

General Education Committee
August 26, 2004
Hawai'i Hall 208
Minutes

CALL TO ORDER

The meeting was called to order at 12:05 p.m.

- Present: Richard Chadwick, Linda Cox, Emily Hawkins, Randy Hensley, Jeannie Lum, Megumi Taniguchi; Jan Heu (A&R), Thomas Ramsey (SEC).
Excused: Patricia Fryer, Jon Goss.
Guests: Tom Hilgers (GEO), Helene Sokugawa (OVCAA), Monica Stitt-Bergh (GEO).

Introductions

MINUTES: The minutes of May 14, 2004, were approved as submitted.

ANNOUNCEMENTS:

1. **Reporting procedures** for liaisons and committees were discussed and approved:
 - GEO will email a reminder for reports prior to each GEC meeting.
 - Liaisons submit reports to the GEO after each board meeting with a cc to the board chair.
 - GEO will email all reports to GEC members for review and possible action.
 - Contact Cox to place action items on the agenda.
 - Reports will be added to the minutes and then posted at the GenEd web site in a reports section.

NEW BUSINESS

1. **Board liaison assignments** were made based on fall schedules and preferences:

E: Hawkins F: Taniguchi H: Goss O: Hensley W: Lum HSL: Fryer

 - Liaisons must rotate every year. Senate by-laws and the Memorandum of Agreement shape the role of liaisons.
 - GEO will schedule the first meeting for each of the boards.
 - Liaisons agreed to suggest to boards that they
 - elect a new chair annually.
 - elect a vice chair who can fill in when the chair is absent.
 - encourage recruitment by networking, contacting chairs, scheduling workshops.
 - consider an attendance policy: E.g., if a member has too many commitments and cannot attend meetings, he/she should ask to be replaced by contacting the SEC.
2. **Assessment**
 - Hensley, Taniguchi, and Stitt-Bergh volunteered to be on the subcommittee.
 - GEC members should read the following on assessment for the next meeting:
 - 8/26 Other Reports/Resources materials at the GEC Meetings web site
 - the Assessment section of the Handbook, p. 53-54.
3. **Mentoring, information processing, and Hawaiian/second language** agenda items are tabled until a future meeting.
4. **Articulation of Focus-H classes** (Hawaiian, Asian, & Pacific Issues)

-Sokugawa reported that Jim Nishimoto of the OVPA has scheduled a meeting of the systemwide H Working Group on 9/23 as a follow up to previous meetings. The question of articulation of H courses and who should call such meetings (the system office or chancellors) was discussed.

MOTION: After a discussion, it was moved and seconded that the GEC schedule a meeting with VCAA Smatresk to discuss the GEC position on articulation. The motion passed unanimously. The SEC and GEC chairs would meet with Smatresk.

Documents on the GEC position on system articulation will be circulated to GEC members (attached).

WRAP UP

1. Liaisons will meet with their boards.
2. GEC will schedule a briefing with Smatresk.
3. GEC may schedule a meeting with the Chancellor.
4. GEC minutes should be at the GenEd web site.

Requested agenda items: -Changes in Focus status after deadlines.
-Class size restrictions: VCAA has circulated a memo re raising class size.
Question: Who decides?

Next meeting: Thursday, 9/9/04, 12:00-1:15, Hawai'i 208.

- Send New Business items to Cox.
- Read the following on assessment for the next meeting:
 - at the "GEC Meetings" web site read 8/26 "Other Reports/Resources" materials.
 - Assessment section of the Handbook, p. 53-54.

The meeting adjourned at 1:35 p.m.

Submitted by Barbara Mueller-Ali, Recorder