Honolulu Community College
General Education Board
Meeting Minutes
April 24, 2014

Members present: Diane Caulfield, Jennifer Higa-King, Kara Kam-Kalani, Alapaki Luke, Chris Ann Moore, Steve Mandraccia

Members absent/excused: Eric Shaffer

Recorder: Jennifer Higa-King

I. Unfinished Business
   None

II. New Business
   A. Assessment of GEB structure and function
      GEB members reported that the first year of the new structure proceeded smoothly. GEB sub-board and committee chairs reported noticing very little, if any, difference in the functioning of sub-boards and committees. The exception was smoother processing of applications in terms of completing decisions in time for upcoming DCC and CPC meetings and deadlines for the catalog and banner. Diane reported that she asked the CTE Division chairs to attend the GEB meeting so that they could provide feedback on the experiences from the CTE representatives to the various GEB sub-boards/committees.

      Regarding the CTE sub-board, Diane reported that the sub-board accomplished a lot because everyone contributed and worked well together. It was a very collegial group. However, one point of concern was whether the CTE sub-board properly followed decision-making by consensus (as stated in the charter), when all attending the meeting were included in discussions and decision-making. GEB members agreed that input from and inclusion of all individuals attending a meeting was acceptable and definitely encouraged, but that decision-making should be conducted among voting sub-board members only. This is the case for all GEB sub-boards and committees.

      Next, Jennifer provided the following summary of results for new courses. (Note: Renewals for existing courses are processed and tracked by individual sub-boards/committees.) The GEB received nine applications for GE designations. Processing began with submission of material to the appropriate GEB co-chair (CTE or articulation) who then forwarded applications to appropriate sub-boards (e.g., WI, foundations). Out of the nine applications, eight received approval for
one or more GE designation. One application was withdrawn, by the initiator, for future submission. The average time between a GEB co-chair receiving an application and forwarding completed GE reviews to the DCCs was 11 days. Coordination with the CPC in establishing and following a timeline for curriculum review contributed to the efficiency and speed with which applications were processed.

Last, an important observation for future consideration came from a CTE faculty member on the Diversification sub-board who served on several sub-boards. The individual stated that based on their experience “there’s nothing unique that CTE can or needs to contribute” and that the number of CTE members on the sub-boards be reduced to one to better utilize CTE resources.

The GEB agreed, by consensus, to continue to utilize the current structure and charter of the board and re-assess in the Spring of 2015.

B. Annual Report
Steve and Diane agreed to work on the GEB Annual Report for submission to the CPC and FSEC. The report will include a summary of actions taken by the GEB and summaries from each GEB sub-board/committee. Sub-board/committee chairs were asked to forward a copy of their reports to Steve and Diane, and post copies on the GEB intranet website. Target deadline: Completion in time for the final CPC meeting.

C. Changes in the GEB membership
Diane will be stepping down as chair of the CTE sub-board. The next CTE co-chair will be announced soon after the start of the Fall 2014 semester. Jennifer will be returning from sabbatical and was elected to serve as the chair of articulation sub-boards and committees and as co-chair of the GEB for 2014-2015.

The GEB thanks Diane and Steve for their service and dedication.

III. Next Meeting: Fall 2014