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**GENERAL EDUCATION COMMITTEE
MEETING MINUTES**

MEETING DATE: Monday, September 27, 2021 12:00 – 1:00 PM

LOCATION: Zoom

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		MEMBERS	
Matt Eng	P	Scott Rowland	P	Christine Beaulé	P	Lisa Fujikawa	P
Betsy Gilliland	P	Jaymian Urashima	P	Laura Lyons or April Quinn (OVPAE Rep)	E	Vicky Keough	P
Dan Harris-McCoy	P	Mandy Westfall-Senda	P	Ryan Yamaguchi (Admissions Rep)	A	Cari Gochenouer	P
Mike Nassir	P	(ASUH rep)	A	Shana Brown (SEC liaison)	P		
Jonathan Pettit	P						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Chair Gilliland at 12:04 PM	
REVIEW OF MINUTES	Minor edits and general housekeeping	Minutes approved with 8 votes in favor, 0 against and 0 abstentions.
INFORMATION ITEMS	<p>Reports from Chair, GEO Director, and liaisons (provided via Google Form)</p> <p><u>F Board (Jon Pettit)</u> The Foundations Board met and went through five renewal proposals for FG and FQ courses. There were also 5 transfer courses considered. The majority of the meeting was spent discussing how AP and IB courses are (or are not) accepted for automatic FQ equivalencies. At the end of the meeting, the Board discussed whether or not they should invite faculty members from affected departments (e.g., Psychology) to join the discussion. Due</p>	



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to limited time, the Board was unable to address the GEC's question about the transfer of F-courses from trimester institutions.

E Board (Matt Eng)

E Board continues to meet on a weekly basis to review proposals.

O Board (Jaymi Urashima)

Regular review of proposals. Debriefed on how decisions are made for 20 versus 30 enrollment caps during proposal reviews. They also confirmed that the board would check for the "D or better" statement in the proposals since it is not checked during intake. Confirmed deadlines for proposals and review. Cari provided information about the GEO informative sessions, especially with some confusion about the alpha courses. Pushing planning of the workshop until after the proposal reviews (possibly in late October). Next meeting is Oct 15.

W Board (Lisa Fujikawa for Chris Beale)

The Board met on 9/15/21 and continued to work on guidelines for TAs/GAs in W Focus courses. The Board also discussed several questions received from HonCC regarding what W Boards across the System require in a W course syllabus. Finally, Sarah announced that Betsy's workshop on writing (being offered 9/17) had 138 registrants!

HAP Board (Dan Harris-McCoy)

No meeting since last GEC meeting.

Language Substitution WG (Jon Pettit)

The LSWG working group spent time outlining the work for the semester. They also started discussing how to define "culture" and how such a definition might impact the future learning objectives to base whether or not new courses are given a language substitution credit.

GEO (Chris Beale)

Two information and question and answer sessions being held by GEO on 9/24 and 9/30 to help facilitate move to course-based Focus. Select questions will be added to our faculty FAQs.

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	<p>Christine attending the Association for General and Liberal Studies (AGLS) conference, which is all about Gen Ed. She will share highlights and resources with GEC in a meeting sometime this term.</p> <p>Assessment working group is going to start collecting artifacts that display critical thinking.</p>	
ACTION ITEMS	<p>Summer Institute on Educational General Education Design report.</p> <p>Requesting GEO, Assessment & Curriculum Support Center (ACSC) and Council of Academic Advisors (CAA) to look at the report and comment regarding the potential impact.</p> <p>ASUH consultation? Part of the plan but formal communication is fine.</p> <p>Once the GEC finally gets the report, what will we put forth to MFS?</p> <p>S.Rowland: is there any other entity that should provide comment on the revised plan aside from aforementioned groups?</p> <p>M. Eng: should consider the Manoa Transfer Network as impact on 10 campuses. AATN (Academic Advising and Transfer Network) can hit more advisors, not just the unit head for CAA. Okay to start with the CAA but AATN should be provided with the report at some point.</p> <p>Pre-consultation from both GEC and SEC</p> <p>What we are asking for is expert (witness level) review to determine if the plan is missing something- either in content or implementation</p> <p>Eventually we will draft a resolution as to why we support</p> <p>S. Brown- if GEC wants to reach out to whomever they want to for consultation, that's your process. Feedback is fine. The document will be public at that point to include other reviews of folks in mind. Draft proposal includes language about coursework, design</p>	<p>B. Gilliland will email S. Brown</p>



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w/in UH system (place-based), and Hawaiian Place of Learning.
Other folks are weighing in.

C. Beale- imagining consultations on 2 levels

- 10 campus SECs in June
 - GENED committees and boards, Advisors, AATNs, Student Caucus, AACFSC, etc.
 - Departments on different campuses
 - open town halls
 - feedback form online
- Enormous list of specific groups
- GEC review and comment is separate

S. Rowland- if we are going to ask folks, we should not require 2 reports from the same constituent group

S. Brown- consider that other groups may want to submit their own feedback independently.

S. Rowland- thought it was important that these folks we ID'd for consultation that their reports are written directly to the GEC

- Is this a good idea?

S. Brown- if you want to make suggestions to the SEC which groups to reach out to, it's a good idea. Can convey directly to the SEC which groups that should be consulted. However, it is up to the SEC to decide which groups do get followed up with.

C. Beale- possibility that the expertise that falls under the OVPAE, if the SEC feels that the report should only be available to the public or to the GEC, anything can be done

S. Brown- if GEC wants to let the SEC know which groups should be on the list for consultation, please do so

B. Gilliland- will write an email to S. Brown to pass onto the SEC, requesting that the following groups review the document: CAA, GEO, MAO and ASUH. Request to various entities for feedback jointly from the GEO and SEC.

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	<p>S. Rowland- expect that there will be those who disagree with report. We are hoping that the reports are made available to the entire senate.</p> <p>S. Brown- it will be up to the committees to respond in a timely manner.</p> <p>Clarification: CAA, GEO, MAO and ASUH are the bodies that the GEC wants the SEC to formally invite to review the report and respond through joint invitation written by GEC + SEC</p> <p>We are not asking any senate committees to weigh in on the report just yet</p> <p>S. Brown will talk to the Senate about reaching out to non-senate bodies; not sure about the procedure as the MFS is intended to represent faculty as faculty.</p> <p>C. Beaulé- in this case, the Senate is facilitating the consulting with Congress. If MFS represents senate and all faculty on campus, the provision that expert analyses from a variety of groups whose perspectives the faculty at large would not have access to....if SEC is willing to sign onto a request to other groups outside of the MFS so that the expertise of these groups might be shared with faculty members who might not have the expertise or knowledge from said groups, it's really due diligence.</p> <p>S. Rowland- if SEC does not want to jointly release the request for feedback, the GEC will go ahead and request feedback from these groups</p> <p>S. Brown- If Betsy can write an email with details, will request that it be put on the next week's SEC agenda</p>	
DISCUSSION ITEMS	<p>Put in place, new approach for course-based Focus requests (referred to document linked in agenda - document prioritized by topics of importance)</p> <p>Accountability- Who will be responsible for ensuring that all sections meet the Focus Hallmarks?</p>	



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	<ul style="list-style-type: none"> ▪ Pettit: After the application? ▪ Beale: 3 or 5 year approval period, trust that that course is being taught. The Course Coordinator is supposed to ensure compliance with the hallmarks and the SLOs. Varies across departments (Dept. Chair. other faculty member). Created a new webpage with more information. OVERSIGHT IS CURRENTLY DELEGATED. Daunting task if assigned to a staff member. ▪ Gilliland- no audit or check-in point? ▪ Does the GEC want to re-visit this? ▪ Pettit: google form that Course Coordinator can guide them through the process....assure that someone is aware of what they are supposed to do. Form would be automatic but at least every year someone could check and review. ▪ McCoy- do you have an idea where this would be housed? ▪ A lot of work up front, but could be useful ▪ check-ins would be used in the renewal process- if they haven't submitted them, that could impact ▪ Gilliland- likes the idea that there is a reminder to the CCs to revisit ▪ Nassir- spreadsheet for instructor based requires name, would recommend doing this at the start of each semester where the course is being offered or not. Would like this to be easy to automate. <p>Gilliland- we are out of time, will continue working on this list at the next meeting.</p>	
NEW BUSINESS		
UPCOMING MEETINGS	FALL 2021 MEETING SCHEDULE: Mondays from 12:00 - 1:00 p.m. via Zoom <ul style="list-style-type: none"> • October 11 • October 25 • November 8 • November 22 • December 6 	
ADJOURNMENT		Meeting adjourned at 1:02pm

Respectfully submitted by Mandy Westfall-Senda, Secretary (Fall 2021).

Approved on 10/11/2021 with 7 votes in favor of approval and 0 against.

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