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GENERAL EDUCATION COMMITTEE  
MEETING MINUTES

**MEETING DATE:** Jan. 25, 2019 10:30 AM -12:00 PM  
**LOCATION:** ITC 105B  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		MEMBERS	
Garrett Apuzen-Ito	P	Shana Brown	P	Christine Beaulé	E	Lisa Fujikawa	P
Halina Zaleski	P	Michael Cooney	P	Ronald Cambra	P	Vicky Keough	P
Shannon Johnson	P	Kimo Cashman	E	Ryan Yamaguchi	A	Sheela Sharma	E
Kalikoaloha Martin	E	Garrett Clanin	P				
Raiyan Rafid (ASUH representative)	P	Carolyn Stephenson (SEC liaison)	E				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Shannon Johnson at 10:33 am	
REVIEW OF MINUTES	Minutes from January 11, 2019 approved: 6-0-1	
ACTION ITEMS	<ol style="list-style-type: none"><li>Course-based proposals (all new except for W for BIOL 404):<ol style="list-style-type: none"><li>O, W for BIOL 404 – approved 7-0-0</li><li>H, W for FSHN 457 – 7-0-0</li><li>E, O, W for IP 364 – 6-1-0.</li><li>O, W for IP 370. 7-0-0.</li></ol></li><li>Instructor-based proposals:<ol style="list-style-type: none"><li>E, O, W for IP 363/ENG 375 (Sana) - E is new; O &amp; W have existing course-based approval. 6-1-0.</li><li>E, O, W for IP 368B (Agcaoili) - all new requests. No, renewal for E. Some approvals are course-based. 6-1-0.</li><li>E, O, W for IP 391 (Agcaoili) - E is new; O &amp; W have existing course-based approval. 6-1-0.</li></ol></li><li>Approved proposals will be given a full three-year approval (five years for renewals).</li></ol>	For IP 364, GAI will write to the course coordinator to ask for follow-up on GEC reviewer comments in regards to assignments on syllabus.



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DISCUSSION ITEMS		
	<ol style="list-style-type: none"><li>1. Double-dip chart. Proposal to convert boxes “1-4” to “yes” and eliminate chart from catalog. See attachment.<ol style="list-style-type: none"><li>a. CAA does not want to remove chart from catalog. Advisors use it to help students understanding Gen Ed requirements.</li><li>b. CAA voted to approve proposed changes (to allow double-dipping)</li><li>c. GEC last year voted to approve proposals 1-2 but not 3-4</li></ol></li><li>2. Working Group assignments and charge. See attachment.<ol style="list-style-type: none"><li>a. WG responsibilities:<ol style="list-style-type: none"><li>i. Discuss issues referred by GEC; refer issues back to GEC and add items for GEC agenda</li><li>ii. Determine next steps &amp; timeline to implement proposed changes to Gen Ed</li><li>iii. Draft motions for MFS</li><li>iv. Maintain documents in Google Drive folders, accessible to all GEC members</li><li>v. Decide when / where / how often to meet; meetings can include conference calls, etc. No need for agendas / minutes.</li></ol></li><li>b. GEC as a whole retains:<ol style="list-style-type: none"><li>i. Responsibility to draft guiding principles for Gen Ed. This statement will guide responses to specific recommendations and timeline going forward. Needs to be aligned with institutional learning objectives and other statements in regards to UHM curriculum. Need to remember that our goal is to achieve learning objectives. There can be multiple ways to achieve learning objectives, but whichever approach we are tasked with ensuring student needs are foremost.</li><li>ii. Decision as to how / when to implement recommendations by working groups</li></ol></li></ol></li><li>3. Values institute. AAC&amp;U institute on assessing general education. Provides training in things like formative &amp; summative assessment. In the past UHM assessment office worked with them to design assessment procedures / practices.</li></ol>	<p>Vote to approve proposals 3-4, 7-0-0.</p> <p>Curriculum working group will determine next steps. Whether / how to draft motion to bring to MFS. Suggestion that we consult with MFSEC to see if this is something that needs further MFS consultation / motion for their approval.</p>



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	Does GEC want to participate in the future? Suggestion: we can send two people to values institute, one from GEC, one from assessment office? See <a href="https://www.aacu.org/VALUEInstitute">https://www.aacu.org/VALUEInstitute</a>	
<b>INFORMATION ITEMS</b>	<ul style="list-style-type: none"><li>• Liaison reports (E, H, O, W, F, Div, SEC). Request from O-Board to add second OC course to Gen Ed. Information on importance of Oral communication skills provided by O-Board (see attachment). Discussion of need to ensure that if a second OC course requirement is made, impact on overall Gen Ed requirements does not damage student graduation rates.</li><li>• GEO Director's report. No report.</li><li>• No response from OVCAA yet to our memo responding to internal &amp; external review of Gen Ed.</li><li>• Deadline for GEC to develop plan of action, with anticipated timeline, in regards to internal &amp; external reports, and that will go into our end-of-year report</li><li>• February 11 deadline for Motions to SEC for February MFS meeting.</li><li>• Feb. 22 – will have a facilitated discussion in regards to Gen Ed “values” statement. What will be our guiding principles.</li></ul>	
<b>ADJOURNMENT</b>	Next GEC meeting is Feb. 8. GEO director will give us a report on Gen Ed best practices, overview of Gen Ed nationally & at peer & benchmark institutions.	Meeting adjourned 12:05 pm

Respectfully submitted by Shana Brown, Secretary.

Approved on 0X/XX/2019 with X votes in favor of approval and X against.