MEMORANDUM

TO: Council of Chief Academic Officers

FROM: Neal Smatresk
Vice Chancellor for Academic Affairs

SUBJECT: Renewal of Hawaiian, Asian and Pacific Issues (H) Focus Courses

The Mānoa General Education Committee (GEC) has extended the articulation of currently approved H Focus courses until the end of the 2004-2005 academic year. Therefore, the following currently designated H course (course approvals and class/instructor approvals) expiring in December 2004 will expire, instead, in August 2005:

Hawai‘i CC – HWST 107
Honolulu CC – BOT 105, HWST 105, HWST 107, SSCI 125
Kapi‘olani CC – BOT 105, HWST 107
Kauai CC – BOT 105, HWST 107
Maui CC – BOT 105, HWST 107
Windward CC – BOT 105, HWST 107

GEC also ratified the following procedures for H Focus class/instructor combinations that are proposed for H designation for Spring 2005 and beyond:

- Approvals will be attached to particular instructors. In other words, only a combination of class and instructor will be approved.
- To propose a new course (one not covered by the extension) for the H designation in Spring 2005, please use the form at: http://www.hawaii.edu/gened/articulation_HformS05.pdf. (If an instructor submitted a proposal by the UHM 9/10/04 deadline, a new proposal need not be submitted.) The signatures of the department chair and the campus chief academic officer are required on the form.
- New H course proposals for Spring 2005 should be sent to me in Hawai‘i Hall 209 before November 3, 2004.
- H course proposals for Fall 2005 should be sent to me before March 1, 2005.

Proposals approved for Spring 2005 will be effective from Spring 2005 through Fall 2007. Proposals approved for Fall 2005 will be effective from Fall 2005 through Summer 2008.
In order for this process to work for students, campus implementation of H articulation will need to follow Banner procedures that Mānoa establishes. My office will have procedural oversight to ensure that sections are appropriately recorded in Banner and can be easily differentiated as satisfying Mānoa’s H requirements.

Thank you for notifying appropriate individuals regarding this matter. Please contact Helene Sokugawa at 956-9396 or helene@hawaii.edu if you have any questions.

c: Vice President David McClain
    Chancellor Peter Englert
    Director Thomas Hilgers
    Interim Director Jan Heu
    GEC Chair Linda Cox
    H Focus Board Chair Ron Solis
    Dr. Joanne Itano
    Dr. Helene Sokugawa