

General Education Committee  
September 30, 2004  
Hawai'i Hall 208  
Minutes

CALL TO ORDER

The meeting was called to order at 12:10 p.m.

- Present: Richard Chadwick, Linda Cox, Patricia Fryer, Jon Goss, Emily Hawkins, Jeannie Lum, Megumi Taniguchi, Jan Heu (A&R), Thomas Ramsey (SEC).  
Absent: Randy Hensley.  
Guests: Lisa Fujikawa (GEO), Tom Hilgers (GEO), Jeanne Oka (O Board chair), Helene Sokugawa (OVCAA).

MINUTES: The minutes of September 23, 2004, were approved as submitted.

NEW BUSINESS

a. Chancellor's reorganization plan (Cox)

VCAA Smatresk will attend the next GEC meeting, 10/7, to get feedback on the Chancellor's reorganization plan. The GEC noted five initial concerns. A draft list will be circulated and modified prior to the meeting.

1. Faculty Senate
  - Faculty Senate/GEC faculty governance is not clearly institutionalized in the plan.
2. Assessment
  - Lacking personnel to carry out gened and department-based assessment.
  - Academic Institutional Research is in a position to gather data but not necessarily gened assessment data.
3. OFDAS
  - The placement of OFDAS (in Academic Services concerned primarily with human resources) may not support assessment efforts.
4. General Education Office/Mānoa Writing Program
  - Clerk-typist position is not included.
  - Link to potentially related units is not evident.
5. Associate Vice Chancellor for Undergraduate Education *and* Enrollment Management
  - Is this the best model? Does it implement the Faculty Senate resolution?
  - Are the goals of gened well served by having one person responsible for both areas?

Linda will contact SEC Chair Tom Schroeder because there may not be enough time for GEC consultation before the October Faculty Senate meeting.

b. Voting on Spring 05 Focus classes

Fujikawa distributed and reviewed 2 handouts: *Focus Board Recommendations: Spring 2005 Proposals* and a *Summary of Focus Board Recommendations*.

**MOTION:** It was moved and seconded that the GEC approve all the recommended sections on the list. The motion passed unanimously.

The GEC will vote on additional recommendations next week.

- c. Changes in Focus status (Hilgers)  
To have a Focus designation in Spring 05, proposals must be submitted by 11/3/04 for H articulated sections; 11/7/04 for UHM sections. (Continuing student registration begins on 11/29/04.)
- d. Class size restrictions (Hilgers)  
Data show that small classes are not caused by faculty-mandated Focus class-size restrictions. Hilgers shared data with the Mānoa Leadership Team
- e. Mentoring  
Mentoring is mandated in the official UHM Gen Ed Program document.  
A subcommittee will make recommendations and develop a plan of action: Chadwick (chair), Lum, and Taniguchi.
- f. Majors and 1) information processing, 2) problem-solving, 3) analysis  
Major requirements, described in the official UHM Gen Ed Program document, are to cover these three areas. WASC may also be concerned.  
A subcommittee will review what is currently being done by departments and make recommendations for a plan of action: Fryer (chair), Hawkins, Goss.  
Departments prepared and submitted assessment plans for the VCAA; the subcommittee will review these plans to see if they cover gened requirements.

URL for the WASC Handbook: <http://www.wascweb.org/senior/handbook.pdf>

- g. Sokugawa distributed a handout of assessment resources and links to help the GEC in its assessment efforts.

#### WRAP UP

- 1. A draft of talking points for the meeting with VCAA Smatresk will be emailed to GEC members for feedback.
- 2. Mentoring and information processing subcommittees will report findings and recommendations in March.

Next meeting: Thursday, 10/7/04, 12:00-1:15, Hawai'i 208.

The meeting adjourned at 1:40 p.m.

Submitted by Barbara Mueller-Ali, Recorder