

Hawai'i Community College Hawaiian, Asian, and Pacific Issues (HAP) Designation Proposal

The Hawai'i Community College Hawaiian, Asian, and Pacific Issues (HAP) Committee invites course proposals to satisfy HAP requirements at campuses within the UH system. The HAP Committee will review all proposals to ensure that approved courses meet HAP Hallmarks. If clarification is needed, a HAP member will contact the instructor submitting the proposal. Instructor-based applications, once approved by the HAP Committee, will be designated HAP courses for an initial term of 3 years, which may be renewed for an additional 5 years in the final year of the designated term. Course-based applications will be designated as satisfying the requirement for five years.

Course-based applications should be submitted by departments when a course is inherently a match for HAP hallmarks (for example, a course on indigenous Hawaiian and Pacific languages). **Instructor-based** applications may be submitted when an instructor has designed or revised a specific course to meet HAP hallmarks (for example, an introduction to botany class revised to focus on indigenous Hawaiian and Asian plants and their uses).

<input type="checkbox"/> Instructor-based application <input type="checkbox"/> Course-based application
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Department Chairs/Instructors should submit this form and accompanying materials directly to the HAP Committee Chair. Please submit materials via email in PDF format and submit a hard copy of the signature page to the HAP Chair's mailbox.

Deadline for Spring 2019 HAP Designation: TBD

The HAP Committee will accept proposals past the deadline; however, submitting a proposal past the deadline may delay the effective date of the designation, if approved. The Department should allow at least one month for review by the HAP Committee and be mindful of publication deadlines for inclusion in the catalog.

REQUIRED INFORMATION

1. *Course information.* If the course is cross-listed, please provide the cross-listing.

Course Alpha: _____ Course number: _____
(e.g., "ANTH")

Course title: _____

Course Instructor(s): _____

NEW	RENEWAL
<input type="checkbox"/>	<input type="checkbox"/>

2. *Official course description.* Submit a copy of the course description from the current catalog. The course description must be consistent with the HAP Hallmarks (see p 3). If the course is new or being modified to reflect the Hallmarks, the department must also follow the appropriate Curriculum Review process. New courses (or modifications to courses) must be approved by the Academic Senate before the HAP Committee will review the course.

3. *Course Syllabus and Outline of Record.* Provide the following:
 - a. Course syllabus. If multiple instructors teach the course, include representative syllabi from all instructors applying for HAP designation. Course syllabi should include a general semester schedule for the course and the appropriate Hallmarks for the HAP designation.
 - b. Submit the official Course Outline of Record (COR). The COR must reflect how the Hallmarks are met (please note that at least two thirds of the course must meet the hallmarks for HAP).

4. *Additional documentation to address Hallmarks (see last pg. 3-5).* Provide the requested information for the HAP designation.

5. *Assessment.* Provide the following:
 - a. A copy of your assessment plan, signed by the Assessment Coordinator.
 - b. A completed matrix (see CLO to Hallmark Alignment Form) that demonstrates how the Foundations Hallmarks are aligned to your course learning outcomes. Include relevant objectives or topics from the COR that further support the CLO alignment. If this is a renewal, also provide a copy of your assessment report with discussion of the results of your assessment, and what improvements, if any, are planned.

6. *Signatures.* Department Chair's (DC) signature is required.

Instructor's printed name	Instructor's signature	Date
Instructor's email address	Instructor's campus phone no.	DC's phone no.
Department Chair's printed name	Department Chair's signature	Date

Hawaiian, Asian, and Pacific Issues Hallmarks and Explanatory Notes

The Hallmarks and Explanatory Notes are used to review and approve a course for HAP designation.

Hallmarks

At least two thirds of the class must satisfy the following Hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. The course can use any disciplinary or multidisciplinary approach provided that a component of the course uses assignments or practica that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experiences of peoples indigenous to Hawai‘i, the Pacific, and/or Asia.
3. The course should include at least one topic that is crucial to an understanding of the histories, or cultures, or beliefs, or the arts, or the societal, or political, or economic, or technological processes of these regions; for example, the relationships of societal structures to the natural environment.
4. The course should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

Explanatory Notes

1. **The intersection of Native Hawaiian culture with either Asia, Pacific or both Asia and Pacific is key.** A course exclusively about Hawai‘i, the Pacific Islands, or Asia is not eligible for the HAP designation. A course that does not include relationships with Native Hawaiian culture is not eligible for the HAP designation.
2. The course design must include both the Native Hawaiian voice and the native voice from the indigenous people of the area of intersection. These could be represented through publications, videos, guest speakers, or field trips, for example.

Request or Renew a HAP ISSUES (HAP) Designation:

For HAP designation approval and renewal, please submit the following information to demonstrate how your class meets the HAP Hallmarks.

1. Include a statement in the syllabus describing how the course meets the Hallmarks of the HAP designation.
2. Include an annotated syllabus (see sample) that identifies where and how each of the HAP Hallmarks is met. There are no prescribed percentages for each Hallmark, but two thirds of the course must address the Hallmarks, and each Hallmark must be addressed.
3. Identify in the syllabus where exposure to or engagement with the native voices that represent the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai‘i, and the area of your intersection (the Pacific, and/or Asia), respectively, is provided. This can include readings, videos, guest speakers or field trips. Both the Native Hawaiian voice and the native voice of indigenous people of your area of intersection must be included.

4. Provide a course bibliography indicating the inclusion of native writers and texts integrating native perspectives, values, and world views (see sample).
5. Provide a way to contact you should the Committee have questions about your syllabus.
6. If this is a renewal, attach a copy of your assessment report and plan for improvements as appropriate.

Before you submit your HAP proposal, make sure the following are included:

- Page 1 and 2 of this proposal form
- Signatures of the instructor and Department Chair
- Annotated syllabus
- Course bibliography