of all applications, certifications, re-certifications, and assessment data

• The Board Chair will maintain and update all information pertaining to his or her area on the General education Board website including lists of certified courses.

• The Board Chair will report to the Vice Chancellor of Academic affairs, as necessary, all decisions made by his or her board. The VCAA will undertake to ensure that all applicable college communications reflect decisions made by the boards, including banner, the college catalogue, articulation websites and graduation checklists.

Authorization: The board is authorized by the Honolulu Community College Faculty Senate Executive Committee, in its decision at the Sept. 2004 meeting in which the General Education board and its related structure were authorized and updated in Spring 2009

Membership of the Foundations Committee: It will be the responsibility of the Foundations Board Chair to staff the Foundations Board with at least 2 faculty members for each of the three discipline areas comprising the Foundations requirement: written communication, global & multicultural reasoning, and symbolic reasoning. It is also possible for any member of the Honolulu Community College faculty who wishes to serve
on the Foundations Board to do so, in addition to the 6 members representing the specific Foundations areas. The minimum number for the Foundations Board is 6 members.

**Scope of Authority:** The Foundations board will be solely responsible for designation of HCC courses as meeting Foundations requirements. The board also has the authority of the FSEC to negotiate agreements with other UH campuses regarding articulation of designated courses, and to implement the decisions made in those negotiations. The board further has the authority to revoke designation from any instructor/course that is for any reason not compliant with the board's requirements and guidelines.

**Administrative Support:** The board has no designated administrative support. However, the Foundations board chair will maintain records of board decisions and keep files of applications submitted to the board along with those records. Any further administrative support will be provided when possible by the University College and the Dean of the University College.

**Meeting Schedule:** Meetings will be held as necessary.

**Course Review Deadlines:** applications for courses wanting to be designated as meeting one of the three Foundations area are welcome throughout the academic year. However, if the applicant hopes for the course to receive certification for the following semester, these applications should be completed early in the semester. The Foundations Board will always endeavor to make its decisions in a timely manner so that course designations can appear as designated as soon as possible.