Honolulu Community College
Articulation Boards Charter: Foundations, Diversifications, E-Focus, HAP Focus, WI and Speech

Statement of Purpose: These boards exist to review courses whose instructors apply for one or more of the above general education designation for their courses. Each board, in their area, will:

• Review all applications for designations

• Act as coaches for faculty who wish to have their 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 Hallmarks approved by the University of Hawaii Board of Regents.

• Create clear standards by which transfer courses can be evaluated for designation as equivalents.

• Will elect a board chair, who will be a member of the General Education Board.

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

• The Board Chair will maintain records of all applications, certifications, recertifications, 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, once each semester, all decision 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 check lists.

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 was updated in Spring 2009.

Structure of the Committee: The committee membership will be chosen by the outgoing FSEC chair, in consultation with the General Education Board chair and the Dean of the University College, each spring. The committee membership can include any member of the Honolulu Community College faculty, though an effort should be made to have at least one faculty member from a field related to the boards area. Each committee shall consist of a minimum of 3 members.

Scope of Authority: The board will be solely responsible for designation of HCC courses as meeting 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, each Board chair will maintain records of board decisions, and keep files of applications submitted to the board along with those records. The General Education chair will be responsible for distributing applications for designation to the appropriate articulation board. Any further administrative support will be provided when possible by the University College, and the Dean of the University College.

**Membership:** It will be the responsibility of each member of the board to attend each meeting. Non-attendance will mean loss of voting status for decisions taken during the meeting that a member did not attend. Chronic lack of attendance will be grounds for the board to request from the FSEC chair the removal of the member of the committee, and replacement by another member of the faculty.

**Meeting Schedule:** Meetings will be held as frequently as necessary to complete the committee's work prior to each DCC and CPC deadline.

**Course Review Deadlines:** Courses will be reviewed according to the CPC schedule, with a requirement that all courses intended to fit the catalog will be reviewed at least two weeks prior to the date required by the unit DCC so that they can be given to CPC within the stated schedule for catalog inclusion in the desired semester. The Board will endeavor to make its decisions in a timely manner so that course designations can appear in the printed catalog for student convenience.

**Chair:** The chair of the board will be elected by a majority of the board members at the last meeting of each academic year to serve for the succeeding academic year.