

Guidelines for Foundation (FW/FS/FG) Course Renewal or New Course Designation Process

1. Course Renewal Application.
 - a. Download and complete the appropriate FW/FS/FG Renewal Document Template that is posted on the Foundations Board Website. (Go to Leeward homepage, click on Faculty&Staff link, and then select Gen Ed Foundations Board.)
 - b. On the Renewal Document Template, provide two or three course sample materials/examples/assignments for each Hallmark. These samples should be representative of those that will be used in every section of the course that is offered during the FS approval time period.
 - c. For FS renewal, the sample writing assignment is optional.
 - d. The sample syllabus should be generic (without specific course section or instructor references) and representative of the syllabi that will be used in all sections of the course that is offered during the approval time period.
 - e. Submit assessment data and a short report of the assessment results along with any proposed action plans based on the assessment. (The implementation date is to be announced.)
 - f. Submit all documents to the Chair of the Foundations Board.
2. New Course Designation.
 - a. Download and complete the New Course Designation Form. (The form can be found on the Foundations Board Website. Follow the steps in 1a.)
 - b. Follow the renewal steps 1a-d above to complete the Renewal Document Template for the new course.
 - c. Submit the New Course Designation Form and the Renewal Application to the discipline coordinator and then the Division Chair for their approvals and signatures. The Division Chair will forward the forms to the Chair of the Foundations Board.