Honolulu Community College
CTE General Education
Ad Hoc Committee to Review CTE Course Applications
June 18, 2012
Room 7-602, 9am - 11:00am

Members present: Diane Caulfield (CTE), Frank Fenlon (Counseling), Jennifer Higa-King (UC), Kara Kam-Kalani (UC), Sandy Sanpei (CTE)

Recorder: Jennifer Higa-King

I. Review of Applications

The committee received 11 applications to review. Recommendations and actions were based on a consensus among UC and CTE representatives. The committee wishes to acknowledge Frank Fenlon who served as an observer and provided valuable information to the committee about courses and advising.

Members agreed that the certification cycle will be once every 5 years. In some cases, applications were granted provisional certification and given a year to address committee concerns and recommendations.

Courses Certified for 5 Years

Course: CA 100, Survey of Graphic Styles
Category: Humanities and Fine Arts

Course: CA 101, Power of Advertising
Category: Social Sciences

Course: FAMR 244, Aging
Category: Social Sciences

Course: SW 200, The Field of Social Work
Category: Social Sciences
Courses Granted Provisional 1-Year Certification

The committee judged that the following applications were not ready for certification.

- FAMR 100, Personal and Professional Development (Social Sciences)
- FAMR 296, Working with People (Social Sciences)
- KLS 195, Personal Health and Wellness (Social Sciences)
- SOSE 21, Family Dynamics and the Social Work Interview (Social Sciences)
- SOSE 55, Individual Counseling (Social Sciences)
- SOSE 145, Group Counseling (Social Sciences)
- SOSE 270, Substance Abuse Counseling (Social Sciences)

The applications shared similar problems which are summarized next. The committee recommended that each course be granted a 1-year, provisional, certification. The year will provide time for faculty to revise the applications and, if needed, seek changes in course SLOs through the Curriculum and Programs Committee (CPC).

The applications focused on the applied aspects of the course related to personal development. Instead, the committee members concurred that resubmissions need to show how each course is designed to achieve the hallmarks of the CTE General Education social or natural sciences categories. The applications lacked a clear alignment between course SLOs and hallmarks. One area in particular that needs improvement is coverage of the scientific method and research methodologies used in the social or natural sciences, such as case studies, observational methods, experimental method, correlational and longitudinal studies (Question #2). Another area is demonstrating how a course enables a student to analyze, synthesize, interpret and apply social or natural science concepts. That is, SLOs and demonstration of knowledge attained should reflect a student’s ability to read a study, interpret the results, and apply the findings (Question #3).

The committee recommends that each resubmission include the following, due in advance of the Spring 2013 deadline for Fall 2013-Spring 2014 catalog changes:

1) Revised CTE Gen Ed Certification Application Form for Social or Natural Sciences.
2) CTE Gen Ed Certification Hallmark Questions for the Social or Natural Sciences.
3) Copy of the official course outline instead of an individual faculty syllabus.

The Fall 2012 to Spring 2013 academic year will be the final period of certification for courses that are not certified by the CTE General Education Board.

II. Recommendations for Future Applications

- The CTE GenEd Board should keep track of certification cycles and provisional status of courses, post the information on the General Education website, and update applicants of upcoming deadlines. The Board should also consider posting electronic copies of documents of approved courses on the website.
- The Board should maintain a copy of application forms in articulation folders located in the Administration Building.

- Require all applicants to submit: (1) a copy of the official course outline instead of an individual faculty syllabus; (2) CTE Gen Ed Certification Application Forms; and (3) CTE Gen Ed Certification Hallmark Questions.

- Require applicants to submit electronic copies of all documents to CTE General Education Board Chair.

- Provide form-fillable documents that allow the user to save progress of work for future editing.

III. CTE General Education Category Listing

The committee was charged with reviewing “high priority” courses identified by Deans and Division Chairs. However, we did not receive applications for all courses (FT 111, FIRE 100, ICS 100, and ICS 101), which have implications for programs, counseling, and advising students in the fall. The committee wishes to stress the importance of (1) updating a list of approved courses for each category, and (2) continued work on certification of all courses that appear under each category. The original proposal showing which courses satisfy each CTE General Education category needs to be revised soon so that counselors have an accurate list from which to advise students.