

General Education Committee  
September 7, 2007  
Hawaii Hall 208  
Minutes

CALL TO ORDER

The meeting was called to order at 9:06 a.m. by the Chair.

Present: John Engel, Lynne Higa, Susan Johnson, Mike Kirk-Kuwaye (vice-chair), Jane Schoonmaker (chair), Carolyn Stephenson, George Wong.  
Bob Campbell, (FRAUHM), Linda Cox (SEC), Tom Hilgers (GEO), Lisa Fujikawa (GEO)

Absent: Ron Cambra, Jan Heu, Mike Nassir, Monica Stitt-Bergh

Jane introduced new MWP/GEO Secretary, Jo-Anne Nakamoto, to the group.

MINUTES and LIAISON REPORTS: Correction to minutes of August 24, 2007 to include attendance of Carolyn Stephenson. Minutes approved as corrected. Liaison reports were distributed to the board.

ACTION AND INFORMATION ITEMS

1. Carry-over item from last year
  - A. Draft Motion for Faculty Senate re Changes to Gen Ed Requirements  
Jane distributed handout she and Susan prepared with the following points:
    1. Hawaiian or Second Language Requirement
      - Adds language to more completely state basis for requirement and restructures presentation re how student can complete the requirement (a, b, c). Just a re-org, nothing new added.
      - Clarification of "back credits" procedures to reflect current practice.
      - Statement on waivers eliminated. GEC had declined its role in granting college-level waivers in 2002.
    2. Governance. Housekeeping changes only.  
Never had student representatives on boards; requesting 1 rep. for GEC only (Tom & Lisa mentioned only had 2 student reps in 6 year's time)
    3. Diversification requirement. Removes paragraph 2 on the faculty mentoring provision.
    4. College/Major requirements – Adds a statement to the end of each statement:  
*College/Major requirements are not under the purview of the General Education Committee.*

Discussion

Do we present this to the Senate as one motion with 4 separate sections?

-Recommendation made for 1 motion. If there are any problems, we could back up our requests separately.

- One topic draws attention: Item #3 – faculty mentoring. Advising continues to be a huge problem, especially in the beginning years until the student declares a major. There is no way to be sure that student shows up/gets adequate advising.
- SEC is still concerned about the issue.
- Mentoring and advising are different things, although mentors would have to be knowledgeable of Gen Ed requirements.
- Students need to be informed so they know where to go for advising and advice/information.
- Mentoring program has not been implemented because it is not realistic.
- Gen Ed document is not the place to establish a mentoring program.
- Reminder to the group: there is 1 advisor to approx 1000 students.

Discussion of GEC role in consulting on HSL waivers. In 2002 GES voted to forego its consultative role.

- SEC unable to find motion; no evidence of a vote on a resolution.
- That the SEC in 2002 did not act upon receipt of the memo and resolution is a different issue. Current changes to document okay.
- Last sentence re back credits – alter to read ‘guidelines may be established’

Jane to send Linda file to get Faculty Senate secretary to reproduce for Senate.

## 2. Assessment Issue (Collegiate Learning Assessment)

### Discussion:

- Frame the response with what needs to be considered when choosing an assessment instrument and also consider and the language of the SEC’s request.
- What role should GEC play in Gen Ed assessment?
- Is what is being tested consistent with the role and objectives of Gen Ed?
- Does the test take the holistic approach, does it test for general skills? How does it dovetail with Gen Ed?
- Group cautioned to watch out for any one measurement tool that is used for everything. Appears the test leaves out other perspectives. It doesn’t address all areas in Gen Ed. How does CLA touch upon and measure something sophisticated?
- What is the question we want to answer? Can’t only consider CLA when others are available, e.g., GRE.
- Sampling technique unclear.
- Do we decline to respond?
- Appears premature to decide on any instrument without adequate research into a variety of instruments.

Jane will draft (via email) response to SEC (i.e., “We feel it premature to consider any specific instrument.”) There is no time line to work with. We can redraft comments for next meeting.

Tom mentioned as an FYI to new members: In the past GEC decided never to adopt or approve anything in the first round of discussions. Instead the GEC would raise the issue, discuss, and take action at a subsequent meeting (if appropriate).

### 3. Deadline policies/GEO-GEC concerns

Tom gave an overview of the situation – policy on timing of deadlines was developed for WI requirement before the rest of Gen Ed was adopted. The policy was that the designation had to be known by the day a class was advertised. In practice, exceptions are made. This semester alone GEO handled 15-20 class requests in 4 weeks' time to adjust focus designations after student registration.

Lisa distributed a handout illustrating examples of non-compliance, different scenarios/issues this semester. In some instances, GEO did/did not add focus designation. Late requests put GEO in difficult position. We have policy but it's not firmly set. Basically, if we believe the student was led to believe the course had a certain designation, then usually we allow it. Faculty/staff don't realize that they have to notify us about changes after registration starts. The master list of approved instructors is compared to A & R listing; but GEO stops comparing after registration starts. There are thousands of courses so it becomes extremely difficult to check.

#### Discussion:

- If team-taught course proposal submitted, then they can submit 2 syllabi or 1 w/signatures for their respective portion.
- Suggestion about posting additional new sections.
- All boards know about the policy, some are more liberal.
- Suggestion of educating the chairs/Council of Chairs. (Response: Lisa – GEO has been doing education/workshops every semester.)
- Mention of doing waivers if there are not enough students (Response: Tom – yes, every dean has the authority to waive requirements, some deans do so more than others.)
- What happens when waivers are excessive?

Discussion will resume at a future meeting.

#### WRAP UP

1. Jane will send Linda file for reproduction/distribution to Faculty Senate.
2. Jane will draft response to SEC re CLA.

Next meeting: Friday, September 21, 2007, 9:00 a.m. in Hawaii 208.

The meeting adjourned at 10:37 a.m.

Submitted by Jo-Anne Nakamoto, Recorder