

General Education Committee
August 28, 2006
Hawai'i Hall 208
Minutes

CALL TO ORDER

The meeting was called to order at 12:35 p.m. by the chair.

Present: Helen Baroni (chair), Richard Bigus, John Engel, Jon Goss, Susan Johnson, Megumi Taniguchi, George Wong.
Ron Cambra (OVCAA), David Chin (SEC), Jan Heu (A&R), Tom Hilgers (GEO),
Helene Sokugawa (OVCAA).

Absent: Cristina Bacchilega, Ruth Kleinfeld (emeritus).
ASUH representative has not yet been assigned.

MINUTES: The minutes of April 25, 2006, were approved as submitted.
Goss asked whether the Simplification Committee had made any progress. Bacchilega, Baroni, and Hilgers met during the summer. It was agreed that Hilgers should identify Gen Ed policies/procedures that might be simplified. He will report to the GEC at a later meeting.

ACTION AND INFORMATION ITEMS:

1. Chair's Report (Baroni)

Baroni reiterated a procedural decision made by the GEC last semester: Policy changes will not be made at the meeting during which the possible change is first discussed.

2. Liaisons (Baroni)

a. Baroni explained the role of liaisons: to serve as a link between the board and GEC; to channel information between both groups; and to submit brief written reports to the GEO for dissemination to the GEC. (Liaisons are non-voting members of the boards on which they serve.)

b. Liaison assignments:

Foundations Board: Johnson

Focus Boards: E: Goss O: Bigus

Hawaiian/Second Language: Bacchilega

H: Wong W: Engel

3. Fall 06 calendar with Foundations and Focus deadlines was distributed and reviewed (attached).

Wong reported that H Board will strictly adhere to the Focus deadlines; i.e., to be reviewed for inclusion in the printed Schedule of Classes, the proposal form must be submitted to the GEO by the 9/8/06 deadline. Hilgers and Baroni will prepare an email reminder of Focus deadlines, including the H Board's policy, for distribution to faculty by Thursday, 8/31.

4. 5-year Diversification (D) Review Process (Baroni, Hilgers; GEC Diversification Subcommittee–Baroni, Bigus, Goss, Taniguchi)

a. D Review Packet sample materials distributed to members (attached). Includes
– memo to chairs – review criteria – report form
– list of departments scheduled for 5th year review in F06.

Goal of 5th year review: to ensure alignment of D hallmarks and D courses as currently taught. Review will be spread across 4 semesters.

- b. Approved by GEC consensus:
 - All of a department's D courses will be reviewed in same semester, regardless of when a course was first approved for a D designation.
 - F06 review process will serve as a pilot and that, based on the number of changes, the GEC will decide on procedures in October.
- c. Implications for other UH Campuses
A draft memo on articulation ramifications to Council of Academic Officers was discussed (attached). GEC supports the memo as written.

Discussion:

- Since all System campuses are likely to review their own D courses, we will need
 - process to share recommendations from review
 - process for reconciling any differences between campuses
- Possibility: use system discipline-based faculties to resolve possible differences.
- System offices might help facilitate such meetings.
- Ultimate goal: Any system course with shared Alpha+Number meets same requirement on all system campuses.

6. Focus Course Availability (Hilgers)

Data on Fall 06 Focus offerings and enrollment summaries for the Focus areas were distributed (attached). Liaisons were asked to take the data to their boards and to discuss implications/recruiting methods.

Hilgers reported that, though enough seats are offered overall, the larger majors typically do not offer enough E and O Focus courses for students to meet the requirement in their majors. Many department chairs are ill-informed of their department's Focus offerings. Some departments offer a mandatory sequence of 3 courses with Focus credit attached to third course; other departments might consider a similar approach.

5. S07 Focus Designation Process: Course-based Designations (Hilgers)

- a. The modified *Course-Based Focus Designation Proposal* form was distributed (attached). Course-based proposals will be reviewed by the GEC for *inherency of Focus* (criteria 1).

6. Conditional Course-based Approvals

- a. GEC set conditions for 6 Focus courses for Fall 06. (Condition: department must submit a copy of the UHM-2 form to GEO [by 10/16/06] showing new Catalog course description that references inherent Focus elements.)
- b. UHM-2 forms for ENG 270, ENG 271, ENG 272 were submitted. (Added to each course description: *A significant portion of class time is dedicated to writing instruction, and the course requires a minimum of 4,000 words of graded writing.*)

MOTION: It was moved and seconded to give ENG 270, ENG 271, ENG 272 3-year course-based approvals. The motion passed unanimously.

6. Student Wild Card Request for O Waiver (Baroni, Taniguchi)
Discussion of submitted documentation (attached): assessment lacking; hallmarks were met; does not explain how skills were developed, supervision, feedback; lacks specificity.

Discussion will continue at the next meeting.

WRAP UP

1. Hilgers and Baroni will prepare an email reminder of the S07 Focus deadlines for distribution to faculty by Thursday, 8/31.
2. Liaisons were asked to take Focus data to their boards and to discuss implications/recruiting methods.

Next meeting: Monday, 9/11/06, 12:30-2:00 p.m., Hawai'i 208.

If you have any agenda items, please email Baroni <hbaroni@hawaii.edu>.

The meeting adjourned at 2:00 p.m.

Submitted by Barbara Mueller-Ali, Recorder