

## Minutes of the General Education Committee

Wednesday, October 15, 2014

Hawai'i Hall 208

The meeting was called to order at 11:05 a.m.

Attendees: Ron Cambra (OVCUE), Nicole Iwasaki, Bob Joseph, Joy Logan, Kapa Oliveira, Mike Nassir, Stacey Roberts (SEC), Amy Schiffner

GEO support staff: Dawne Bost, Lisa Fujikawa

Excused: Pete Garrod, Todd Sammons (GEO), Kiana Shiroma, Ryan Yamaguchi (Admissions)

1. **Minutes** from the September 17 meeting were distributed. A vote on the minutes was tabled until the next meeting. Corrections should be emailed to the GEO.
2. The **W Focus Exemption request for Kaley** was deferred after the GEC decided to go back to the student for more clarification. Discussion points included:
  - **Minute-writing.** Some felt that writing minutes was simply transcribing the events of a meeting, while others felt that synthesis and summarization was required. If minute-writing is the former, should making corrections really be considered writing revision?
  - **Feedback.** Members also questioned the type of feedback that was being given on the minutes. Did the feedback include attention to writing conventions and organization, or was it focused only on the accuracy of the content? The GEC decided to ask for clarification and agreed that it would be helpful to see a set of minutes.
  - **Website writing.** The GEC was unclear about what, if any, kind of writing the student was doing for the website. Was the “work on website documents” posting, formatting, editing, or writing? More information on this point will be requested.
  - **Citations.** There was a question about what the student had learned with respect to citations. However, it was pointed out that learning how to cite references is not part of the W Hallmarks or outcomes.
3. **Liaison Reports**
  - **E Board** (Kiana): Kiana was not at the GEC meeting, so GEO support staff for the E Board, Lisa and Dawne, reported that the Board had met and approved a number of proposals. Several other proposals are still being negotiated. Monica Stitt-Bergh of Mānoa’s Assessment Office was also at the meeting to talk about a summer assessment project that looked at ethical reasoning using the rubric created by a previous E Board. Results from the project point to modifying the existing rubric or trying out the VALUE rubric for the next go-around.
  - **H Board** (Bob): The Board reviewed three proposals. One was approved (a 400-level ANTH course), and the Board will follow up on the other two, with concerns centering on Native voice and intersection with Asia and/or the Pacific.
  - **O Board** (Joy): The Board met this week and reviewed a number of proposals. Most were approved, and the Board is following up on the rest. They are still looking for one more member.
  - **W Board** (Amy): The Board reviewed and approved “tons” of proposals and appears to be moving through the review process efficiently. Instructors who have been contacted for more information have responded promptly, and Board networking efforts have yielded positive results. The Board also discussed what to do when there are

inconsistencies between the information provided on the W chart and on the syllabus. They agreed that the faculty should be given feedback, even if the proposal is going to be approved regardless.

- **F Board (Mike):** The Board last met on October 9, when they discussed the Quantitative Reasoning Working Group's (QRWG) draft Hallmarks and gave Mike feedback to take back to the QRWG. The Board was also given an update/resolution to an earlier problem with a transfer credit evaluation request for FW.

#### 4. Updates

- **Handbooks** are still being updated. Returning members should bring their Handbooks to the meeting or to the Gen Ed Office if it has not yet been updated.
- There are still two **2014-15 Gen Ed Board member vacancies**. Dawne talked to a former GEO student assistant who is on ASUH and who said she would be willing to serve on the GEC. The GEO will follow up with the ASUH President and will make the suggestion if no one has been appointed yet. The O Board continues to look for a new member.
- **General Education Office (GEO) Faculty Administrator**
  - Todd will be returning to the English Department at the end of the semester, so a call for a new Faculty Administrator (FA) will be going out soon. All tenured UHM faculty are eligible, and interested faculty are encouraged to apply. The appointment will be for three years (annual renewable), preferably as a full-time, 11-month position. The FA will report to the Senate Executive Committee (SEC) and Vice-Chancellor for Academic Affairs (VCAA) Reed Dasenbrock.
  - A description of the duties of the position will be posted on the Gen Ed website, and a link to the description will be put in the announcement.
  - There are currently no plans to solicit applications for a new Director of the Mānoa Writing Program (MWP). The SEC and the OVCAA felt that having two Directors for one office was problematic, so energies are now focused on finding a new Faculty Administrator for the General Education Office. Once a new Faculty Administrator is found, then a decision will be made about the directorship of the MWP.
  - The search committee is made up of five members: Lisa Fujikawa (GEO/MWP), April Goodwin (OVCAA), Stacey Roberts (SEC), Carolyn Stephenson (formerly from SEC), and Monica Stitt-Bergh (Assessment Office).

#### 5. Discussion Item: QRWG Draft of QR Hallmarks

Mike gave the GEC a quick background on the draft that they are being asked to review. The QRWG is hoping to release the draft to all System faculty the week of November 3. Mike, Joy, and Dawne are people from the GEC who serve on the working group.

#### 6. Next meeting: Wednesday, October 29 (11:00 a.m. – 12:00 p.m., Bilger 106)

Meeting adjourned at 12:00 p.m.

Submitted by *Lisa Fujikawa, Recorder*

*H Board details:*

- 400-level ANTH course was approved.
- 200-level SOC course was discussed at length. The main issue was what constitutes Native (vs. immigrant) voice, and whether the course has enough Native voice, especially with regard to Asian and the Pacific. The Board will follow up.
- 400-level PACE course does not have enough Native voice or intersection with Asian and/or the Pacific. The Board will continue to negotiate. The difficulty is that a similar proposal was approved two years ago