Honolulu Community College  
End of the Year Report from the General Education Board  
May 17, 2011

This report presents information about the activities of the University College General Education Board, Fall 2010 through Spring 2011.

I. Overview
   A. General Education Board:
      • Foundations (Global Multicultural, Symbolic Reasoning, Written Communication). Jerry Saviano, Chair
      • E-Focus (Ethics). Chris Ann Moore, Chair
      • WI-Focus (Writing Intensive). Marcia Roberts-Deutsch, Chair
      • HAP-Focus (Hawaiian, Asian, and Pacific Issues). Keala Chock, Chair
      • Diversification (Arts, Literature, Humanities, Social Sciences, Biological Science, Physical Science, Science Laboratory). Jennifer Higa-King, Chair
      • Speech. Kara Kam-Kalani, Chair

   B. Each board has posted, on HCC’s intranet, hallmarks with explanatory notes, proposal forms, board reports, system documents (e.g., multi-campus agreements), a list of certified courses and instructors, and a schedule for recertifying courses and instructors.

II. Foundations Board Report (FW, FS, FG, course-based certification)
   A. Steve heading Foundations
   B. Written Com using new computer program
   C. New courses approved?
      None. A list of Foundation-approved courses is posted on the Intranet.

   D. Number of courses with hallmark-related course SLOs?
      12 of 12.

   E. Number of courses without SLOs?
      None.
F. Types of assessment? Plans for assessment?
   Written Communication (FW). Activities include knowledge surveys and a research paper assignment that all sections of ENG100 include into their individual course curriculum. Instructors meet on a regular basis to evaluate survey results and sample papers to assess achievement of SLOs.

   Symbolic Reasoning (FS). Activities include knowledge surveys and questions embedded in quizzes and exams. Questions on surveys and exams are aligned with hallmarks and designed to measure achievement of course SLOs. Departments meet every 3 to 5 years to evaluate survey results and scores on SLO questions. Groups discuss strategies for how to cover SLOs and possible modifications of SLO.

   Global Multicultural (FGA, FGB, FGC). Instructors measure the degree to which students achieve hallmarks and SLOs through knowledge surveys, ranking of SLOs, essays, papers, and by embedding a set of questions in their final exams. After grades are assigned faculty meet to evaluate a random sample of student responses to these questions. Discussion of results from all assessment tools takes place on a regular basis.

G. Any system meetings or changes? None.

III. E-Focus Board Report (HETH, instructor-based certification)
A. New courses approved?
   None. A list of E-Focus courses and a schedule for recertification are posted on the Intranet.

B. Number of courses with hallmark-related course SLOs?
   All certified courses have hallmark-related course SLOs (6). A list of courses currently certified is posted on the Intranet.

C. Number of courses without SLOs: None

D. Types of assessment? Plans for assessment?
   Hallmark related student evaluations, committee assessment of assessment and continuous improvement of assessment instrument and instruction based on the results. Individual instructor assessments will be reported Fall 2011 as part of recertification process.
E. Any system meetings or changes? None.

IV. WI-Focus (WI, instructor-based certification)

A. Approved courses:
   1. Eric Shaffer - New WI Certification for ENG257E - Wild Writing: Environmental and Ecological Non-Fiction (new course)
   2. Fumi Takasugi - New WI Certification for SOC 257: Introduction to Sociology of Japan (new course)
   3. Charlene Gima - New WI Certification for ENG 251: British Literature Before 1800 (existing course)
   4. Jeff Stearns - New WI Certification for ENG 209: Business and Managerial Writing (existing course)

   A list of courses currently certified and additional material will be posted on the Intranet by the end of the semester.

B. Number of courses with hallmark-related course SLOs?
   All.

C. Number of courses without SLOs?
   None. Courses cannot be certified without meeting the hallmarks.

D. Types of assessment? Plans for assessment?
   Various forms of assessment are being used, ranging from in-class writing assignments and quizzes to midterm and final exams as well as papers that go through the formal process of draft - feedback - revision that is essential to the WI process. Writing samples were collected in Fall 2010 and additional ones will be collected in Spring 2011 in order to do another round of embedded assessment (evaluation of student writing samples).

   In addition, all WI faculty are required to have their students fill out the separate WI course evaluation each time a course is taught. Reports from those evaluations are given to the instructors (along with any other evaluation that might have been completed) and the WI Chair receives an aggregate report for the WI program as a whole.

E. Any system meetings or changes?
   The Chair will be attending the annual system meeting of WI Coordinators on April 29 and will prepare an annual report.
V. HAP-Focus (combination of instructor based certification)

A. New courses approved?
   None. A list of HAP-approved is posted on the Intranet.

B. Number of courses with hallmark-related course SLOs?
   All courses (6) have SLOs
   - BOT 105 & HWST 105, John Delay
   - GEOG 122, John Delay
   - GEOG 122, Alapaki Luke
   - HWST 107, Keala Chock
   - HWST 107, Alapaki Luke
   - HWST 107, Kaiulani Murphy

C. Number of courses without SLOs?
   None

D. Types of assessment? Plans for assessment?
   At our last meeting, the HAP committee developed a framework to further analyze HAP course assessments and a plan to enhance or maintain the current assessment tools utilized. We have requested from our assessment specialist all HAP approved courses and will begin to review and formulate a plan.

E. Any system meetings or changes?
   We do not have any scheduled HAP System meetings, but historically, there is one major meeting of all campuses at the end of each school year. The Chair will provide a report of the meeting.

VI. Diversification Board Report (course-based certification)

There are 173 courses that have a diversification designation. For a majority of existing courses, the certification occurred in 2001, and approved en masse by HCC’s University Council on Articulation. The Diversification Board is in the process of recertifying courses in phases, and establishing a 5-year recertification cycle:

   DA and DL courses March 2011
   DH courses by August 2011
   DS courses by January 2012
   DB, DB+DY, DP, DP+DY, DY courses by April 2012
A list of diversification-approved courses and schedule for submitting and reviewing recertification proposals are posted on the Intranet.

A. New courses approved:
   1. F2010, 7 new courses approved for diversification designations
      • ART 107D, Introduction to Digital Photography (DA)
      • BIO 123, Hawaiian Environment Science (DB)
      • CHEM 272, Organic Chemistry I (DP)
      • CHEM 272L, Organic Chemistry I Laboratory (DY)
      • ENG 257E, Wild Writing: Environmental and Ecological Non-Fiction (DL)
      • ENG 257Q, Modern Fantasy in Literature and Film from Peter Pan to Edward Cullen (DL)
      • PHYS 105, Principles of Technology (DP+DY)
   2. S2011, 4 new courses approved for diversification designations
      • PSY 220 Introduction to Behavioral Psychology (DS)
      • PSY 225 Statistical Techniques (DS)
      • PSY 230 Introduction to Psychobiology (DB)
      • PSY 270 Introduction to Clinical Psychology (DS)
   3. Courses recertified
      • ENG 250 American Literature
      • ART 112 Introduction to Digital Art
      • 8 (DL courses) in process for recertification.

B. Number of courses with hallmark-related course SLOs?
   All new courses and newly recertified courses have hallmark-related course SLOs (24 out of 24).

C. Number of courses without SLOs?
   It is unclear how many of the remaining yet-to-be certified courses (149) have SLOs. As we recertify courses, the board will check for the presence of SLOs and retain copies on file. Courses will not be recertified without SLOs aligned with hallmarks.

D. Types of assessment? Plans for assessment?
   1. Course-level assessment
      Faculty have developed a variety of activities to measure achievement of course SLOs, and include quizzes, exams testing fact-based and
conceptual knowledge, completion of class or studio or laboratory projects, essays, knowledge surveys. Faculty use results from these activities to modify and improve delivery of courses.

2. Program-level assessment
   None. The Diversification Board will meet to develop a plan for assessing program-level outcomes across the different diversification designations.

E. Any system meetings or changes? None.

VII. Speech
A. New courses approved?
   None. A list of Speech-approved courses is posted on the Intranet.

B. Number of courses with hallmark-related course SLOs?
   All certified courses have SLOs (2, SP151, SP251).

C. Number of courses without SLOs?
   None.

D. Types of assessment? Plans for assessment?
   Assessment activities include student speeches and embedded questions on exams. The questions assess knowledge of concepts or theories and communication. A subset of SLOs will be assessed on a rotational basis, such that all SLOs will be assessed every two years. The Speech faculty will meet on a yearly basis (then move to a three-year cycle) to discuss and determine if the SLOs are being addressed by the embedded items.

E. Any system meetings or changes?
   None.

Submitted by: Jennifer Higa-King, General Education Board Chair