

HAP meeting, Sept 21, 2018

With No'el, Tagi, Ākea, Kenoa, Sherrie Ann, Grace, Drew, Shyann

I. Processing: (Course Catalog, Banner, Kualī & STAR)

1. STAR/Banner deadline is February since department secretaries start inputting during this month
 - a. STAR is built for the academic year, so if a course isn't approved in time, it won't be in STAR. If not in STAR due to late submittal, may have to be built/searched manually in the system every time.
2. Kualī: preference to receive approved HAP designations on a monthly basis instead of a bulk request once all are approved.
3. Catalog deadline: April 1 for early registration

II. HAP Proposals

1. October 12 next HAP meeting at 12 pm (review HAP application process)
 - a. Will review GEC Diversifications proposals (HAP application designed from GEC)
 - b. Send out request for HAP applications week of Oct. 15 (latest)
2. Set November review date for applicants (Provide HAP proposal workshop? - answer questions, training, time to write applications)
3. Deadline for submittal: Nov. 30
 - a. Alignment with Feb. scheduling (late submittals will be accepted but committee cannot guarantee approval for Fall 2019).
 - b. Encourage early submissions.
2. Invite all faculty to submit a HAPplication.
 - a. Recommend: HLS (HWST 107), Tagi, Drew, Sam, Allie/Mela, Rebecca J, Auntie Sandi, Claudia, Trina, Donna Madrid, Lynne Wolforth, Jeanne Batallones, Elizabeth Shaver, Ben Zenk, Orlo Steele, Vivian Chin, Debbie Weeks

III. Graduation Requirement, Transfer/Counseling, and Other Questions:

1. FHAP is the current graduation requirement and an attribute
 - a. Cleaner to start HAP as a graduation requirement starting catalog year 2019-2020 for new students
 - b. Returning students have the option to select a past catalog year
 - c. FHAP courses will not be grandfathered into HAP - must submit an application for HAP designation.
2. Goal to get at least 4-5 courses HAP designated for Fall 2019. Moving forward committee will work diligently to maximize number of courses that are HAP.
3. A course can be designated HAP and Diversifications but not Foundations
4. Currently HAP is only required for Liberal Arts.
5. Questions:
 - a. What if a student has taken a HAP course from a different campus or transfers to another campus where the course doesn't exist or isn't designated? **Answer:** The transfer credit isn't automatic. While the campus should honor the HAP designation

that isn't always the case. Student/campus may need to manually have it approved by new campus.

- b. What happens (re grad requirements) if a student begins at HAWCC Fall 2016, takes a break, and then comes back? **Answer:** If student took an FHAP course then they satisfy the graduation requirement but not the HAP requirement.
- c. Could we designate courses as HAP regardless of instructor? **Answer:** Preferable since it is cleaner but that is to the department/Dept Chair to decide
- d. Can Lecturers submit HAP course designation? **Answer:** Yes any faculty (whether full time or adjunct can submit an application. The application for HAP designation can be tied to the course or an instructor. However, if the designation is tied to an instructor, once they leave so does the designation.
- e. Can other Divisions apply for HAP? **Answer:** Yes all divisions are welcome to apply for HAP designation. While it is only required for Liberal Arts, other programs are welcome to apply to help increase enrollment in their courses.

I.Action/Follow Up Items:

- 1. HAP committee to go to Academic Senate 9/28
 - a. HAP replacement of FHAP
- i.(15-16 AP culture designated category; 16-17 Hawaiian Asian Pacific; 17-18 FHAP)
 - b. confirm HAP as a graduation requirement (transition from FHAP to HAP)
 - c. Deadline for HAP proposals (for Fall 2019): November 30, 2018
- 2. Liberal Arts needs to change from FHAP to HAP
 - a. Verify if memo (Fast Track) or program modification needs to be submitted (Sherrie-Ann)
 - 2. Following Academic Senate (AS), HAP Chair to meet with DCs (Liberal Arts) to push for HAP designations.
 - a. HAP committee will also inform current FHAP instructors of conversion to HAP and application form along with other instructors/programs with courses that could be eligible for HAP designation.
 - b. HAP Chair to create a template for AS Chair and Joni Onishi to sign for HAP approved courses.
 - 2. HAP Designation calendar:
 - a. November 30 - HAP proposals due.
 - b. December 2018 - review applications and submit to Academic Senate.
 - c. January 2019 - Deadline to have all approved HAP proposals approved by Academic Senate.
 - d. February 2019 - Have HAP course memo signed by Academic Senate Chair and VCAA. Submit courses and memo to Sherrie Ann/Shyann for creation into Banner.
 - e. Fall 2019 - HAP designated courses are on the SOC and in the catalog.
 - 2. Research how other campuses code HAP in STAR/Kuali - instructor & course (Kanoë)

Important Deadlines:

- October 12 next HAP meeting at 12 pm (Final review of application)
 - Announcement of HAP applications: week of Oct. 15

- Deadline of Nov. 30 for applications for alignment with Feb. scheduling (late submittals are not guaranteed approval for Fall 2019 deadline).