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**GENERAL EDUCATION COMMITTEE
MEETING MINUTES**

MEETING DATE: Monday, November 8, 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 Beaule	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)	E	Cari Gochenouer	P
Mike Nassir	P	ASUH - no rep yet	NA	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 12:01PM
REVIEW OF MINUTES		Minutes from 10/25 meeting approved with 8 votes in favor, 0 against and 0 abstentions.



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<p>INFORMATION ITEMS</p>	<p><u>SEC Update</u> The Committee on Administration and Budget has set up a subcommittee to review the proposed new GEC bylaws. They may reach out to the GEC with questions and to invite discussion. Also, the GEC has been invited to make comments on the new UH-system Gen Ed proposal. SEC suggests that GEC continue to update its FAQs page, as this has been useful to faculty.</p> <p><u>GEC Chair Update & Discussion</u> SEC gave an official invitation to GEC to provide input to MFS on the Gen Ed proposal and GEC accepted. They gave us until the end of the academic year to meet (May 22). We have next semester to provide them with feedback. Shana will ask the SEC for a more specific timeline for the Gen Ed redesign process. Currently, the timeline is flexible. The tentative plan is to pull together feedback, reconvene the redesign team and discuss, and maybe come back next Fall with an updated proposal.</p> <p>A summary from the feedback (individual) Forms may be made public, but specifics will only be provided to the redesign team. Summary of the feedback from the relevant boards and committees should also be made public. It is also our understanding that feedback we receive on our report will be made public. GEC would be discussing the feedback in our meeting anyway, so it would be made public from our notes. Betsy will double-check on whether the feedback we receive should be made public.</p> <p><u>GEO Update</u> Spring semester meeting scheduling polls are going out this week, with questions about zoom or in person meetings. The Foundations Board FQ workshop registration is now open. GEO members are also attending several WASC re-accreditation meetings this week.</p> <p><u>E Board Update</u> The E Board has not met since the last GEC meeting.</p> <p><u>HAP Board Update</u> No HAP focus proposals; looked at HAP assessment project rubric (LO 4); looked briefly at the Gen Ed redesign doc, the group will bring more detailed feedback for next meeting.</p>	<p>All members review over the proposal over the semester/winter</p> <p>Shana to ask SEC for a more specific timeline</p> <p>Betsy to check on whether feedback from the GEC report would be made public</p>
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	<p><u>O Board Update</u> Regular review of proposals. Had a discussion on approving recorded and edited videos (explanatory notes ask for live or one-take shots, while certain disciplines may need to teach recorded and edited OC). The board will explore this issue further. I introduced the Gen Ed redesign proposal. The board will review on their own and then discuss later to provide feedback. We have also requested a meeting with the design team and are working on scheduling something. The board also decided on tentative dates for a workshop (Jan 28 preferred, 24 or 26 if not). They will be coordinating with CTE to run and advertise the workshop.</p> <p><u>F Board Update</u> The F Board met and discussed some initial thoughts on the GenED redesign and evaluated applications and transfers.</p> <p><u>LSWG Update</u> The Language Substitution Working Group continued to revise the Google Form application based on the comments from the previous GEC meeting.</p> <p><u>Div Board Update</u> Discussed potential DIV workshops to be planned and offered. Cari did ask that the DIV board review the GenEd proposal and submit feedback if they have it.</p>	
ACTION ITEMS		



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<p>DISCUSSION ITEMS</p>	<p><u>Spring 2022 Meetings</u> Discussed whether to meet on Zoom or in-person next semester. If we meet in-person, GEO would need to find a location as the current conference room is too small for everyone. It was decided that we will go with Zoom meetings for next semester (Spring 2022). All members should fill out the WhenIsGood to indicate their availability so next semester's meetings can be scheduled.</p> <p><u>TA/GA Guidelines (W)</u> The W board wanted to create specific guidelines for courses that want a W focus but use GA/TA for student writing to accommodate the same level of feedback but with larger enrollments. This would formalize a process that is already being done on the board (allowing more than 20 students enrolled if there's a GA/TA to assist). Questions at bottom of the draft are questions that are typically asked whenever the board sees an application in this context. The guidelines and information would be something to provide instructors/coordinators if they inquire about increasing enrollments with a GA/TA, but would not actually go on the proposal form.</p> <p>Background and discussion information:</p> <ul style="list-style-type: none"> • When approved in these situations, there is no actual increase on the course max. The department has to add overrides for students over the 20 cap • This is more for ~40 students rather than 100 <ul style="list-style-type: none"> ○ The document is meant for situations with 1 GA/TA to boost enrollment to 30-40 students at most ○ Large classes (e.g., 100) - should have individual breakouts ○ If it's a large, multi-section course, they would have the W on the breakout sessions of the course (smaller sections of 20) • Approvals are for 1 section and for 1 semester; coordinators need to redo the process each time they want to increase their cap 	<p>All members need to fill out WhenIsGood with Spring 2022 availability</p> <p>Lisa to send questions and feedback to the W board for revisions.</p>
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- Questions about the increased caps would probably would be sent out after registration would start (trying to add more seats afterward), rather than when a Focus application would be sent

Feedback/Discussion:

- Add in writing: something about the circumstances onto the document (guidelines for when this would apply)
- Add FAQ about those larger classes (that don't apply to this situation)
- Make it clear that this is an exception, not standard practice
- "Other Information" - part of application
 - Would departments be able to ask for exemption as part of regular practice for a particular course?
- Name of GA/TA: Asked name in case need to follow-up or ease of renewal (if repeated GA/TA)
 - Maybe ask for generic description (qualifications) rather than identify by name; just in case departments don't know who it is yet
 - Or maybe focus more on the training instead since GAs/TAs come from all kinds of places
 - Focus should be on if they will have the appropriate training
- If GA/TA is hired for a year, would they be able to request for a longer exception?
- Assessment of course including GA/TA - not clear what this is asking about (#4 in recommendations)
 - Course evaluations (eCafe)?
 - Assessment of SLOs? - would lead to extreme changes
 - Clarify in document what is being assessed/evaluated
 - Assumption is that it's just meant to have the department check on whether the training worked or didn't work
 - Not something for GEC or the W board to check (not submitted to us)
 - It's just a recommendation to the dept that they should check



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- W board may care about the assessment if there were repeated issues
- Back to special case vs. being able to have longer approval
 - Class can't be more than 20 (W hallmark)
 - Might be bad practice to have a course that's regularly at over 20
 - If class is regularly ~25 and cannot justify another section, it might be helpful for dept to be able to offer a larger section
 - Wouldn't be able to change hallmark at this time anyway
 - System-wide hallmark
 - Needs to be case-by-base (still seen as an exception)
 - So, will keep it case-by-case and not a longer-term appointment

The GA/TA guideline document will be sent back to the W board since there are several questions from GEC. Lisa will give it back to the board to have them rework it and send it back to GEC.

Course-Based Considerations

Training

Should Boards be developing workshops for faculty to prepare them to teach course-based Focus courses, or are current online resources and regular Board-organized workshops enough support for faculty?

- Might need the training for the course coordinators rather than the individual instructors
- Videos, training, etc. would be helpful for course coordinators since they are liaison between instructors and GEC
 - Terminology, what's expected, etc.
 - Maybe GEC would need to head this up
- Final thought is that additional workshops are probably not needed, at least for individual instructors

Suggestion: In order to get through the course-based considerations faster, GEC members can review over the considerations on their own time and make comments that will expedite the meeting discussions.

Lisa will separate the course-based considerations into separate pages on a document

GEC members will review the document on their own, leaving comments and questions that can be discussed at a later meeting.



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NEW BUSINESS		
UPCOMING MEETINGS	FALL 2021 MEETING SCHEDULE: Mondays from 12:00 - 1:00 p.m. via Zoom <ul style="list-style-type: none">• November 22• December 6	
ADJOURNMENT		Meeting adjourned at 1:01PM

Respectfully submitted by Jaymian Urashima, Secretary.

Approved on 11/22/2021 with 7 votes in favor of approval and 0 against.