



UNIVERSITY  
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GENERAL EDUCATION COMMITTEE  
MEETING MINUTES

**MEETING DATE:** Monday, September 13, 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	April Quinn (OVPAE Rep)	P	Vicky Keough	P
Dan Harris-McCoy	P	Mandy Westfall-Senda	P	Ryan Yamaguchi (Admissions Rep)	P	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 12:02PM	
REVIEW OF MINUTES	Minor edits and general housekeeping  D. Harris-McCoy, motioned and M. Eng seconded	Minutes from 08/30 meeting approved with 8 votes in favor, 0 against and 0 abstentions.
INFORMATION ITEMS	<p><b>Reports from Chair, GEO Director, and liaisons</b> (provided via Google Form)</p> <p><u>SEC (Shana Brown)</u> No report.</p> <p><u>E Board (Matt Eng)</u> E Board has started the review of proposals and is starting the planning process for a workshop in the Spring semester.</p> <p><u>HAP Board (Dan Harris-McCoy)</u> Election of Chair and Vice Chair (Freitas; Palakiko); overview of proposal review process; dates established for next three meetings.</p> <p><u>O Board (Jaymi Urashima)</u> Regular review and orienting the new member. Started a discussion for a workshop that they will plan this semester and present early next semester.</p>	



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	<p><u>F Board (Jon Pettit)</u> The Foundations Board met on Wednesday, Sept 8. They went through eight transfer credit applications, one new proposal, and one renewal proposal. There was a question that came up regarding high school courses taken for college credit that meet the criteria for Foundations. The F-Board wanted to know if such courses could be considered for a F-equivalency. Cari emailed June Nii to ask for more info.</p> <p><u>Language Substitution WG (Jon Pettit)</u> The Language Substitution Working Group is scheduled to meet next Monday (9/20).</p> <p><u>GEO (Chris Beale)</u> The GEO has transitioned largely back to working remotely, so please contact us if you'd like to come in or meet with one of us in person. We have also put together two <a href="#">information sessions</a> for 9/23 and 10/1 on the transition to course-based Focus designations in fall 2022, and will email information about those shortly to the Focus listserv. Finally, all three working groups (Thematic Pathways, Language Substitution List, and Assessment) will be meeting in the off weeks between GEC meetings on the same day and time (Mondays from 12:00-1:00 pm).</p> <p><u>W Board (Chris Beale)</u> The W Board met last week and welcomed its new members. GA/TA training materials were discussed for those assisting professors with handling student writing instruction, feedback or grading. Betsy Gilliland will also be presenting at a teaching workshop this Friday on "Providing Feedback on Student Writing." Click <a href="#">here</a> to register for this online workshop (120 faculty had registered as of a week ago!).</p> <p><u>GEC (Betsy Gilliland)</u> No report. After Wednesday's Senate meeting, items anticipated.</p>	
<b>ACTION ITEMS</b>	<p>Special Topics and Research Course Approvals were discussed</p> <ul style="list-style-type: none"> <li>- Normal approval period is 3 years and renewal is 5 years</li> <li>- Directed Reading courses (399 or 499) are given a 1-semester approval only. This will be an exception when we move to all-course based.</li> </ul>	6 yes, 1 no (Special Topics)



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Special Topics courses?

- Approvals can be for 1 semester or initial 3-year approval then 5-year re- approval
- If an instructor is teaching a special topics course regularly, the longer approval period for Focus designation (3- or 5-year) could be granted
- Additional discussion about the regularity of course offering and if the course content was variable or regular each time it was taught
- Should the approvals for special topics courses be modified?
- Are they being (correctly) sorted out from “normal” course-based Focus review and approval cycles?
- By approving special topics courses with the 1-semester option, are we giving the impression that it's a choice?
- Clarification on what qualifies as a “Special Topics” course:
  - course title and/or description would specify or allude to “special topics”
  - generally have the word “topics” in the title but have also used “seminar”
- If Special Topics courses have stable content from year to year, they should be reviewed for a regular 3- or 5-year approval
- M. Nassir shared example: 399 in physics and astronomy is very specific and tailored to the student, so not stable
- The Psychology dept has different tracks and offers advanced topics courses regularly, some with stable content
- Discussion of examples in other departments; committee weighed out the positives and negatives  
<Ryan Yamaguchi left at 12:21pm>
- Are special Topics course-based? Or instructor-based?
- Appropriateness of Special Topics courses are okay
- Stable courses for special topics and specific to departments
- Instructors could submit for a few different options on a semesterly basis... would be planning ahead and deciding the offering

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Proposed Approval: Allow some instructor based approvals for special topics

- Could be at the request of the instructor for either the 3, 5 year approval instead of semester (1 semester or)
- x99 courses will be continue on a one semester at a time for approval and instructor specific with the option of the 3, 5 terms (also instructor specific within reason)

J. Pettit Moved, M. Eng Seconded

Transfer credit for foundation courses- how many credits for FW, FQ, an FG is enough?

- M. Eng provided a breakdown of credit conversions from Quarter to Semester  
5 credit/quarter= 3.33 credits/ semester  
4 = 2.66  
3 =2.00  
2 = 1.33  
1 = .67
- Most courses taught during a quarter are over a 10 week session versus 16 weeks for a semester
- 3, 2, and 1 quarter requests for credit are more rare
- Intellectual rigor is the same, breadth is the same just less interaction
- Should be applied to Transfer credits only
- WA and OR schools still use quarter system
- What do our Peer and Benchmark schools do?
- Converted units at Manoa- if transfer student took a 4 credit quarter class, it would convert fine to Manoa
- Credits of what we have determined to be equal to our FW courses
- If we are giving equivalents than the number of credits, it isn't enough, e.g. a student cannot take ENG 190 if they have FW credit already
- If the faculty see transfer course as corresponding to a UHM course, it should satisfy the equivalencies
- There is the issue of skills acquired in a writing course, definitely is a difference between compressed writing
- In practice- 2.66 has almost always been accepted, it's the 2.0 that is the problem

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	<p>- If a student has 2.0 credits of ENG 100, how do they make up the credits? take ENG 200? get an advisor to waive?</p> <p>M. Nassir Motion: for transfer student courses only, we would accept 2.0 credit hours as satisfying FQ, FW and some of the FGs. If the department wants to evaluate it, they would have to review the syllabus (the department has the right to revoke the credit).</p> <p>Question: Are there national standards or prior discussion that might be available for us to look at?</p> <p>M. Nassir: (1) Could make a similar motion about DIV courses as well, for transfer students? (2) Any decision about this could go out as a PIG to the advisors, but not necessarily a stated policy in the Catalog or GEO website.</p> <p>Motion is deferred to the next GEC meeting.</p>	J. Pettit will bring up issue to the F board and will report back (Transfer credits)
DISCUSSION ITEMS		
NEW BUSINESS		
UPCOMING MEETINGS	<p><b>FALL 2021 MEETING SCHEDULE: Mondays from 12:00 - 1:00 p.m. via Zoom</b></p> <ul style="list-style-type: none"> <li>September 27</li> <li>October 11</li> <li>October 25</li> <li>November 8</li> <li>November 22</li> <li>December 6</li> </ul>	
ADJOURNMENT		Meeting adjourned at 1:02pm

Respectfully submitted by Mandy Westfall-Senda, Secretary (Fall 2021).  
Approved on 09/27/2021 with 8 votes in favor of approval and 0 against.