E-Focus Committee Notes
September 30th

Present: Chris Ann Moore (chair), David Panisnick, Ron Pine, Doug Madden (Elliot Higa and Jim Poole were excused)

The committee welcomed our new CTE faculty representative Doug Madden. Chris Ann confirmed that she had been in communication with our other new CTE faculty representatives, Jim Poole and Elliot Higa, and that they were aware of the meeting and the issues to be discussed. They had also both reviewed the ENG 120 application for E-Focus designation and had provided their feedback.

**CTE ETHICS EDUCATION:** The committee once again reviewed and discussed all of the materials that had been created for the proposed CTE ethics education across the program curriculum, which have now been posted on the intranet. Chris Ann shared that she had met with the Dean and Division chair of Tech II and all Tech II program chairs. She had had presented to both the Dean and Division Chair for Tech I, as well as to several Tech I faculty. She presented to to the FSEC, CPC, CTE General Education Board, the General Education Board and the UC Dean’s and Division Chair meeting. She is now on the agenda to present at the next Tech I division meeting. She has also given feedback to on the Tech I “Work Habits Rating Scale” and suggested revisions that would make it a possible assessment tool for Tech I ethics education across the various programs. At this point it is up to each program to use the proposal, in any way the faculty deem is appropriate, to facilitate their own efforts to meet the WASC ethics requirement. Chris Ann has made it clear that she is available to help in anyway she can.

**SYSTEM-WIDE E-FOCUS:** Chris Ann reported that she has also continued discussions with KCC and LCC faculty about reinstituting a system-wide lower level E-focus requirement. Although, there is some support on both campuses and some movement forward has been made, it seems that this will entail a lot of work, which no one is prepared to take on at this point. We can expect progress but it will be slow.

**ASSESSMENT OF E-FOCUS APPLICATION:** The committee reviewed Manoa’s revised E-Focus certification application and compared it with the committee’s current application, which was based on Manoa’s original application. The committee agreed that the certification process has always gone smoothly and that “if it ain’t broke,” don’t fix it. The committee unanimously agreed to continue with the application we are now using but that we may have to consider conforming to Manoa’s procedures if they eventually accept lower level E-Focus classes. Since, WASC no longer demands General Education courses be spread over all four years, this is a possibility, one that we hope to see realized.

**ADOPTION OF ETHICS RUBRIC:** The next round of re-certifications will be in Fall 2016 and Spring 2017. At that time all faculty will need to present assessment
internal data, other than the required E-Focus student evaluations, and subsequent course improvements. The committee agreed to adopt Manoa’s rubric for assessing an E-Focus assignment based on the E-Focus hallmarks as a suggested tool for all E-Focus faculty to use. All agreed that it provided a well thought out and relatively simple way to convert insights into numerical data. The rubric has now been posted on the intranet and all E-Focus faculty have been encouraged to utilize it.

**APPROVAL OF ENG 210:** The committee reviewed Cara Chang’s application for certification of English 210 as an E-Focus course. The committee unanimously approved the application upon the completion of certain revisions to the syllabus, including an inclusion of ethics education into the course description. All agreed that this course will be a great addition to our E-Focus offerings. The requested changes were subsequently made and Eng. 210 was added to the list of E-Focus courses and the VCCA was notified of the approval.