

General Education Committee
November 29, 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).
Absent: Jesse Jones, Helene Sokugawa (OVCAA).
Guests: Ronald Cambra (OVCAA).

MINUTES: The minutes and liaison reports of November 8, 2005, were approved as submitted.

REPORTS

1. Meeting with VCAA (Fryer)

VCAA Smatresk (unable to attend today) would like a one-page summary of General Education requirements for the OVCAA web site. Faculty members need accurate Gen Ed information since they often advise students and are asked about general education requirements.

It was agreed that the GEO should draft three versions of a 1-page summary for GEC review.

Suggestions:

- Have links at MyUH to Gen Ed requirements *and* the VCAA web site.
- Have a Gen Ed FAQ page.
- Give students the means to track their own progress in meeting requirements (a feature of the Star program when it is available to students).

Cambra explained that

- The UHM catalog is available on line; students who attend New Student Orientation receive a catalog.
- A&S web site does have Gen Ed information.
- Department advisors prefer to deal with requirements of the major and not Gen Ed. A GEC member noted that faculty advisors are urged to speak only on major requirements.
- Two proposals are being considered that would make students seek advising sooner. The proposals:
 1. All first year students must see an academic advisor once a semester.
 2. All students must declare a major (with the option of switching) by the second semester of their sophomore year. Such students would have to declare a major in order to register.

2. Gen Ed attributes in MyUH Portal (Hilgers)

Baroni's memo (attached) to VCAA Smatresk re *Showing General Education Attributes in MyUH Portal* has been forwarded to Interim Assistant Vice Chancellor for Undergraduate Education Ron Cambra. He is working to address the problems and will report back. He recommended that the GEC meet with Gary Rodwell, the computer tech working on Star.

3. Common HAP Program (Hilgers)

The H Board is ready to go forward with a Common HAP Program, a multi-campus approach for H designations. The Chancellor will invite other campuses to a meeting.

Legislators Tommy Waters and Clayton Hee will be on campus on 12/1 to hear of student and faculty concerns that the legislature should address. To address criticism of Mānoa's articulation efforts, it was suggested that the two legislators receive GEC minutes.

OLD BUSINESS:

1. S06 Focus recommendations (Hilgers)

MOTION: It was moved and seconded to approve the recommended classes on the list (attached). The motion passed unanimously. It was further agreed that any pending courses on the list would automatically be approved if recommended by the Focus board before registration begins.

It was agreed that Fryer should send thank you letters to the boards.

2. DA Hallmarks revision (Hilgers/Bigus)

Hilgers reported that 3 of 13 UHM departments with DA courses had responded to the draft revisions, all favorably.

However, Bigus reported that recent issues call for a reexamination by the subcommittee of the changes and that dissemination to the community colleges for feedback should be delayed until that is done (meeting scheduled for 12/6).

3. Wild Card (WC) procedures and policies (Baroni)

The subcommittee believes that the WC is not working as was intended (report attached). The subcommittee would like to clarify the intent of the WC and develop new application requirements and GEC review procedures. The GEC agreed by consensus to let the subcommittee proceed.

4. Equivalency and Foundations (F) credit (Goss)

The F Board finds the policies on "equivalent courses" for system and non-system transfer students inappropriate but does want to maintain review of system courses from campuses not party to the multicampus F program agreement. Given that "equivalency" for system courses may not include F credit, there needs to be a way for students to readily identify if a course has an F designation that will transfer to UHM.

Discussion:

-Using common alphas/common numbers for equivalent courses would provide transparency for students. Concern was expressed that over time the course content might change and the courses would not necessarily remain equivalent.

The discussion will resume at a future meeting.

5. Uniform Gen Ed policy in Focus syllabi (Fryer)

-E Board likes the idea of requiring a syllabus for new and renew proposals. A syllabus for new proposals could be due just after the start of the semester.

-W Board: A syllabus is required for renewals only. With the exception of one board member, all feel that a syllabus should not be requested with a first proposal so far in advance of the semester.

Discussion:

-Departments should be required to collect syllabi from all instructors; GEC could request syllabi from departments. It was questioned whether this would be enforceable.

-Students take 5 W courses and only 1 from other Focus areas so more is at stake to ensure that the 1 course does meet the hallmarks.

-Possible options: A syllabus could be required for renewals only; or for new proposals if the course had been previously taught by the instructor; or if not previously taught, by the start of the semester.

There is support for requesting syllabi for all New proposals but not necessarily having them due at the time proposals are submitted.

WRAP UP

1. GEO will draft three versions of a 1-page summary for GEC review.
2. Fryer will send letters of appreciation to the Focus boards.
3. It was recommended that the GEC meet with Gary Rodwell, the computer tech working on Star, for an update on Star and its features.

Next meeting: tentatively set for Tuesday, 12/13/05, 12:30-2:00, Hawai'i 208.
Send New Business items to Fryer.

The meeting adjourned at 2:05 p.m.

Submitted by Barbara Mueller-Ali, Recorder