The proposal below is for a series of boards to review courses for articulation to the UH System that mirror the general education curriculum approval structure at UH Manoa. The goal is to provide a transparent structure for articulation of HCC courses into the UH System that is both efficient and answers articulation needs.

1. HCC General Education Board

- Exists for the purpose of coordinating articulation review boards, and interfacing with UH System Boards when necessary.
- Composed of the chairs of each of the articulation boards with the chair to be elected from among the members of the committee.
- Purpose: The General Education board should meet regularly in order to consider the articulation process at the campus level, and at the UH system level. Board members will act as liaisons to system boards and will provide required reports to those system boards.

Focus Boards (E-Focus, HAP Focus, WI, and Speech)

- Consist of a minimum 3 members
- Members shall be appointed jointly by the Chair of FSEC and the Chair of the General Education Board, in consultation with the Dean of the University College.
- Board chairs are also members of the Gen Ed. Board.
- Boards will decide on procedures for reviewing, approving and periodically recertifying courses based on the core hallmarks in their focus area. Those procedures will become a matter of record, published on the intranet, and made available to the campus community.
- Boards will also create clear and transparent plans for assessing the effectiveness of the courses each has approved, in order to provide continuous feedback to system boards, when appropriate, and to maintain confidence in its approval process. These plans will also be made available to the campus community, and to appropriate system boards.
- Board chairs will be charged with reporting to the Vice Chancellor for
Academic Affairs, once each semester, as to the courses they have reviewed and approved for designation or recertification. The chair or designee will also report to the system Board, when appropriate.

The General Education Board is charged with confirming that Focus Boards are operational, and that membership rotates among faculty qualified to act as board members. The charters of those boards shall be approved by the members of the General Education Board. Focus Board Chairs will also be members of the General Education Committee. The Focus Boards will henceforth be considered to be FSEC committees overseen by the General Education Board.

**Foundations board**

- Consists of 6 members –two for each area: Symbolic Reasoning, Written Communication, Global/Multicultural.
- Members shall be appointed jointly by the Chair of FSEC and the Chair of the General Education Board, in consultation with the Dean of the University College.
- The chair is also a member of the Gen Ed. Board.
- The Board will appoint subcommittees for each of its core areas: Symbolic Reasoning, Written Communication, and Global Multicultural, consisting of specialists in that area, which will be tasked with reviewing specific proposals in that area.
- This board will decide on procedures for reviewing, approving and periodically recertifying courses based on the core hallmarks in the Foundations area. Those procedures will become a matter of record published on the intranet and made available to the campus community.
- This board will also create a clear and transparent plan for assessing the effectiveness of courses it has approved, in order to provide continuous feedback to the system Foundations Board and to maintain confidence in its approval process. That plan will also be made available to the campus community, and to the system Foundations Board.
- The board chair will be charged with reporting to the Vice Chancellor for Academic Affairs, once each semester, as to the courses it has reviewed and approved for designation or recertification. The chair or designee will also report to the System Foundations Board.

**Diversification Board**

- Consists of 3 members, to be chosen from faculty across the campus, who have courses that are designated as diversification courses.
- Members shall be appointed jointly by the Chair of FSEC and the Chair of the General Education Board, in consultation with the Dean of the University College.
- The board chair will also be a member of the Gen Ed. Board.
- The Board will appoint subcommittees for each of its core areas:
Humanities, Art, and Literature; Natural Sciences; and Social Sciences consisting of specialists in that area, each which will be tasked with reviewing specific proposals in that area.

- This board will decide on procedures for reviewing, approving and periodically recertifying courses. Those procedures will be made public via the intranet, and made available to the campus community.
- This board will also create a clear and transparent plan for assessing the effectiveness of courses it has approved, in order to provide continuous feedback to the system Diversification Board to maintain confidence in its approval process. That plan will also be made available to the campus community and to the UH System Diversification Review Board.
- Board chair will be charged with reporting to the Vice Chancellor for Academic Affairs, once each semester as to the courses it has reviewed and approved for designation or recertification. The chair or designee will also report to the UH System Diversifications Board.

2. The General Education Board shall undertake to faithfully provide a liaison between HCC FSEC/Articulation boards and UH System Foundations, Diversification, and Focus Boards.

3. The creation of this structure of boards for review of courses based on the WI model for UH System articulation in no way changes the authority of the HCC CPC and DCC committees to make decisions on curriculum and courses as they apply to HCC requirements and curriculum. The boards will undertake to approve courses for designation as Foundations, Diversification, H-Focus, Speech, E-Focus, and Writing Intensive courses for both UH System, and HCC core curriculum purposes. Providing that any course so designated has first been approved for inclusion in the HCC Catalog, CPC and DCC will accept the decisions of the boards for designations. However, since most UC courses will now be within one of the categories certified by these boards, the boards will receive most new course proposals and proposals for changes to existing courses and review them prior to review by DCC and CPC. Review of all courses for amendments or new course approvals must be accomplished by September for inclusion in the upcoming Fall semester catalog.

4. Further, each board will undertake to periodically review all courses
already designated within its core category, evaluating the courses based on the proposals made, and on their effectiveness in meeting the assessment criteria established by the board and the instructor.

5. According to the rules of the core curriculum, courses approved for designation as meeting Focus hallmarks are specific to the instructor receiving the designation. Such designation cannot be transferred to a course taught by an instructor whose course outline has not gone through the review process, regardless of the numbering of the course in the HCC catalog.

7. Final approval of Gen. Ed. Courses rests with the appropriate Gen. Ed. Board. Forwarding to the Vice Chancellor for Academic Affairs is required for appropriate catalog/scheduling/administrative processing.

8. The Vice Chancellor for Academic Affairs shall undertake the responsibility of ensuring that all relevant college communications, including the catalogue, banner, articulation websites and graduation checklists reflect the designations and certifications approved by the General Education Boards.

9. Each Board chair is responsible for maintaining records of all applications, designations, recertifications and assessments in his or her area, and for passing these on to subsequent chairs. Furthermore each board chair is responsible for maintaining and updating all documents posted on the intranet pertaining to his or her area, including lists of approved or recertified courses.