Minutes

Board Members: Evelyn Greene (CTE) (GEB Co-Chair); Kara Kam-Kalani (Speech) (GEB Co-Chair), Alapaki Luke (HAP); Mieko Matsumoto (Diversification); Ron Pine (Ethics); Eric Paul Shaffer (Writing-Intensive)

Visitors: Ann Abeshima, Jennifer Higa-King, Marilyn Ito-Wan, David Panisnick, Brent Rubio, Fumiko Takasugi

Absent: Steve Mandraccia (Foundations)

I. Meeting began at 1:01 PM.

II. Approval of minutes for the previous meeting was unanimous.

III. Discussion Items

A. Follow up on GEB Charter changes to voting procedures

Chair reviewed the GEB Charter changes for voting procedures and encouraged all board members to read and review the charter for consistency and clarity. Comments and corrections were requested by e-mail.

B.1. Revisiting the Charter: Duties of the Sub-Board Chairs

After a lengthy discussion of the attendance of board and sub-board member representatives, the committee recommended a reminder in the minutes concerning item 4 in the “Meetings, Decision Making, Attendance” sub-section of the “Committee Composition and Governance” section of the HCC General Education Board Charter: “Non-attendance will mean loss of input in the decision making process for items or issues raised during the meeting that a member did not attend or arrange a proxy. Chronic lack of attendance is grounds for the GEB to request, from the member’s sub-board, replacement of that sub-board’s representative with one able to attend.”

B.2. Maintaining the Board's intranet website
The discussion included recommendations that all boards and sub-boards keep their intra-net websites current with respect to certifications, meeting minutes, and other relevant board and sub-board information.

In order to stay ahead of other college deadlines, a November 20, 2015, deadline is recommended for all updates. However, all board and sub-board committee chairs should certainly complete updates of current certifications by January 4, 2016.

B.3. The committee discussed the process for appointing board members to the Foundations sub-board. The discussion focused on how to replace the Symbolic Reasoning representative on the Foundations sub-board. The Board directed the Gen Ed board chair to contact the FS sub-board chair and request that he hold a meeting to let the sub-board members decide on a replacement for the Philosophy 110 lecturer Judy Sokei.

C. Standardization of sub-board web pages for certified courses

Primarily, this item addressed the need for current certifications to be posted by semester and year so that instructors and other interested parties can determine whether certifications are currently valid and/or in need of re-certification.

D. Clarification of five year recertification for course designations

The discussion provided a few items of consensus:

First, if there are no SLO changes to the courses, the member agree that we do not need to do re-certifications for Diversifications. Most believe that re-certification should not be necessary unless the SLOs have changed. Most members think that re-certification should be a system decision, by which the board will abide. Some believe that re-certifications should be eliminated for all boards. A minimum level of review is recommended for all re-certifications.

One point of emphasis that was underscored many times is that whatever our board decides, the following must be paramount: 1) our actions must not jeopardize HCC UH-system articulation in any way and 2) whatever the board is directed to do should be delivered to the board in writing.

The clearest formulation of the proposed changes is the one written by Mieko Matsumoto, who emphasizes standardization across all boards. She writes:

“Our committee is in favor of supporting Jennifer Higa-King’s suggestion for revision of the recertification process.

- Every 5 years, the sub-boards ask for an updated course syllabus with SLOs, course description, and course content.
- The sub-boards review the syllabus to make sure a course content and coverage are appropriate for a gen ed designation. (No assessment, assessment of assessment.)
- The approved syllabus goes into the articulation folder. Which can then be used by others as a guide for who teach the course in the future.

The committee is in favor of this revision under the following two conditions.

- Changes to the recertification process would be for all sub-boards - WI, speech, ethics, HAP, diversification, CTE, foundations.
- The UH System will continue to accept the designation from the sending campus, as guaranteed by the VCAA."

Foundations is in favor of reviewing hallmarks for consistency every five years and minimum re-certifications.

CTE is fine with no re-certifications unless the SLOs change. There are no articulation conflicts.

E-Focus is for streamlining diversifications but not the re-certification process, especially because of the fact that E is an instructor--not a course--designation.

HAP is moving toward standardization of SLOs at the system level. For course re-certification at HCC, they favor streamlining. Re-certification at HAP is turning in a current syllabus and a narrative explaining how the delivery of the curriculum addresses the hallmarks and describing particular teaching strategies and topics. The procedure is described on the HAP application: “When requesting an H designation, the applicant should submit a set of statements on a separate page, pointing out how the course specifically addresses the Hallmarks. A single focused paragraph with some specific examples for each Hallmark is usually sufficient.”

Speech favors standardization across the board and minimum re-certification requirements and the elimination of the assessment component.

WI has already implemented streamlining for WI re-certification, which covers both re-certification and assessment in one short application. WI also already requires a current syllabus with all applications for re-certification. In contrast with Mieko Matsumoto’s recommendations above, WI does NOT favor standardization for all sub-boards, especially because the essential distinction between course-based certification and instructor-based certification is not being adequately addressed in this suggestion. As we have recently seen at HCC, these two approaches to certification are fundamentally different; instructor-based certification requires direct attention and specific response to hallmarks by each instructor seeking certification in order to assure that all instructors certified for WI have agreed to the requirements of the certification.

E. Gen Ed certification loophole (revisit)
When, after course approval by DCC and CPC, instructors return for any other Gen Ed certification, and if a change in course SLOs is made or required, then the instructor must return to the DCC and CPC with a course modification form for approval again after GEB certification. Our recommendation is that in order to avoid this problem, all applications come first to the Gen Ed Board. All applicants should consult and follow the Course Modification Flow Chart. The DCC and CPC should also be aware of the requirement to return courses with a SLO change to the GEB.

F. Other items

None were raised.

IV. Next meeting

Our next meeting will be on the Friday, November 13, at 1:00 PM, location TBA.

V. Adjournment

You bet.

Minutes submitted by Eric Paul Shaffer