Honolulu Community College  
General Education Board  

Meeting Minutes  
February 19, 2015

Members present: Evelyn Greene, Jennifer Higa-King, Kara Kam-Kalani, Steve Mandraccia, Chris Ann Moore, Eric Paul Shaffer

Members absent/excused: Alapaki Luke

Recorder: Jennifer Higa-King

I. Unfinished Business
   None

II. New Business

Review, Clarification, and Possible Modification of Charter for GEB, Sub-Board, and Committees
   A. Review of board responsibilities
      - Meetings occur when there are applications to review, possible charter changes, assessment, updating processes, changes in system recommendations, and membership.
      - Chairs should represent faculty and campus concerns and not just personal opinion.
      - Intranet. Sub-boards/committees should post meeting minutes and maintain an updated list of approved courses/instructors. Sub-board/committee chairs should maintain hard copies of applications and post electronic copies (or location of copies) on the Intranet.

   B. Procedure for processing applications
      - Applicant gives the form to the board/committee chair
      - The chair may provide general feedback and suggestions for improving the application before forwarding to the sub-board/committee for review.
      - The applicant may submit the form as is or make changes at his/her discretion.
      - The chair forwards application to sub-board/committee members.
      - The sub-board/committee makes the final decision (see next section about decision-making).
C. Decision making
   a. Decision-making is based on consensus.
   b. If consensus cannot be reached, the applicant has the right to meet with the sub-board/committee to present their case. If still no consensus, a final decision is made by a majority vote by all members of the sub-board/committee. **Addendum: Note that this point needs to be incorporated into the GEB Charter, presented to the CPC for approval, and ratified by the FSEC.**

D. Term limits
   a. Membership and rotation of sub-board/committee chairs and members

   Members agreed that sub-board/committee chairs should come from sub-board members who have already served on the sub-board/committee.

   Members agreed to discuss the idea of term limits – for chairs and members – with their respective sub-boards/committees. The results of these discussions will be addressed at the next GEB meeting.

III. Other Items
   A. FSEC request for self-evaluation.

   The GEB falls under the CPC. Thus, instead of submitting a separate document to the FSEC, GEB members agreed to submit an annual report to the CPC as a form of self-assessment. The report will be submitted in time for the May 15th CPC meeting.

   B. Sub-Board Annual Reports due: April 24th (Friday) at last GEB meeting of the year.

Next Meeting: April 24, 2015. Noon. Room - TBA