Honolulu Community College
General Education Board

Meeting Minutes
August 18, 2014
Room 7-602, 9am

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

Members absent/excused: None

Recorder: Jennifer Higa-King

I. Unfinished Business
   None

II. New Business
   A. Membership updates
      Speech and the CTE Gen Ed sub-board are working on finding members to fill vacancies due to faculty leaving the college and faculty rotating off a board. Kara and Diane will make final membership changes on the intranet.

      A point raised by Diane was difficult finding faculty to serve on the GEB. Even with help from the CoC, filling slots can be tough.

      Regarding asking lecturers to serve, the decision was made to allow each sub-board and committee to decide whether to allow lecturers to serve as voting or non-voting members.

   B. Review charter
      Members reviewed the overall scope of authority of the GEB. The purpose of all GEB sub-boards and committees is to evaluate applications for general education designation certification, renewal, and modification.

   C. Curriculum Deadlines and Process
      Members reviewed a draft of curriculum application deadlines for the 2014-2015 academic year. To allow for applications for January, Jennifer will ask Jeff Stearns to include a January 16 meeting of all DCCs. In addition, the GEB will work with Katy’s office to update deadlines for the catalog production timeline. It is important to note that the last day for curriculum changes to the catalog and
banner will be January 30, 2015. A final version of the Curriculum Deadlines for 2014-2015 will be posted on the GEB and CPC intranet websites. In terms of process, all new curriculum applications – whether or not the applicant seeks general education designation – should be submitted to the corresponding GEB co-chair. Applicants are to submit hard copies of the general education certification form(s) and CPC form(s). The co-chair will distribute the forms to the corresponding sub-board or committee and retain CPC forms until all designation reviews have been completed. Once completed, the co-chair will forward the CPC form(s) to the DCC.

Renewals, modifications, and other changes for existing courses do not need to be submitted to a GEB co-chair and should, instead, be submitted directly to the GEB sub-board/committee, DCC, or CPC.

Note that GE sub-boards and committees are responsible for creating electronic copies of forms to circulate among members. They are also responsible for maintaining hard and/or electronic copies of all applications. For now, electronic copies can be posted on the intranet.

D. Course-to-course articulation.
Jennifer wanted to relay information received after a meeting with counseling about course-to-course articulation. The GEB does not process course-to-course articulation. However, applicants interested in course-to-course articulation should submit a course description and syllabus to Erica Balbag-Gerard who is the Articulation Contact.

E. KSCM (Kuali Student Curriculum Management) system general information
Kara and Katy gave a brief overview of KSCM to the board.

III. Other Items
None

Next Meeting: TBA