## Hawai'i Community College

## **Diversification Course Designation Proposal**

The HawCC General Education Committee (GEC) invites your department to propose a course for inclusion in the AA and AS Degree Diversification category. The Diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests.

The GEC will review all proposals to ensure that approved courses meet Diversification Hallmarks. If clarification is needed, a GEC member will contact the department chair. If the GEC approves the proposal, all sections of the course will be designated as satisfying the requirement for five years beginning in the fall semester it first appears in the catalog.

Department Chairs should complete this proposal form and answer the Hallmarks and Applications questions and submit it directly to the GEC Chair. Please submit materials via email in .pdf format and submit a hard copy of the signature page to the GEC Chair's mailbox. State the requested Diversification letter code (i.e., DA, DH, DL, DS, DB, DP, DY).

## Deadline for Fall 2019 Diversification Designation: DATE

The GEC will accept proposals past the deadline. However, submitting a proposal past the deadline may delay the effective date of the designation, if approved. The Department should allow at least one month for review by the GEC and be mindful of publication deadlines for inclusion in the catalog.

## REQUESTED INFORMATION

<ol> <li>Course information. If the course is cross listed, please provide the cross</li> </ol>	-listing.
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Course Alpha [	]	Course number [#	]
(e.g., "ANT	'H")		
Course title: [		1	

2. Diversification area requested. Check one.

Social Sciences (DS)	Art ( <b>DA</b> )	Biological Science (DB)	
	Humanities (DH)	Physical Science ( <b>DP</b> )	
	Literature ( <b>DL</b> )	Science Laboratory (DY)	

- 3. Course Syllabus and Outline of Record. Provide the following:
  - a) Course syllabus. If multiple instructors teach the course, include representative syllabi from all current course instructors. Course syllabi should include a general semester schedule for the course and the appropriate hallmarks for the Foundations designation requested.
  - b) Submit the official Course Outline of Record (COR) or Course Outline on File (COF) from the Curriculum Educational Specialist . The COR or COF must reflect how the hallmarks are met (see 5b below).

- 5. Assessment. Provide the following:
  - a) A copy of your assessment plan, signed by the Assessment Coordinator.
  - b) A completed matrix (see attachment X) that demonstrates how the Diversification Hallmarks are aligned to your course learning outcomes. Note that all Hallmarks must align with at least one course learning outcome. You may include relevant objectives and/or topics from the COR/COF that further support the CLO alignment.
  - c) If this is a renewal, also provide your closing-the-loop documents which show the discussion of the results of your assessment, and what improvements, if any, are planned.
- 6. *Application of Hallmarks*. Provide a considered response to each of the required Hallmarks for the desired Diversification designation area (see attachment X).

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7. Signatures. Department chair's signature is require	red.		
[LEAD INSTRUCTOR'S NAME] Lead Instructor's name	Lead Instructor's signature	[DATE date	]
The department chair has reviewed and approves current and subsequent instructors for the course their syllabi.			
[DEPT. CHAIR'S NAME	l	[DATE	
J Department chair's printed name	Department chair's signature	date	