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**GENERAL EDUCATION COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** December 18, 2019 1:30 -2:45 PM  
**LOCATION:** Sakamaki A-201  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		MEMBERS	
Garrett Apuzen-Ito	P	Mike Nassir	P	Christine Beaule	P	Lisa Fujikawa	P
Shana Brown	P	Jonathan Pettit	P	Ronald Cambra	P	Vicky Keough	P
Garrett Clanin	P	Halina Zaleski	P	Ryan Yamaguchi	E	Cari Ryan	P
Betsy Gilliland	P	(ASUH rep)		Carolyn Stephenson (SEC liaison)	P	Sheela Sharma	E
Kalikoaloha Martin	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Garrett Apuzen-Ito	Meeting was called to order by 1:33pm
REVIEW OF MINUTES	Review of minutes from Dec. 4 meeting. There was a clarification concerning Betsy's liaison report. Followed by a discussion of the description of the GEC's Report; one-sentence removed. Other minor modifications about representation of the SEC's positions. 6 votes in favor of minutes, 1 against, and 0 abstentions.	Minutes approved at 1:58pm
INFORMATION ITEMS	<b>Liaison reports</b> <ul style="list-style-type: none"> <li>Div Board will start meeting in January; there have been 5 volunteers for 4 positions, but so far there are no volunteers for the Social Sciences.</li> <li>SEC Liaison report -- The SEC has discussed the governance resolution request. The SEC thinks that permanent committees cannot set their own governance procedures and proposes that there should be a discussion in January between GEC, SEC, and OVCAA.</li> </ul>	



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	<p><b>GEO Director's report</b></p> <ul style="list-style-type: none"> <li>• There is a good candidate to fill the vacancy in W Board (now pending SEC approval). All boards will be filled except the Social Science position on the Div Board.</li> <li>• HISSI conference on March 6 -- All of the applications for panels have been accepted. Christine will be recruiting for the Online O and W panels. Email will be sent out for registration. The registration fee for UHM faculty will be supported by the Performance Funding from System IT.</li> <li>• Poster developed with Dept of Accounting for the WASC conference; the poster has been accepted.</li> <li>• Working on STEM Write for a June conference in Minnesota.</li> </ul> <p><b>Working Group reports</b></p> <ul style="list-style-type: none"> <li>• The Assessment Working Group met on Dec. 18 to discuss the FG Learning Community. In January, the Learning Community will begin drafting new LOs for FG courses.</li> <li>• The Curriculum Working Group discussed the Thematic Pathways</li> <li>• Governance Working Group has not met since last meeting</li> </ul> <p><b>GEC Chair's report</b></p> <ul style="list-style-type: none"> <li>○ Jon P. will serve as Foundations Board liaison</li> </ul>	
<b>ACTION ITEMS</b>	<p><b>Discussion of the GEC governance document</b></p> <ul style="list-style-type: none"> <li>• Christine read through MFS bylaws to find relevant sections addressing how governance docs for a permanent committee are to be revised. She has also looked back to the minutes of the MFS in spring 2018, and discovered that CEE revised their governance doc. The CEE forwarded their recommended revisions of their governance doc to SEC; the revised doc was reviewed by the SEC during the March 12, 2018 SEC meeting. The SEC moved, seconded, and approved to send it to the MFS for the next meeting. She also read through CAB's minutes and no mention was made of the amendment to the CEE governing doc. The CEE</li> </ul>	



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governance doc was presented at MFS in March 21, 2018 for a first reading. During the April 18, 2018 meeting, this document was presented for a second reading; it was voted on and approved with no record of discussion. This is the most recent example of a governing doc that has been revised. Based on this information, Christine concludes that there is no need for the governing doc to be negotiated between OVCAA, CAB, SEC, and GEC.

- Garrett A. asks Carolyn to clarify what information was used by the SEC in their recent discussion. She only aware of the information presented in the email she forwarded to Garrett this past week.
- Halina notes that the GEC was founded by the MFS and was not negotiated with UH Administration. Mike notes that the bylaws of the MFS say very little about the characteristics and differences between standing and permanent committees.
- Garrett A. asks Carolyn what the next step should be. Carolyn agrees that there should be a conversation between GEC and SEC in January.
- Halina suggests that a summary of the procedures (based on existing examples) will help the GEC and SEC move forward. Lisa also asks why CAB is identified as a committee who should review the proposed changes to the GEC gov. doc., and Carolyn explains that CAB deals with administrative procedures.
- Shana reacts to the email in which it states that faculty should not create its own governance doc. She notes that faculty groups commonly create similar documents for curriculum and departmental procedures. She concludes that the GEC is a large, complex group of people, and the governance doc will help establish clarity among all members (e.g., GEC, boards).
- A discussion of the difference in the MFS bylaws between a standing committee and the two permanent committees; for the former, governance is specified within the MFS bylaws,

Garrett A. will write the SEC about this issue, emphasizing the past precedents of a permanent committee's change of governing docs



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	<p>whereas for the latter, governance is specified in separate docs.</p> <p><b>A discussion of whether to continue to allow multiple Focus designations on one course</b></p> <ul style="list-style-type: none"> <li>• Mike remarks that if a course is a W-focus, there should be a primary focus on that hallmark. E and H focus are about the content and can occupy the same space with writing and oral presentations.</li> <li>• Halina speaks in support of having multiple focus designations. She tells about her class on swine production where she incorporates interviews, written reports, and oral presentations.</li> <li>• Betsy fears that W or O are in danger when faculty members fail to address both skills in depth. Shana thinks there can be a co-existence of skills, but thinks courses should delve deep into developing one skill.</li> <li>• Christine mentions the <a href="#">Institutional Assessment on Oral Communication</a>, but they have not disaggregated data for O vs O+W courses.</li> <li>• Garrett A. asks for more data we can discuss at the next meeting.</li> </ul> <p><b>The Mission, Vision, and Values statement</b></p> <ul style="list-style-type: none"> <li>• Garrett A. plans to circulate the Mission, Vision, and Values statement to chairs, focus instructors, and advisors. The GEC will adjust the statement based on the feedback we receive. Thereafter, we will post it to the GEO website.</li> </ul>	
<b>DISCUSSION ITEMS</b>	<p><b>Changes in focus- proposal policies/deadlines</b></p> <ul style="list-style-type: none"> <li>• Garrett A. discussed the need for improved consistency between course-based and instructor-based proposal review, following changes in requirements for course-based proposals. Currently, for summer courses, Jan. 17 is the deadline for course-based and multiple designations. Jan. 31 for individual proposal for one designation. For fall courses, the deadlines are Feb. 7 (course-based and multiple designations) and Feb. 28 for individual proposals. Garrett</li> </ul>	<p>Halina will draft an email to be sent to departments regarding changes in criteria for course-based Focus.</p>



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	A. suggests that all courses (course- or instructor-based) with 2 or fewer designations should have a laxer (unadvertised) deadline, whereas all courses with 3 or more designations have the earlier, advertised deadline. Halina suggests these changes could incentivize course-based proposals.	
<b>NEW BUSINESS</b>	None	
<b>UPCOMING MEETINGS</b>	Still looking to lock down the meeting times for spring	
<b>ADJOURNMENT</b>		Meeting adjourned at 3:02pm

Respectfully submitted by Jonathan Pettit, Secretary.

Approved on 01/17/2020 with 6 votes in favor of approval and 0 against.