

General Education Committee
October 18, 2005
Hawai'i Hall 208
Minutes

CALL TO ORDER

The meeting was called to order at 12:35 p.m. by the chair.

Present: Helen Baroni, Richard Bigus, Patricia Fryer (chair), Jon Goss, Emily Hawkins, Jeannie Lum, James Marsh, Megumi Taniguchi.
Kelly Aune (OVCAA), Jan Heu (A&R), Tom Hilgers (GEO), Noel Kent (SEC), Helene Sokugawa (OVCAA).

MINUTES: The minutes and liaison reports of October 4, 2005, were approved as submitted.

REPORTS:

1. O Board (Lum):

The board asked whether there should be a GEC policy, and thus a uniform requirement for all boards, that syllabi include hallmarks and a statement of learning outcomes.

Discussion:

- Focus information is at the Gen Ed web site but students should see it in the syllabus; increases instructor awareness of the hallmarks also.
- Hallmarks are broad and go across disciplines.
 - the instructor would describe how he would address the hallmarks for his course.
- Students should know expectations (learning outcomes) for the course. A statement or short paragraph should suffice.
- Some faculty would resist complying.
 - Instructors should include learning outcomes and, if they aren't, we need to change that culture.
 - Model syllabi including hallmarks and learning outcomes should be posted at the web site.
- W has syllabi; E has model good/bad responses; H does not want syllabi posted; O favors posting syllabi but none are posted at this time.
- WASC and other accreditation bodies require a statement of learning outcomes and assessment of whether they were realized.

GEC would like feedback from the boards. Discussion will continue when liaisons have discussed the matter with their boards.

OLD BUSINESS:

1. Additional S06 Focus recommendations

MOTION: It was moved, seconded, and passed unanimously to approve the list of recommended classes (attached).

2. Diversification renewal (Subcommittee)

Diversification-Arts hallmarks have been revised and will be emailed to the GEC for feedback.

NEW BUSINESS

1. Wild Card application—M. Wodskow (Stitt-Bergh)

Wodskow submitted a WC request in S05 for a W waiver and was approved. He is now submitting his completion report (attached) as described in Step 2 of the application form. GEO has received

documents from the schools he attended and the UHM advisor's approval via email (the advisor is currently in South America).

MOTION: It was moved, seconded, and passed unanimously to accept the completion report with the advisor's email indicating approval in lieu of his signature.

2. Wild Card (WC) procedures and policies (Stitt-Bergh)

Existing procedures and policies are not clear and need to be reviewed and modified.

Discussion:

- Not many advisors are aware of the WC option.

- When a Focus waiver is requested, the appropriate Focus Board should review the WC proposal and make a recommendation to the GEC.

GEC needs background information. GEO will email past WC applications to the GEC for review; discussion will continue next week.

3. System and/or UHM transfer web sites (Heu)

There will be three databases:

- VPAA web site: should be up by Feb 2006; will show how courses articulate from campus to campus.

- VCAA web site: includes attributes (instructor/class Focus designations) that cannot be included in A&R's web site.

- A&R web site: should be up by early next week; will be available to all—current and prospective students, faculty, staff; refreshes daily as long as Banner is operating.

Discussion:

- Not an integrated approach so students may be confused. No web site shows, e.g., how colleges and majors accept courses, so student who consults all 3 will still have incomplete information.

Web sites should at least be linked.

- All 3 sites recommend that students see an advisor if they have questions. There is a need for a strong advising system.

4. Listing Gen Ed attributes on transcripts/myUH (Hilgers, for GEO Advisory Group)

GEC assumption: Gen Ed attributes appear in Banner and in the printed Schedule of Classes.

Problem: Course attributes do not appear on all Banner screens. When students register, they won't always know if Gen Ed course attributes have been added or changed (it'll depend on which screen they are on). Students cannot get a printout (e.g., class schedule, transcript, report card) that shows attributes. They must see an advisor. What must be done to have attributes show so students can track progress toward a degree?

Foundations and Focus board chairs at the 10/11/05 meeting of the GEO Advisory Group unanimously supported remedying the situation. A&R had hoped that the information would be available to all through the Star system. But Star is currently not available to students.

Heu reported that Stuart Lau at A&R is addressing this problem, but Banner has system implications. She will give us a status report next week. At that time, the GEC can decide whether a resolution is warranted.

5. Board policies and “Staff” proposals (Fryer)

Boards have varying “Staff” policies. Is it time to consider a uniform policy?

H-does not accept Staff proposals; however, it has agreed that one course can receive H approval for unstaffed sections under certain conditions.

E, O, and W do accept Staff proposals if the course has a track record.

Discussion will continue at a future meeting.

WRAP UP

1. Liaisons will get feedback from their boards re a uniform policy requiring hallmarks and learning outcomes in syllabi.
2. Revised Diversification-Arts hallmarks will be emailed to the GEC for feedback.
2. GEO will email past WC applications to the GEC for review.
3. Heu to report back with update on efforts to inform students of course attributes at myUH.
4. Discussion re a possible uniform policy for Staff proposals will be continued at a future meeting.

Next meeting: Tuesday, 10/25/05, 12:30-2:00, Hawai‘i 208.

Send New Business items to vice chair Helen Baroni <hbaroni@hawaii.edu>.

The meeting adjourned at 2:00 p.m.

Submitted by Barbara Mueller-Ali, Recorder