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GENERAL EDUCATION COMMITTEE  
MEETING MINUTES

**MEETING DATE:** Thursday, October 15, 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	E	Vicky Keough	P
Matt Eng	P	Mandy Westfall-Senda	P	Ryan Yamaguchi	P	Cari Ryan	P
Betsy Gilliland	P	Kaylie Keim (ASUH rep)	P	Christine Sorensen Irvine (SEC liaison)	P		
Kalikoaloha Martin	E						

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Jon Pettit	Meeting was called to order at 1:31
REVIEW OF MINUTES	Minutes from 10/01 meeting approved with 8 votes in favor, 0 against and 0 abstention.	
INFORMATION ITEMS	<ul style="list-style-type: none"> <li>● Presentation on research conducted by Oral Communication (OC) focus board               <ul style="list-style-type: none"> <li>○ Considering second O Focus course, or an O Foundations</li> <li>○ Assessment: Skills based on <a href="#">VALUE rubric</a>. Presentation-based communication tasks.                   <ul style="list-style-type: none"> <li>■ Conducted Faculty survey (63 responses)                       <ul style="list-style-type: none"> <li>● Addresses what are students lacking when they get to OC courses and the impact on the teaching.</li> <li>● Demonstrate an additional need for OC</li> </ul> </li> <li>■ Future plans are to collect existing student data (at the institutional level). Compare groups of students who took: one OC course; COMG 251 and one OC course: two OC courses.                       <ul style="list-style-type: none"> <li>● COMG 251 selected as it is seen to be a model course for a possible lower-division OC courses.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	Jaymi Urashima, OC Board Chair



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	<ul style="list-style-type: none"> <li>● Depending upon findings from student data, O Board will consider proposing an additional focus, or adding new Foundations</li> <li>○ Open Discussion <ul style="list-style-type: none"> <li>■ What is the difference between <a href="#">COMG 151</a> and <a href="#">COMG 251</a>?</li> <li>■ SP courses at the UH CCs. SP 151 includes additional formal presentations, and transfers to UHM as COMG 151. <ul style="list-style-type: none"> <li>● Carries a lower-division OC designation at some of the community colleges</li> </ul> </li> <li>■ Oral Communication is included in the 63 courses included in the WICHE Interstate Passport (block transfer of lower-division general education courses)</li> <li>■ There is a system-wide interest of including Foundations Oral Communication requirements. <ul style="list-style-type: none"> <li>● Not considered Gen Ed at the moment, since the requirement is not system-wide</li> </ul> </li> </ul> </li> <li>○ If we add a new OC Focus course, UHM Administration has previously advised that we would need to take away a Focus course from another area (such as lower-division WI) <ul style="list-style-type: none"> <li>■ Concern about overload in COMG 151/251</li> <li>■ Additional capacity to complete a lower-division course at the UH Community Colleges</li> </ul> </li> <li>○ Yao Hill (Assessment and Curriculum Support Center) is generating a comprehensive report to ensure data-driven decisions which meet the needs of and benefits students. The report was requested by the GEC to allow our recommendations to be data-driven.</li> <li>● Recruiting for 3 GEC positions in 2021-22 <ul style="list-style-type: none"> <li>○ Please contact any Board members or other colleagues who might serve on the GEC. <ul style="list-style-type: none"> <li>■ 2 members need to be senators</li> </ul> </li> </ul> </li> <li>● 4-Credit Focus Courses (OC and WI) <ul style="list-style-type: none"> <li>○ Recommend consistency between OC and WI once final decisions have been made by the board. <ul style="list-style-type: none"> <li>■ List of 4-credit OC courses being generated by GEO for O Board consideration</li> </ul> </li> </ul> </li> </ul>	<p>Jon</p> <p>Garrett</p>
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**Reports from Chair, GEO Director, and liaisons** - Information items submitted electronically prior to meeting for review without requiring additional discussion.

GEC Chair (Jon Pettit)

Continued work with the GWG on the MOU. I have also been recruiting for the 2021-22 GEC, and thinking about the future fall GEC meetings.

GEO Director (Christine Beaule)

Here are some highlights of recent work. Cari and I have been invited to join the Innovation and Impact Showcase project committee (highlighting great teaching). We are working on a project on direct assessment of Diversification SLOs for WASC re-accreditation this year. We are working with Jaymi (O Board) on an O assessment project to help answer questions about the impact on taking COMG 251 on O skills in 3 groups of students. A new page of website resources for Gen Ed boards is under development (with materials we use in board orientations), as well as a collection of articulation and transfer resources for advisors. There's a new [Events](#) website page under Faculty/Staff too, as well as a new collection of [Classroom Teaching Resources](#). We are presenting (with Yao Hill - UHM, and Candace Tabuchi - Kauai CC) on "Supporting Learning Assessment During a Pandemic" at the Hawai'i-Pacific Evaluation Association meetings on 10/12. And we are collaborators on an NEH project grant proposal to develop an Integrated First-Year Writing program to pilot at UHM. We are starting a search for alternative platforms for an online proposal submission (but not review) system, given the stalled plans to purchase new curricular management software by the campus and system (we've been waiting over 18 months for a purchasing decision). Finally, we have in place new, fully online records management systems for tracking and processing all Gen Ed proposals and Transfer Credit Evaluation requests given our continued remote work situation.

SEC Chair (Christine Sorensen Irvine)



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reported on GEC suggested changes to the MOA to the SEC. The only thing SEC asked to be changed was to remove references to the BOR. They felt that this agreement is not with the BOR and is about determining the relationships and roles between the Manoa groups and that the agreement should reflect that.

Also as a note and not from SEC, but ACCFSC has on its agenda tomorrow an item of potential interest to GEC: Alignment of course repeat policies across the UH System - highest grade and not last grade.

E Board (Matt Eng)

The E Board is continuing to meet and review proposals. They have reviewed & discussed 22 proposals to date, with 16 being approved. They are holding an additional meeting next week to try to finish up reviewing all proposals before the draft class availability is posted.

HAP Board (Kaliko Martin)

The HAP board met on Tuesday to review and discuss a few course proposals and their upcoming PD series "A HAP State of Mind." There was also an update and small discussions regarding the upcoming HAP assessment project.

O Board (Garrett Apuzen-Ito)

O-board discussed the following policy for O-courses with 4+ credit hrs with 30% of the grade be in O-assignments: All O-assignments must be completed to pass the course with a D+ or better. The problem is that missing even a small part of the O-assignments could have a disproportionate impact (1) on the course grade AS WELL as (2) relative to other O-courses with  $\leq 3$  credits. Two options were discussed:

(A) 4+ credit courses must require at least 40% (rather than 30%) of the grade be for O-assignments. This is consistent with the W policy.

(B) Require a minimum portion of O assignments to be completed to pass the course. This option was NOT favored for various reasons.



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The final decision will be made pending data on the numbers of 4+ courses a change could impact.

W Board (Shana Brown)

As GEC liaison, I let the board know that there was an ongoing discussion about the policy of requiring students to fulfill all W and O-Focus assignments to pass a course. The W-Board will discuss soon. The W-Board discussed how take-home exams (and other tests and quizzes) might count towards W-focus page minima. Panelists were suggested for an upcoming workshop on team-writing for W-Focus classes.

F Board (Mandy Westfall-Senda)

Kieko Matteson (History) joined the Western Civilization conversation. As the current UG Advisor for her department, Dr. Matteson shared her process in evaluating courses and challenges with the TES system. Conversation to continue with April Goodwin on possible policy update. Course evaluations were tabled for the next meeting.

Div Board (Cari Ryan for Mike Nassir)

Continuing regular work of reviewing proposals. Also reviewing GEC feedback on SLOs.

Assessment Working Group (Kaliko Martin)

Assessment Working Group met last week Wednesday in preparations for the first HAP FLC meeting which was held the same day. A FG survey was sent out to FG instructors asking for their feedback. Cari would perhaps offer up a more capacious report.

Curriculum Working Group (Betsy Gilliland)

CWG met Monday 10/12. We had a guest, Rikki Mitsunaga, from the Shidler College of Business advising center. Rikki helped us understand more about Shidler's practices in allowing students to take culture courses in lieu of 1 or more H/SL language courses. We will continue working on a report for GEC about pros and cons (and options) of changing current H/SL policies.

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2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822

Phone: (808) 956-7725 • Fax/Polycom: (808) 956-9813

E-Mail: [uhmfs@hawaii.edu](mailto:uhmfs@hawaii.edu) • Website: <http://www.hawaii.edu/uhmfs/>

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ACTION ITEMS		
DISCUSSION ITEMS	<ul style="list-style-type: none"> <li>● <a href="#">Governance Working Group: Update on MOU discussions</a> <ul style="list-style-type: none"> <li>○ Link the Regent's policy on <a href="#">General Education</a> as a footnote</li> <li>○ GWG will be finalizing the order of the clauses after finalizing the terminology <ul style="list-style-type: none"> <li>■ Ideally, big picture first and moving towards the most specific.</li> </ul> </li> <li>○ Recommendation to add a clause regarding how the agreement may be revised (e.g. GEC and SEC have permission to make changes, but not the boards).</li> <li>○ Once we have a clean copy of the MOU (after the GWG meeting on 10/23), share with Laura Lyons, and the GEO Director will call an advisory group meeting with all the board chairs to review and negotiate. <ul style="list-style-type: none"> <li>■ Once fully vetted, then present the “final” to the SEC.</li> </ul> </li> </ul> </li> <li>● Course formats (First introduced in 2016): <ul style="list-style-type: none"> <li>○ Should separate proposals be required for different modes of teaching (e.g., face-to-face vs. online vs. hybrid)? <ul style="list-style-type: none"> <li>■ Questions are primarily connected to ETH and OC Boards, based on the hallmarks/proposal questions <ul style="list-style-type: none"> <li>● HAP and WI are not as impacted</li> </ul> </li> <li>■ With updates to proposal form and teaching resources, this may not be a concern anymore <ul style="list-style-type: none"> <li>● <a href="#">Focus Proposal Page</a></li> </ul> </li> </ul> </li> </ul> </li> </ul>	
NEW BUSINESS		
UPCOMING MEETINGS	<p><b>FALL 2020 MEETING SCHEDULE: Thursdays from 1:30-3:00 p.m. via Zoom</b></p> <ul style="list-style-type: none"> <li>● October 29</li> <li>● November 12</li> <li>● November 19 (if needed)</li> <li>● December 3</li> <li>● December 10 (if needed)</li> </ul>	



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	• December 17	
ADJOURNMENT		Meeting adjourned at 2:58

Respectfully submitted by Matt Eng, Secretary.

Approved on 10/29/2020 with 7 votes in favor of approval and 0 against and 1 abstention.