MEMORANDUM

October 13, 2016

To: William Albritton
    Faculty Senate Chair

From: Della Teraoka
    Interim Vice Chancellor for Academic Affairs

RE: Oral Communication Hallmarks

The Faculty Senate passed two resolutions on November 4, 2015 related to the Oral Communications Focus requirement at Leeward CC. The first resolution, 15.43, established the Oral Communication Focus Board. This board has been established and is currently operating as intended.

The second resolution, 15.44, established the Oral Communication Hallmarks at Leeward CC as follows:

- O1: Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student’s oral communication activities (30% for a 4 credit course; 60% for a 2-credit course; 100% for a 1-credit course).
- O2: Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.
- O3: Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.
- O4: If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.

Administration respects the faculty’s right to determine curriculum requirements, however, any requirement that impacts facilities or budget management is the purview of Administration. As such, I am affirming the first three hallmarks for the Oral Communication focus requirement while disallowing the fourth hallmark related to limiting seats in classes that have an Oral Communication focus designation. Current facilities and staffing capacity is unable to accommodate this limitation.

[Signature]

Della Teraoka, Interim Vice Chancellor for Academic Affairs

Date: 10/13/2016