

## **Hawai‘i Community College Hawaiian, Asian and Pacific Issues (HAP) Committee Mission and Operating Procedures**

### **Mission:**

- a. To advocate for Hawaiian, Asian, and Pacific studies as integral to education at Hawai‘i CC
- b. To promote the development and adaptation of intersecting Asian and/or Pacific studies with Native Hawaiian studies
- c. To support students in their transfer to other UH system campuses with a HAP graduation requirement
- d. To strengthen and align with the UH system Hawai‘i Papa o Ke Ao initiative and Hawai‘i CC’s Institutional Learning Outcome #3:

**Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawai‘i island, as well as other cultures of the world.**

**Kōkua i ke kaiaulu, me ka ‘ike a me ka mākau, a me ka mahalo ho‘i i nā kānaka ‘ōiwi a me nā mo‘omeheu ‘ōiwi o Hawai‘i nei, a me nā mo‘omeheu ‘ē a‘e o ka honua.**

### **Membership**

Hawai‘i CC established a HAP focus board in the Fall of 2017 as an ad hoc committee of our Academic Senate. The first round of membership was filled by a call for volunteers from departments designated by the Committee’s charge and by invitation. The position of Chair was filled by invitation from the Academic Senate Chair.

Membership will consist of BOR faculty appointments (i.e., a lecturer cannot serve). The voting members will represent at least three of the four following areas: Humanities, English, Social Science, and/or Math and Natural Sciences (other disciplines are welcome) and one member from Student Support Services.

The Chair of the committee will be selected from within the committee by committee vote. Hawai‘i CC HAP members will serve for a minimum of 2 years. Committee member duties will include consulting with their constituents on committee activities, reviewing applications, and supporting discipline faculty through the HAP course designation process.

HAP members may end their terms of service pending the recommendation of a new incoming member. The departing HAP member will provide mentoring to their replacement for a minimum of 1 semester prior to their release from the committee.

### **Voting**

The Chair is a non-voting member except when their vote is required to break a tie or if the person representing the same division as the Chair is absent. When voting to approve a course for the HAP designation, a majority (i.e., a minimum of 3) of the committee’s voting members

will constitute a quorum. When a HAP committee member submits their own course for approval, they must recuse themselves during the vote.

### **Application for HAP course designation**

The HAP Committee reviews all applications for HAP designation consistent with Hallmarks approved by the system-wide HAP Board. Requests are submitted directly to the Committee from the Department Chair/Instructors.

Also, departments should be aware that:

- An approved course must meet the Hallmarks each time it is taught.
- Once given a HAP designation, the course cannot also be a Foundations course.
- If the Hawai'i CC HAP Committee approves the course, it will articulate to any UH 4 or 2-year campus with HAP requirements.
- If the Committee determines that the proposal does not adequately address the Hallmarks, the proposal may be revised and resubmitted. If a new course is being developed, it may be submitted simultaneously to both the Curriculum Review Committee (CRC) and the HAP Committee, but the HAP Committee will wait for CRC and Academic Senate approval before initiating its review process.
- If an instructor-based course is approved, the course will be a HAP designated course for 3 years, after which the course may be renewed for an additional 5 years.
- A course-based approval submitted by a department will be a designated HAP course for 5 years.

### **Reporting to Academic Senate**

The Committee will present a summary of its actions to the Academic Senate, including a record of its general votes, assessment of its processes, documentation, and procedures, as well as suggestions for continuing the work of reviewing HAP designated courses at Hawai'i CC.

### **Amendments to these procedures**

The Committee may change these operating procedures at any time by a majority vote of its members.

### **Amendments to benchmarks, processes and documentation**

The Committee, in response to concerns from its members or their constituencies, can revise the benchmarks, application process, and related documentation by a majority vote. Such changes must be submitted to Senate for approval.

The Chair will prepare regular reports for the Committee and the Academic Senate Chair to include: dates of meetings; membership updates; number of proposals received, if any; proposals reviewed and recommended to the Academic Senate for HAP designation along with a record of the vote and issues discussed, if any; other business conducted; and dates of future meetings.