Honolulu Community College
General Education Board

Meeting Minutes
October 10, 2014

I. Unfinished Business

None

II. New Business

A. Role of the Chair of each Sub-Board in processing applications
   Process
   Look for completeness
   Forward apps to committees

   The current understanding of the process is that new course applications go to the Gen Ed Board co-chairs and remain there till everything is approved and then go to DCC.

   Existing course applications go directly to the Foundations, Focus, or Diversifications Sub-Board Chair. The recommendation is to have the chair examine the application only for completeness and then pass the application on to the committee members for their examination and approval. If the committee refuses to approve, then the application is returned to the applicant for required changes and a re-application.

   The discussion focused on whether the attention of the chair should be limited to first approval or simply to inspection for completeness in order to assure shared governance by all committee members. The proposal is that there should be no initial approval by the chair alone after submission of the application and that the committee should specify what clarifications and changes must be made before the application will be reviewed again.

B. Clarifying procedures for reviewing of applications.
   Forms. Include question about all other designations course/instructor is approved for or is seeking approval for.

   For applications, each board can require the electronic format they find most useful.
The forms for any designation must also include all other designations in order to inform all committee members concerning which certifications are being sought for the course or instructor.

“Has your division chair been consulted concerning your application for this focus/diversification?” will be added to our focus and diversification applications.

Voting by consensus

Voting by consensus means that all voting committee members vote. Consensus means that all members will publicly support the proposal or application.

C. Proposal from CTE co-chair (currently Diane) for modifying charter membership

Diane consulted with CTE faculty concerning their duties on the sub-boards. Based on CTE experience, they have developed a proposal concerning streamlining CTE participation in the sub-boards.

The proposal is to reduce the CTE faculty on the Diversifications committee from 3 to 2 faculty members.

The proposal is also to remove all CTE faculty on the Focus and Speech Focus Sub-Boards (WI, HAP, Ethics, and Speech), reducing the number from 3 to 0.

Justifications are that CTE faculty will still be participatory while reducing the direct responsibility of the CTE faculty.

Diane provided pages with the proposed emendations highlighted for the board members to examine (pages 7 and 11 of the GEB charter).

The discussion indicated that the proposed changes will be voted on by the General Education Board and then passed up to both the CPC and the FSEC.

The Gen Ed Board voted to approve of this change to the charter contingent on the approval of the Gen Ed CTE Sub-Board. Change will be effective as of the beginning of Spring 2015 semester. Addendum: Changes pending approval by CPC and ratification by FSEC.

D. Proposal from Steve Mandraccia for modifying Foundations Board charter membership

Steve raised the issue of the membership and operations of the Foundations Sub-Board. The current charter indicates that only four of the eight members review and approve applications, which reduces the thoroughness of the process.
The proposal is that the Foundations Sub-Board become one committee instead of four sub-committees.

Foundations sub-board will now consist of three areas, instead of committees, with two faculty members for each, two from UC and two from CTE, which means the voting will remain balanced between UC and CTE.

The voting will remain the same, but the number of reviewers will be expanded.

This proposal was approved by the committee. Changes will take place Spring 2015. 
Addendum: Changes pending approval by CPC and ratification by FSEC.

III. Other Items

None

Next Meeting: Spring Semester 2015, TBA

Minutes submitted by Eric Paul Shaffer