

Windward Community College Foundations Board

Foundations Designation Process

The Foundations Board reviews all requests that a course be designated as satisfying an AA degree Foundations requirement. Requests are submitted directly from the Department Chair to the Chair of the Foundations Board, Jean Okumura.

Carefully review the Hallmarks and the explanatory notes for the Foundations category of interest when deciding whether to propose a course, as your proposal will need to demonstrate clearly how the course meets each Hallmark. It may help to review proposals for other courses that have been accepted in that category. It is also suggested that course SLOs link with the hallmarks whenever possible.

Also, the departments should be aware that:

- If a course is accepted, all sections of the course will carry the Foundations designation and be required to meet the Hallmarks each time the course is taught.
- Once given a Foundations designation, the course cannot have a Focus or Diversification designation. Since Writing Intensive (WI) is a Focus requirement at UH-Manoa, when students transfer to UH-Manoa, a course cannot satisfy both a foundations designation and writing intensive focus. Similarly, at WCC, once given a Foundations designation, the course cannot have a WI designation.
- Effective March 2007, students may take Diversification courses from the same department as their Foundations Global & Multicultural courses.
- If the WCC Foundations Board approves your course, it will articulate to UH-Manoa, UH-West Oahu, Honolulu Community College, Kapiolani Community College, Kauai Community, Maui Community College, and Leeward Community College as meeting their Foundations requirements. Note that at UH-Manoa's College of Arts and Sciences, the BA, BFA, and BMus degree requirements cannot be met with Math 103 nor 135.
- If the Board determines that the proposal does not adequately address the Hallmarks, the proposal may be revised and resubmitted. If the course needs substantial revision, Curriculum Committee action will be required.
- If a new course is being developed, it may be submitted simultaneously to both the Curriculum Committee and the Foundations Board, but the Board will wait for a Curriculum decision by Faculty Senate before acting.
- If approved, the course designation will last 5 years and require renewal during the final year.