



UNIVERSITY
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GENERAL EDUCATION COMMITTEE
MEETING MINUTES

MEETING DATE: Thursday, 17 December 2020 1:30–3:00 PM
LOCATION: Zoom
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	A	Vicky Keough	E
Matt Eng	P	Mandy Westfall-Senda	A	Ryan Yamaguchi	A	Cari Gochenouer	P
Betsy Gilliland	P	Kaylie Keim (ASUH rep)	P	Christine Sorensen Irvine (SEC liaison)	P		
Kalikoaloha Martin	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Jon Pettit	Meeting was called to order at 1:30
REVIEW OF MINUTES	Minutes from the 12/03 meeting approved with 6 votes in favor, 0 against, and 2 abstentions.	
INFORMATION ITEMS	<ul style="list-style-type: none"> GEC Chair's report <ul style="list-style-type: none"> 2020 midyear report <ul style="list-style-type: none"> Due by Dec 18, 2020 MOU will be sent pending comments from the Provost's Office. <ul style="list-style-type: none"> No major changes following GEO Director's meeting with Laura Lyons (OVCAA) earlier this week, but GEO Director will follow-up for any final comments on Tuesday, December 22. O Board <ul style="list-style-type: none"> Proposed changes to Hallmark 1 <ul style="list-style-type: none"> Recommending at least 40% of the final grade for a 3+ credit course, change from 30% for a 4-credit course. 	



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- Current Hallmark: In addition, at least 40% of the final grade for a 3-credit course will be a function of the student's oral communication activities (30% for a 4-credit course; 60% for a 2-credit course; 100% for a 1-credit course).
 - There are 15 OC designated courses with 4 or more credits
- Proposed changes to the Explanatory Notes (in current draft)
 - "Only students who satisfactorily complete the oral communication assignment will be allowed to pass the course with a "D" or better."
 - Current Language: Students must adequately complete all oral communication assignments to pass the course with a D grade or better. Students who do not complete all oral communication assignments will not earn O Focus credit.
 - If the course has five or more credits and the instructor wished to reduce the grade percentage associated with OC assignments, then a justification must be given in the proposal, and this may be subject to negotiation with the O-Board. The minimum allowable percentage is 30%.
- Final draft will likely be presented to GEC at the next meeting
- Spring 2021 working groups
 - A [Google Form](#) was sent out during meeting, describing the two different curriculum groups (Blue Sky and Tinkering)
 - Assessment working group members are encouraged to stay in the working group, but are invited to also join one of the curriculum groups.
 - Please complete as soon as possible so we can start scheduling meetings for Spring 2021.

Reports from Chair, GEO Director, and liaisons - Information items submitted electronically prior to meeting for review without requiring additional discussion.



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GEC Chair (Jon Pettit)

Presented the GEC midyear report at MFS meeting, drafted midyear report, and started work on the 3-year report.

SEC Chair (Christine Sorensen Irvine)

No report

E Board (Matt Eng)

The E Board has not met since the last GEC meeting.

W Board (Shana Brown)

no report -- last meeting was before most recent Gen Ed meeting

CWG (Betsy Gilliland)

CWG met on 11/30 to discuss the draft of the H/SL report. We are working individually to finalize our H/SL report with the goal of sharing it with the GEC for Spring curriculum discussions.

GWG (Jon Pettit)

GWG met last week to finalize the draft of the governance doc. We hope to submit it to the SEC after the 12/17 GEC meeting. CWG also met on 11/30 to discuss the draft H/SL report.

GEO Director (Christine Beaule)

1. HAP Faculty Learning Community had last meeting of the semester, focused on helping instructors to identify specific ways they could assess HAL SLO #4 in their spring 2021 courses
2. FG Faculty Learning Community wrapped up its work with a book discussion focused on "The False Promise of Global Learning," led by Jon Pettit
3. Data collection parameters and schedule set to keep track of proposal submissions and course seat availability for Focus and Foundations (this is in response to two issues I've discussed at GEC: dropping proposal submission numbers, and concerns about seat availability over time as result of course and program consolidation proposals at CCs and Manoa's decreased budgets for lecturers/instructors/GAs/faculty replacement)

HAP Board (Kaliko Martin)

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HAP met to discuss the upcoming professional development workshop series “HAP state of mind” and the current assessment project of HAP SLO #4. HAP board members also attended the final HAP FLC meeting of the semester.

O Board (Garrett Apuzen-Ito)

12/3: The O board has completed the reviews for new course designation proposals. There will be a joint meeting Dec 7 between the O and W board to finalize the issue regarding the minimum % of a grade assigned to O (and W) or the required completion of O (or W) assignments. The board has begun making plans for the Spring 2022 OC assessment project. The board is also planning a workshop in early (late January) Spring 2021 related to creating rubrics and other aspects of teaching OC for different disciplines. Minutes can be found [here](#).

12/17: The O board met with the W board to discuss Hallmark O1 about the % of the grade in a course associated with O. The O-board is finalizing their memo proposing a change to Hallmark O1 and to the explanatory notes. O is co-hosting a workshop with CTE on “Rubric Development”, Jan 29. The workshop plan is being developed and is currently here.

Div Board (Mike Nassir)

12/7/2020 Meeting: Mostly discussion & decisions for UHM forms and TEC evaluations. In January, Div Board will begin an annual cycle of reviewing 1/5 of all undergraduate courses each year, using Catalog course descriptions and existing Div designations. Board members selected preferred departments to start reviewing. Depts will be contacted with Div Board's recommended changes or other questions. Once each Dept concurs (or negotiation is complete), GEO will assist with any necessary UHM-2 forms.

AWG (Kaliko Martin)

AWG had our last meeting of the semester to round out the ongoing projects. Thanks to Cari, assessment projects (FG and HAP) are going along as scheduled. In the spring we will continue to monitor the ongoing projects and prepare for the upcoming assessment project.



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ACTION ITEMS

- [Revised governance doc](#) (A summary of proposed changes can be found [here](#).)
 - AVCUE as ex officio member
 - Phase 2 reorg should be clarified in February
 - Most appropriate comparable position would be within the Vice Provost of Academic Excellence (VPAE) Office
 - Seven member Foundations Board
 - Governance document will be brought to the Foundations Board (including historical data/documents) to provide feedback in January.
 - Should the number of board members be reduced from seven to five?
 - Should FW be a part of the Foundations Board or moved to the WI Board?
 - O Board membership
 - Clarifying the make-up of the board regarding members from departments possessing expertise in teaching oral communication skills.
 - Discussion Points
 - GEO Director being a voting member might be an issue
 - If four-year terms are adopted, how will a cap of six-years be possible?
- Div SLOs (Shannon Johnson joined to provide additional commentary as DIV Board Chair)
 - [Div Board final version](#)
 - In general, the scaffolded learning outcomes follow Bloom's Taxonomy (learning domains: Cognitive [includes 6 levels], Affective, Psychomotor)
 - Mostly cognitive and within the lower-level levels.
 - Attempt to keep the SLOs parallel
 - Verb: Understand
 - Not as easily accessible as other verbs used within the SLOs.
 - Motion to approve the DIV SLOs with all changes approved in document
 - Approved on 12/17/2020 with 8 votes in favor of approval and 0 against.

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DISCUSSION ITEMS	<ul style="list-style-type: none"> • STAFF-Based Focus proposals: Discontinue? <ul style="list-style-type: none"> ○ With changes to the course-based proposals, more and more departments are moving away from staff-based proposals. ○ Proposal would be to have the policy change go into effect for Fall 2021. ○ Discussion tabled until the January 7 GEC meeting 	
NEW BUSINESS		
UPCOMING MEETINGS	<p>SPRING 2021 MEETING SCHEDULE (all Thursdays from 3:00-4:30 p.m. on Zoom)</p> <ul style="list-style-type: none"> • January 7 • January 21 • February 4 • February 18 • March 4 • March 25 • April 1 (if needed) • April 15 • April 29 • May 6 (if needed; last GEC meeting before final MFS meeting of AY21) • week of May 13 (final exams) - Please complete this when is good so we can identify a time. 	
ADJOURNMENT		Meeting adjourned at 3:03

Respectfully submitted by Matt Eng, Secretary.

Approved on 01/07/2021 with 8 votes in favor of approval and 0 against.