

Joint GEC–H Board Meeting  
November 9, 2004  
Hawai‘i Hall 208  
Minutes

The meeting was called to order at 2:05 p.m. by Patricia Fryer.

H Board: April Drexel, Spencer Leineweber, Ron Solis, Niklaus Schweizer.

GEC: Richard Chadwick, Patricia Fryer, Jon Goss, Jeannie Lum, Megumi Taniguchi.

Guests: Jan Heu (A&R); Tom Hilgers, Elaine Nakao, Barbara Mueller-Ali (GEO); Helene Sokugawa, Myrtle Yamada (OVCAA); Thomas Ramsey (SEC).

Announcement: OVCAA is planning a Mānoa Accreditation Town Meeting, Tuesday, 11/23/04, 2:30–4:30 p.m., Campus Center Ballroom. Everyone is invited.

Handouts were distributed: agenda; Summary of HAP proposals for Spring 2005.

Agenda items:

1. Timeliness of recommendations. GEC votes on recommendations on 11/18/04.
  - H board has been negotiating with some faculty; syllabi still found wanting; some instructors slow in responding; some delay in contacting the instructors.  
The board reviews the responses to the questions and the syllabus to make sure that the hallmarks are being met; is trying to be thorough and consistent.
  - GEC concern: students will be registering and will need to know H Focus decisions. GEC policy does not allow a one-semester provisional approval for New Focus designations. Is a one-semester extension of an existing designation possible?  
**MOTION:** After discussion, it was moved and seconded that the GEC permit boards to grant a one-semester extension of an existing designation.  
GEC members present passed the motion unanimously.
2. Clarification of hallmarks and proposal questions.
  - Workshops for faculty would help to clarify what the board is looking for when it reviews proposals.  
-Clarify *intersection*. Provide examples, definitions.  
-Explain how criteria are applied. If tighter standards are being applied, faculty needs to know.
3. Creation of distinction between renewals and new class designations (lack of distinction may confuse applicants).
  - Some faculty think renewal will be “automatic” and are resistant to providing additional information.
  - Renewals might require: self-assessment by the instructor; assessment through CAFÉ.
4. System interactions and articulation issues: not discussed.
5. Revision of hallmarks (purview of H Board).
  - Participants noted differences between the hallmarks and questions on the proposal form; differences between hallmarks printed on the proposal form and on the web site; and the need for consistency.

- Boards have the authority, with GEC consultation, to modify their hallmarks. Changes must, however, be consistent with the Senate-approved GenEd Program.
- Boards determine questions on the proposal form and what must be submitted.
- Any changes made to the H questions on the proposal form must be submitted to the GEO by the end of the Fall 04 semester. Proposal forms for Fall 05 will be distributed at the beginning of the Spring 05 term.

#### WRAP UP

1. The “pending Renewals” can be given a one-semester extension.
2. At the next GEO Advisory Board meeting, there should be feedback from chairs on the assessment aspect of renewal questions to help H board get a sense of how useful such questions are.
3. Changes to the H sections on the proposal form must be submitted to the GEO by the end of the Fall 2004 semester.
4. A faculty workshop might help faculty understand the requirements for an H Focus designation.

The meeting adjourned at 3:05 p.m.

Submitted by Barbara Mueller-Ali, Recorder