MEMORANDUM

TO: David McClain
   Vice President for Academic Affairs
FROM: Karl E. Kim
      Interim Vice Chancellor for Academic Affairs

SUBJECT: Articulation to UH Mānoa General Education

The University of Hawai‘i at Mānoa remains committed to two basic principles of articulation: functioning as a seamless university system and maintaining individual campus authority and responsibility. With an innovative reform of our curriculum and various interim articulation procedures, transfer students from University of Hawai‘i campuses now have new and expanded options for meeting Mānoa’s General Education requirements. Transfer student satisfaction has improved markedly.

Through discussions with Chancellor Englert, the Council of Chancellors, the Council of Chief Academic Officers, the Mānoa General Education Committee and the Faculty Senate Executive Committee, we have reached consensus as a campus on the following articulation concepts.

1. Foundations Program Option: Procedures for Articulation Among Approved Foundations Programs

Several campuses are considering adoption of General Education Core Foundations requirements that employ the categories and hallmarks in use at UHM. The resulting emergence of a “Common Foundations Requirement” provides us with an opportunity to extend the WI model of articulation to this area. The Mānoa Faculty General Education Committee and the Senate Executive Committee have voted to support an articulation process by which campuses may establish an approved Foundations program. We encourage campuses to adopt Mānoa hallmarks and enter into discussions to develop an approved program for articulation.

At the same time, Mānoa welcomes individual course proposals from all campuses. Course proposals may be submitted using procedures that are consistent with ES.209.
2. **Diversification Articulation**

Mānoa's revised hallmarks have greatly increased options for meeting the Diversification Core Requirement. The articulation of courses to meet Diversification requirements can readily be handled administratively. Campuses are asked to submit new course catalog descriptions to the UHM Office of the Vice Chancellor for Academic Affairs for appropriate Diversification categorization.

3. **Hawaiian and Second Languages**

Hawaiian and Second Languages courses are sequential; their articulation requires attention to particular issues. Student success requires curriculum coordination among campuses. The Systemwide Languages Working Group advocated regular faculty discussions within specific languages regarding articulation and assessment. UHM’s College of Languages, Linguistics and Literature has agreed to coordinate a retreat involving representative faculty from each of the languages taught within the system. From it should emerge an articulation arrangement that recognizes the particular issues related to language instruction. In preparation, we are currently surveying each of the campuses on language instruction. A Systemwide Languages Working Group will continue to convene to in preparation for the retreat.

4. **Additional Special Mānoa Graduation Requirements**

*Focus Requirements*

In addition to the General Education Core and the Hawaiian/Second Language requirement, the Mānoa campus maintains additional special graduation requirements known as Focus requirements. As these requirements are not part of the Core, articulation is not covered by E5.209. However, Mānoa will consider articulation proposals for courses sections that meet hallmarks; determination will be made by the appropriate Mānoa Board. It is important to note that Focus designations are approved for specific instructors and course sections and not for a course description. University of Hawai’i instructors may submit course proposals to my office using the forms available at: http://www.hawaii.edu/gened/focus.htm.

To facilitate student movement within the system and from non-UH campuses, Mānoa has adopted the following Focus requirement prorate schedule for all transfer students:

<table>
<thead>
<tr>
<th>Transfer Credits Accepted by UHM</th>
<th>H, E, O Focus Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-54</td>
<td>1 H, 1 E, and 1 O</td>
</tr>
<tr>
<td>55-88</td>
<td>1 H and either 1 E or 1 O</td>
</tr>
<tr>
<td>89+</td>
<td>1 H</td>
</tr>
</tbody>
</table>
Existing prorate policies for W requirements will remain in place.

**Hawaiian, Asian and Pacific Issues (H)**
Several campuses have adopted, or are considering adoption of, an H requirement that involves the hallmarks in use at UHM. Other campuses are offering classes that might fulfill the H hallmarks. Campuses which adopt the H requirement in their curriculum may develop procedures that would streamline articulation determinations in ways that are approved by Mānoa, the WI model. It should be noted that as the receiving campus, Mānoa has the final responsibility to verify that hallmarks are being met. We encourage recommendations from the Systemwide H Working Group to facilitate articulation.

**Oral Communications (O) and Contemporary Ethical Issues (E)**
In recognition of the value of embedding the oral communications and contemporary ethical issues within the context of academic major objectives, the Mānoa General Education Committee determined that these course requirements will be met only by courses at the 300-level and above beginning Fall 2004.

**Writing Intensive (W)**
There exists a longstanding and successful articulation process involving the Writing Intensive requirement. That process will be maintained.

If you have further questions, please let me know.

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c:  Chancellor Peter Englert
    Interim Assistant Vice Chancellor Denise Konan
    Council of Chief Academic Officers
    SEC Chair Mary Tiles
    GEC Chair David Stegenga
    Director Thomas Hilgers
    Foundations Board Chair Margit Watts
    HAP Board Chair Ricardo Trimillos
    Languages Coordinator Jean Toyama
    Interim Director Jan Heu