I. Accomplishments

A. Statement of Intent

The statement of intent for the sub-board was updated to reflect current information, including a link to the charter and general procedures.

B. Posting of Minutes

Minutes from the previous academic year (2012 - 2013) were posted to the website by this year’s chair. The former chair had previous committee members approve the minutes before posting.

All minutes for the current academic year (2013 - 2014) have been reviewed and posted to the website.

C. Posting of End of Year Report/List of approved courses

The previous year chair’s end of year report and list of approved courses have been posted to the website by the current chair. This combined document will be archived at the end of the year.

This year’s end of year report will be posted at the end of the academic year. The list of approved courses is up-to-date and has been separately posted on the website.

D. Creation of Archive Category

The need for an archive category on the website became apparent early in the fall semester. Five documents have already been placed in this category for historical purposes.

E. CTE General Education Document

The document was modified to reflect the five categories for the AS, AAS, ATS degree requirements section of the document. Additionally, category titles were renamed to be consistent with the HCC catalog. Specifically, this meant changing, “Numeracy…” to “Quantitative and Logical Reasoning”.
The document was also reviewed for accuracy with the Communications and Q & L respective departments since all general education courses were changed to the 100 level. The Q & L category remained the same but the Communications category was changed. The decision by the Language Arts department was to have the contents for that category mirror the AA contents.

F. Program Compliance with General Education Requirements

All programs are now in compliance with the new AS, AAS, ATS general education requirements. Programs that were out of compliance were notified of their deficiencies and met the deadlines to comply with the new requirements.

G. Certification of courses on General Education list

Courses that had not gone through certification were notified. Faculty either sent courses in for review by the sub-board or chose not to apply. Those courses that have not been reviewed were removed from the AS, AAS, ATS general education list. The courses sent for review were either approved or not approved based on whether or not these met the criteria for that category.

H. Disclaimer statement

Since categories on the AA list differs from categories on the AS, AAS, ATS list and some courses on the AS, AAS, ATS list are not on the AA list, the need for a disclaimer statement was necessary. The counseling staff developed the disclaimer statement as follows which will be included in the 2014-2015 catalog in the narrative part of requirements for AS, AAS, ATS degrees:

Some courses taken to fulfill the AS, AAS, ATS General Education requirements at Honolulu Community College may not be applicable toward degrees at other institutions including University of Hawai‘i Campuses. Detailed information regarding course transferability from Honolulu Community College to other UH System Campuses is available from the UH Course Transfer Database at www.hawaii.edu/transferdatabase. Students pursuing an Associate in Science (AS) or an Associate in Applied Science (AAS) degree with the intent to transfer and pursue a baccalaureate degree, should meet with an Academic Counselor.

I. Consolidation of Forms

Since the application form and hallmark questions consisted of two separate forms with some redundancy, the sub-board worked very hard to consolidate the forms for each category into one document. These documents were changed from pdf to Word to facilitate the completion of forms by applicants.
J. Approved Course Applications

All approved course applications were posted on the website by semester approved. This will make it easier in the future for recertification. Additionally, a binder filled with hard copies of the approved course applications now resides on top of the curricula files in the administration building.

K. Ethics

One sub-board member agreed to develop a sample narrative to address the ethics area of general education for accreditation. The model (HSER) was shared with the chair and a senior member of the Ethics Committee who both agreed that it fit the criteria for ethics. The Ethics chair or senior member accompanied the CTE chair and met with all CTE program faculty to present the model so that each program could develop their own statement for inclusion in their respective program reviews. The completed statements have all been reviewed by either the Ethics chair or senior member of the committee prior to program review inclusion. Most CTE programs have completed their statements. The rest of the programs will complete their statements over the summer in time for program review in the fall.

L. Listing of Committee Members

A complete list of committee members was posted on the website. This was done to ensure that anyone could ask any committee member questions, i.e., to facilitate communication.

II. Important notes

A. 2013-2014 Catalog Errors

The sub-board identified thirteen errors in the AS, AAS, ATS general education requirements list for the 2013-2014 catalog. The General Education Articulation Sub-Board Chair was notified about the errors. After considerable discussion, a decision was made between the two General Education Board Co-Chairs (aka General Education Articulation and CTE Sub-Board Chairs) to honor the printed catalog, including the mistakes. It was felt that this would be the least disruptive for students and would support the advice given by the counselors and others who had used the printed catalog as a basis for assisting students in the selection of courses during registration.

B. Rotation of CTE faculty

Following the charter, it was determined that Evelyn Greene (Tech 1) and Jim Poole (Tech 2) would be the continuing CTE members for the sub-board. Sharon Ota’s (Tech
2) and Diane Caulfield’s terms would end after this academic year. Tech 1 and Tech 2 division chairs will need to send replacements to serve for the 2014 - 2016 academic years.

C. Catalog assistance

The General Education Board Co-Chairs provided considerable assistance in reviewing the AA and AS, AAS, ATS general education requirements lists for the 2014 - 2015 catalog. However, it was stated in the meeting prior to their involvement in the catalog production that this assistance would be only for one time as it is the responsibility of administration, not the GEB Co-Chairs or its members to oversee the catalog and its contents.

D. 197 course listings

While it is highly unusual to list 197 (experimental) courses as fulfilling general education requirements, Math 197 and Phys 197 E, F, M, P were listed as fulfilling the AS, AAS, ATS general education requirements for the respective degrees. These were not part of the thirteen identified errors noted in II A earlier but were allowed since the college needed to rapidly upgrade the courses for accreditation. The Math and Phys 197 courses will remain on the list for the 2014 - 2015 catalog. Since experimental courses are only allowed experimental status for up to two years, the course numbers should change for the 2015 - 2016 catalog.

E. Replacement of CTE counselor representative

In March, our colleague and dear friend, Frank Fenlon passed away. Frank had worked on general education issues for many years and was a valuable member of the sub-board. He was instrumental in the development of the disclaimer statement and was an active participant on the sub-board. Marilynn Ito-Won was designated as his replacement and has been included in recent emails.

F. Calendar for Certification submissions

The final deadline for submission of courses to be considered for certification is January. This deadline as well as prior deadlines will continue to be coordinated with CPC. The January deadline was set and adhered to for catalog production purposes.

G. Decision making process

The CTE General Education sub-board chair did not follow the decision making process as written in the charter. Instead she allowed everyone on the sub-board to participate in
discussion and decision making. This inclusive style facilitated the collegiality felt amongst the members.

III. Recommendations

- Monitor the 197 courses and check who will certify these courses (CTE, diversification or foundation sub-boards) once course number has changed from experimental number.

- Check on sub-board members’ feelings about the decision making process. It was agreed at the GEB meeting on April 24, 2014 to keep the present structure but to revisit all processes and procedures next academic year.

- Modify Statement of Intent to include CTE academic counselor. The language on membership carried over from the original statement and the new statement makes reference to the charter but the Statement of Intent should more clearly reflect the presence of the academic counselor on the sub-board.

Submitted by:

Diane Caulfield
CTE General Education Sub-Board Chair
2013 - 2014