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GENERAL EDUCATION COMMITTEE
MEETING MINUTES

MEETING DATE: Sept. 25, 2019 1:30 PM
LOCATION: SAK A-201
ATTENDANCE: [P = Present; A = Absent; E = Excused]

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

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Garrett Apuzen-Ito at 1:34 pm	
REVIEW OF MINUTES	Minutes from September 11, 2019 discussed. Robert's Rules on "tabling" versus "postponing" are clarified. An issue laid on the table or postponed expires in the quarter, so motions presented to the MFS and tabled in Spring 2019 must be presented as new motions to the MFS. Minutes approved.	

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INFORMATION
ITEMS

Ground Rules for GEC Discussions

Liaison assignments and reports

Foundations (liaison TBD) --Foundations Board wanted to know if they can develop a form for transfer credit applications on their own, or the form had to be approved by the GEC first. Currently, this is something for the council of academic advisors to decide.

Writing (Betsy G is liaison) – The Board has started looking at applications.

Oral Communication (Halina Z is liaison) -- The Board has started looking at applications.

Hawaiian, Asian, & Pacific Issues (Garrett C is liaison) -- meeting tomorrow

Contemporary Ethical Issues (Shana B. is liaison) -- meeting tomorrow

SEC -- No news

Working Groups announced.

Curriculum: Shana B, Garrett AI, Betsy G., Christine B., Sheela S.

Assessment: Kalikoaloha M., Jonathan P., Cari R.

Governance: Halina Z., Garrett C., Lisa F.

One remaining vacancy on GEC and one vacancy on Writing.

GEO's report -- OVCAA has posted the external review and the GEC and Provost responses (under Program Review → Previous Reviews). We have been asked to post the internal documents. The rest of the documents will be posted on the General Education website.



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ACTION ITEMS

Decide on the make-up of Div Subcommittee – A vote taken on accepting volunteers (two non-GEC members, Shannon Johnson (Outreach College) & Michael Nassir (Phys & Astronomy)) to be placed on the Diversification Subcommittee. The two members are accepted by the GEC, 7 (yes)-0 (no).

Motion for course-based Focus designation – GEC discussed changing the course-based proposal form to allow proposals for courses that only have a single instructor. The relevant “whereas” clause of the motion on the course-based designation is removed from the motion to be submitted to the SEC. Garrett AI agreed to present the point in his oral introduction at the Faculty Senate. Discussions with the Boards and feedback about the motion are being sought by the liaisons. It was noted that Christine B. and Shannon J. met with the Council of Chairs last semester to discuss the motion and found overwhelming support.

Course alphas can be used to address different Focus designations within a course. The alpha courses would require UHM-1 or -2 forms and would have to go through the normal approval process., The motion has exceptions for Topics and Directed Reading/Research courses. This motion will be forwarded to the SEC on a vote of 7(yes)-0(no).

Motion for creation of a Diversification Board-- One criticism raised about adding a new board is that it is difficult to recruit members. C. Beaulé is the current CFS chair and reports that this issue is not a problem this year, as all but one position on the boards have been filled. Currently, the Div Board is a subcommittee of the GEC; and the motion is to make it a board, like those of the other Gen Ed designations. Course descriptions were traditionally used to designate Diversification requirements. There is no separate Div form to fill out with the UHM-1 form. This motion will make the process more transparent. Unanimous vote to forward this to the SEC.



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DISCUSSION ITEMS	<p>H. Zaleski <u>moved to change the policy on course-based proposals to allow single-instructor proposals</u>. Motion was seconded and discussion followed. GEC determines that there needs to be a consensus by the “Course Coordinators” (e.g., curriculum chair, department chair). This is especially important for situations where a faculty leaves UH, or a new instructor inherits the course and the designation. The discussion centers on how to preserve faculty freedom while verifying that the hallmarks are met. If any changes are to be made, liaisons would need to notify boards immediately if this change is going to be done. C. Stephenson asked (1) how two instructors who wish to have very different assignments to meet the hallmarks would be expected to coordinate. It was explained that this sort of difference is already in practice, and evaluated with two syllabi in course-based proposals. C. Stephenson also asked what to do in the case in which a single instructor teaches a (course-based) Focus course, but then another instructor wishes to teach the course, and not be constrained by the assignments defined in the original proposal. This would be addressed in Focus proposals with a “master syllabus” or a table describing “common elements” in how the course would meet the Focus hallmarks. Different instructors have flexibility in activity/assignment design within those common elements.</p> <p>H. Zaleski <u>moved to postpone the vote on the first motion until the next meeting</u>, and this was seconded without discussion.</p>	
	<p>Upcoming meetings October 9 and 23, November 6 and 20, December 4 and 18</p>	
ADJOURNMENT		Meeting adjourned 2:58 pm

Respectfully submitted by Jonathan Pettit.

Approved on 10/09/2019 with 7 votes in favor of approval and 0 against.