

## Minutes of the General Education Committee

Wednesday, May 7, 2014

Hawai'i Hall 208

Attendees: Ron Cambra (OUE), Pete Garrod, Bob Joseph, Joy Logan, Sarita Rai, Stacey Roberts, Scott Rowland, Amy Schiffner, Elisabeth Seamon (ASUH), Kiana Shiroma, Carolyn Stephenson (SEC)

GEO support staff: Dawne Bost, Lisa Fujikawa

Excused: Todd Sammons (GEO), Ryan Yamaguchi (Admissions)

The meeting was called to order at 11:00 a.m.

1. Minutes from the February and April meetings were unavailable for review/approval.
2. **Course-based O Focus Request for BUS 345** was unanimously approved by a vote of 9-0-0. Stacey met with Management & Industrial Relations Chair Dave Bess to discuss the GEC's concerns. The department now plans to use Bob Doktor's syllabus as the master syllabus going forward.
3. **Danielle's W Focus Exemption Request** was unanimously approved by a vote of 9-0-0. The GEC felt it looked fine, and the student received great support from the instructor.

### Focus Exemption Discussion

- It was suggested that the Focus Exemption webpage clearly indicate that undergraduate courses from UH or any other U.S. institution cannot be used to apply for a Focus Exemption. It was also suggested that there be a link to the Focus Exemption page from the main Focus webpage.
  - Lisa asked if the GEO has to check to make sure students are not "double dipping" if/when they use a graduate course to apply for a Focus Exemption. She was told it is unnecessary.
4. **Discussion/Suggestions for Academic Year 2014-15**
    - **Timeliness of decisions.** One member raised a concern that Boards are not always reviewing and voting on proposals in a timely manner. She reported that several colleagues were upset that decisions weren't made on their proposals until after registration began, even though the proposals were submitted by the late deadline. The Board had been meeting and also working on Laulima, but had a difficult time making timely decisions, especially when further negotiation was required. The result was that some sections didn't get designated, which is a problem for many students.

Suggestions to resolve this problem included:

- having a "notification deadline," a day by which the Boards need to notify the GEO of their decisions
  - having the Boards meet more often
  - impressing upon the Boards the importance of finishing their review by their given deadline
  - recommending a "time limit" for negotiations between Boards and proposers
- The GEC may talk to all Boards next Fall about this issue.

- **Deadlines.** There was confusion about the second, “late” deadline. Lisa explained that the later deadline was provided to allow instructors who were assigned after the first deadline as much time/opportunity as possible to submit a Focus proposal. Proposals that are submitted after the first deadline (but before the second) are reviewed by the Boards as time permits, and may sometimes have a decision made without the usual negotiation that is sometimes needed for approval.

GEC members had varying opinions:

- At least one member felt the current system of two deadlines is fine.
- Others felt that if there continues to be two deadlines, the ramifications of submitting by the late deadline (namely, that there is no guarantee that the proposal will be reviewed) should be more clearly stated.
- Still others felt that a late deadline is still a deadline, and instructors who meet the later deadline can reasonably expect to have their proposal reviewed and decided upon before registration begins.

Suggestions included:

- Having only one deadline. However, this would probably result in a larger number of proposals requiring review in a shorter period of time.
- Having two deadlines for instructor-based proposals, but only one (earlier) deadline for course-based and multiple (3+) designation requests, which require an extra layer of review and approval (Board recommendation, followed by GEC review/approval).
- Holding Boards and proposers to other internal deadlines (e.g., “You have a week to respond,” “Notify the GEO by x date”)
- Bolding the caveat on the Focus form about how Boards may not have time to review/negotiate proposals that are submitted after the priority deadline

It was pointed out that very little data on the two-deadline system has been collected. The GEO will begin pulling together data that can better inform the discussion, which is expected to continue in Fall 2014. It was also suggested that the GEO carefully review current processes to try to determine why Board review, negotiation, and/or decisions are being delayed. The goal is to avoid the last-minute scramble to review and approve Focus proposals right before registration.

Meeting adjourned at 11:45 a.m.

Submitted by *Lisa Fujikawa, Recorder*