

Leeward Community College Foundations Board

Foundations Renewal Process

Foundations Background

In 2002, UH-Manoa adopted new General Education Core requirements that include a Foundations group of courses in *Symbolic Reasoning, Written Communications, and Global & Multicultural Perspectives*. For purposes of articulation, courses in the Foundations category at other campuses were initially approved for five years in an intercampus Fast Track process during the 2002-2003 academic year.

The original fast-track process allowed quick approval for articulation purposes. A more thorough evaluation of these courses would take place during their 5-year review. Campuses adopting the UH-Manoa GenEd Core and Hallmarks will conduct this review on their respective campuses. Those campuses with a different GenEd core curriculum will submit renewal requests to the UH-Manoa GenEd Foundations Board for review.

In Fall 2006 Leeward Community College adopted the same Foundations requirements for the AA Degree, and in Spring 2006 will begin review of courses their five-year approval deadline.

Note that the 5-year Foundations designation renewal is separate from the 6-year curriculum review and assessment process, which is still managed through the Curriculum Committee.

In reviewing courses, the Foundations Board will evaluate evidence highlighting how current teaching of the course fulfills the criteria for its Foundations designation. Renewal proposals should use samples, excerpts of actual course materials and class presentations, and Assessment results to demonstrate how the Foundations Hallmarks are being met.

Renewal Document Elements

Course Description: Include the Course Description and Student Learning Outcomes from the approved Course Outline in Curriculum Central. The course description must be consistent with the Hallmarks of the relevant Foundations area. The *Catalog* is available through the [LCC web site](#).

Changes: Note significant changes (if any) from the original approved request for Foundations Designation. Original approved proposals are available at the Foundations Board web site.

Assessing the Course: Use **sample materials** from representative class sections to illustrate how the Foundations Hallmarks have been met. Course materials could include (but are not limited to) lesson plans, study guides, lecture notes, presentation slides, videos and dvds, exam questions, guest speaker abstracts, and writing assignments.

Format

The renewal request should be presented in a single electronic document, in either .doc (MS Word) or .pdf (Adobe Acrobat) format. Sample materials should be presented separately, with explanations included in the document.

When complete, email to Foundations Board Chair