Honolulu Community College  
General Education Board  
Meeting Minutes  
November 15, 2013

Members and Guests Present: Diane Caulfield, Frank Fenlon, Evelyn Greene, Jennifer Higa-King, Karadeen Kam-Kalani, Chris Ann Moore, Eric Paul Shaffer, Fumiko Takasugi

Members absent/excused: Alapaki Luke, Steve Mandraccia

I. Unfinished Business  
None

II. New Business  
A. Curriculum Deadlines  
Diane and Jennifer reported that CPC has extended the deadline for curriculum changes to a spanking-new and absolute deadline: January 24, 2013, which is a week before the final CPC meeting for all curriculum actions. Summary of modified GEB, DCC, and CPC January meetings:

- GEB: January 9th (Thursday)  
- DCC: January 17th (Friday)  
- CPC: January 24th (Friday)

Summary of remaining deadlines for GEB sub-boards/committees:

- December round  
  Applications are due December 2nd for December 13th decision deadline. For our boards, all decisions and materials submitted will be reported and held until January.

- January round  
  Applications are due January 6th for January 9th decision deadline.

B. Clarification Concerning Responsibility for the Catalog or Curriculum Files  
Our understanding of this issue is that the board affirms that it is not the responsibility of the GEB to update approvals for the catalog or curriculum files. Our understanding is that this is the responsibility of the VCAA’s office. We seek clarification concerning this responsibility and process for all involved. The GEB can review materials, but we do not have the final authority to make changes or approve these materials.

C. Changes in Sub-Board/ Committee Members for Spring 2014 Due to Sabbatical Leaves  
The only change will be that Steve Mandraccia will become Interim GEB Co-Chair. All other current chairs will remain the same.
D. Location of Electronic and Hard Copies of Approved Certification Applications
Marcia and Russell have been asked to provide a place for completed certifications. Completed applications for certifications and re-certifications should be available to all faculty.

The model for re-certification packets should be an application and appendix of assessment results and review. The application is kept on file with sub-board/committee; whereas the appendix is returned to the applicant, in order to preserve privacy. As a policy, assessment data for re-certification applications should be made available only to reviewing committee members, due to privacy issues.

E. Recommendations to CPC to Update Curriculum Flow Chart to Show Role of CTE GE Sub-Board in Certifying Courses for CTE GE Categories
To the CPC, we will propose updates on wording on the Curriculum Proposal Flow Chart.

F. Discussion on What to Do When There are Changes in a Course’s SLOs (After Certification)
When instructors change SLOs for courses being taught, sub-boards/committees will wait until the re-certification process to officially assess those changes of the SLOs.

G. Policy About Courses with Multiple Designations (ENG 257M--DL, HAP, WI)
We recommend that division chairs advise instructors to be cautious concerning delivery of the course material when applying for multiple designations for a course.

H. Proposed Amendment of the GEB and Sub-Board Charter
The CTE GE sub-board would like to amend the General Education Board and Sub-Boards charter, Section B, under Committee Composition and Governance, #3c to simply read that, "Decision-making will be done by consensus, a process in which all members involved in the decision-making have had input into the discussion, understand the decision, and will publicly support it. Once consensus is reached, the decision will be considered as passed and the result recorded." as is consistent with all other sub-boards.

More specifically, the CTE GE Sub-Board proposed amendment will delete the following from #3c:

- The two Tech I and two UC faculty board members will decide upon proposals from Tech I.
- The two Tech II and two UC faculty board members will decide upon proposals from Tech II.
- One Tech I, one Tech II, and the two UC faculty members will decide upon proposals that affect both Tech I and II programs.

The CTE GEB sub-board approval process is currently running smoothly without problems and all sub-board members have been active participants. However, the CTE GEB sub-board is concerned about the possibility of future problems having to do with the decision making process.
Jennifer reminded members that part of the approval process for a new charter included a statement, at CPC and FSEC meetings, that the GEB would keep the new charter in place for at least a year, assess how sub-boards and committees function under the new charter, and consider changes based on feedback and assessment.

After discussion, the GEB members reached consensus to reconsider an amendment at the end of the academic year, using assessment to guide consideration of amendments and/or changes to the charter.

III. Next Meeting
The next GEB meeting will be on Thursday, January 9, 2014, at 11 AM, in 7-602.

Eric Paul Shaffer, Recorder