Honolulu Community College  
General Education Board  
Meeting Minutes  

January 9, 2014

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

Members absent/excused: Diane Caulfield, Alapaki Luke

Recorder: Jennifer Higa-King

I. Unfinished Business  
None

II. New Business  
A. Newly certified courses

Approved courses
- ENG 257YA, DL, WI
- MUS 107, Foundations (FGC)
- MUS 107, Humanities/Fine Arts (CTE GE), see below.

Pending
- MUS 107, Humanities/Fine Arts (CTE GE). The CTE GE board will be meeting later today to discuss MUS 107.

Addendum: Diane later reported that MUS 107 was approved for inclusion in the CTE Humanities/Fine Arts.

- MATH 75 (Quantway 1). No articulation designations or CTE GE certification needed. Steve will be sure to forward curriculum application to UC-DCC.

- MATH 100Q (Quantway 2). Under review at Foundations Sub-Board (symbolic reasoning, FS). As Foundations Sub-Board Chair, Steve will be sure to forward curriculum application to UC-DCC.

Discussion about MATH 75 and MATH 100Q. Chris Ann asked about the impact of MATH 75 on PHIL 110. Specifically, would a MATH 75/PHIL 110 sequence also fulfill the symbolic reasoning requirement for the AA degree? Steve explained that students would not be able to take MATH 75 in place of
MATH 25. The MATH 75/ MATH 100Q sequence is intended for "non-STEM" students. MATH 75 will not be a standalone course, but will be a prerequisite for MATH 100Q. Thus, students would not be able to use a combination of MATH 75 and PHIL 110 to satisfy the FS requirement. Students may use PHIL 110 to fulfill the FS requirement only if they have either completed MATH 25 or placed in MATH 100.

B. Courses seeking multiple designations
The board discussed whether there should be limits on the number (or combination) of general education designations for a single course.

Members agreed that multiple designations are possible (e.g., DS, WI, and Speech), given that some designations are skills or method-based (e.g., Speech, WI) and other designations are more content-based (e.g., diversification).

The overall recommendation is to consider whether a course can adequately cover the hallmarks and SLOs of multiple designations, on a case-by-case basis. Hence, to coordinate certification across different designations, members agreed to add the following question to the application forms, “What other designations have been approved or applied for: ______________.”

C. Assessment of GEB structure and function
Members discussed assessment of the GEB structure and function. Suggestions for measures of effectiveness:

- The annual report from all sub-boards/committees that includes a summary of the courses that were reviewed.
- The percentage of courses (instructors) approved over the academic year.
- How long it takes to approve a course/instructor.
- Survey faculty who have applied for certification.

The next GEB meeting will serve as a “working meeting” where members will draft questions for a survey of faculty.

D. Filling membership slots on sub-boards and committees
Sub-board and committee chairs are to tell Diane or Steve (GEB co-chairs) if they will need to fill slots on their committees, and if the board needs to ask the Committee on Committees to assist in recruiting members.

E. GE Annual Reports Due: April 11, 2014 (Friday)
- Reports should include a summary of approved courses/instructors for the 2013-2014 academic year, other sub-board/committee discussions, and actions taken.
- Sub-board/committee chairs will post a copy of their annual reports on the HCC intranet website, and give a copy of the report to the GE co-chairs who will collate the reports into one document. The GE co-chairs will forward the document to the VCAA, CPC, FSEC, and each GEB member.

III. **Next Meeting:** March 14, 2014, room 7-405, 11am. This will be a working meeting to create assessment survey.