

General Education Committee  
January 26, 2005  
Hawai'i Hall 208  
Minutes

CALL TO ORDER

The meeting was called to order at 1:50 p.m.

- Present: Linda Cox, Jon Goss, Emily Hawkins, Jeannie Lum, Megumi Taniguchi; Kelly Aune (Asst. VCAA).  
Absent: Richard Chadwick, Patricia Fryer, Jan Heu (A&R), Thomas Ramsey (SEC).  
Guests: Tom Hilgers (GEO), June Nii (A&R), Helene Sokugawa (OVCAA), Myrtle Yamada (OVCAA).

MINUTES: The minutes and liaison reports of January 19, 2005, were approved as submitted.

ANNOUNCEMENTS

1. Focus Board Calendar for Spring 05 with deadlines was distributed (attached).
2. Vice-Chair Fryer is away until March 4. Emily Hawkins has agreed to assist chair Cox until she returns.

OLD BUSINESS:

1. GEC agreed to the Handbook modifications proposed for pp. 58 and 60 due to its change in policy ("All transfer-credit requests should be accompanied by a syllabus when feasible." [12/2/04 GEC meeting]).  
Modifications are in bold:  
p. 58, Within-system Transfer: Diversification. 1. A UH system campus sends the proposed Diversification course syllabi **when feasible** and catalog descriptions to the Mānoa OVCAA.  
  
p. 60, Non-system Transfer: Foundations, Diversification, and HSL. 2<sup>nd</sup> paragraph: A&R handles course evaluation **by reviewing catalog descriptions, and syllabi when feasible.**

NEW BUSINESS

1. Focus designations for courses (Hilgers)  
Might the GEC consider changing its policy of attaching Focus designations only to "instructor/course" by allowing instances of "course" designations? If so, the W board will poll department chairs for feedback.  
  
Response: GEC would like feedback from the other Focus boards before considering any change. Hilgers will draft a memo for Cox to send out to the boards.
2. Approving Diversification recommendations  
**MOTION:** It was moved and seconded to approve Diversification designations for ART 242 (DA) and IP 362 (DL). The motion passed. HON 291 (alpha) is pending.
3. Approving Focus recommendations for Summer 2005  
A list of Summer 05 recommendations was distributed (attached).  
**MOTION:** It was moved and seconded to approve the course sections recommended on the list. The motion passed.

4. Review E & O policy upper-division hallmark

After reviewing history and data, GEC supports resending its 4/29/04 memo to Chancellor Englert reaffirming the upper-division requirement for E and O courses with the following modification:  
“...as a result of its ~~ongoing and recent assessments~~ reassessment....”

A data sheet was distributed showing the number of E and O sections offered, Fall 2002–Spring 2005 (attached)

5. Courses with multiple Focus designations

Current GEC policy does not limit the number of Focus designations a course can have.

Data prepared by the GEO shows that in Spring 05,684 Focus sections are being offered:

585 (86%) = 1 Focus designation	7 (<1%) = 3 Focus designations
91 (13%) = 2 Focus designations	1 (<1%) = 4 Focus designations

**CONSENSUS:**

The GEC reaffirmed that each board should continue to review for its Focus requirements.

The GEC will review the interaction of the multiple Focus areas within the course.

The GEO will notify the GEC of any “instructor/course” requesting 3 or more Focus designations, effective with S06 requests.

6. Recommending courses submitted with “staff” as instructor (Hawkins)

E Board is concerned about recommending “staff” courses when the course has never been previously offered with the E designation.

Hilgers will be discussing the issue of “staff” courses with the GEO Advisory Group on 2/1/05.

7. *ACCFSC Resolution on Banner Enforcement of Pre-Requisites*

SEC wants feedback on the draft resolution (attached). It was distributed and will be discussed at the next GEC meeting.

8. Board appointment process (Hilgers)

GEC concurs that SEC should ask CAPP to review GEC board appointment procedures and propose modifications.

**WRAP UP**

1. Hilgers will draft a memo for Cox asking the Boards for feedback on allowing Focus designations for courses.
2. Draft *ACCFSC Resolution on Banner Enforcement of Pre-Requisites* will be discussed at the next meeting.

Next meeting: Wednesday, 02/02/05, 1:45-3:00, Hawai‘i 208.

Send New Business items to Cox.

The meeting adjourned at 3:03 p.m.

Submitted by Barbara Mueller-Ali, Recorder