Honolulu Community College
General Education Board
Annual Report
Fall 2012 – Spring 2013

Board: General Education Board (GEB)

Names of Board and Sub-Board Members (2012-2013)

Career and Technical Education (CTE)
  Diane Caulfield, Frank Fenlon, Evelyn Greene, Kara Kam-Kalani, Sandy Sanpei (chair),
  Paul Sherard, Fumiko Takasugi

Diversification
  Arts, Literature, and Humanities: Mieko Matsumoto
  Social Sciences: Jennifer Higa-King (Chair)
  Natural Sciences: Brent Rubio

Ethics (E-Focus)
  Chris Ann Moore (Chair), David Panisnick, Ron Pine

Foundations
  Written Communication: Charlene Gima, Jerry Saviano
  Global Multicultural: David Panisnick, Pat Patterson
  Symbolic Reasoning: Steve Mandraccia (Chair), Judy Sokei

Hawaiian, Asian, and Pacific Issues (HAP-Focus)
  Rob Edmondson, Leon Florendo, Alapaki Luke (Chair), Kaʻiulani Murphy, David Wong

Speech Requirement
  Kara Kam-Kalani (Chair), Douglas Raphael, Fumiko Takasugi

Writing Intensive (WI-Focus)
  Eric Shaffer (Chair), Revolving WI faculty

Dates of GEB Meetings

<table>
<thead>
<tr>
<th>October 8, 2012</th>
<th>January 25, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26, 2012</td>
<td>February 25, 2013</td>
</tr>
<tr>
<td>November 9, 2012</td>
<td>February 27, 2013</td>
</tr>
<tr>
<td>November 19, 2012</td>
<td>April 15, 2013</td>
</tr>
</tbody>
</table>

Sub-Board Reports
Annual reports for 2012-2013 will be posted on the HCC intranet. Copies are provided at the end of this document.
Board Topics Covered and Action Taken

1. Course-based certification. The HAP and Ethics sub-boards will be moving forward to consider course-based certification and grandfathering any previously designated courses. As part of this move, the sub-boards agreed to ensure parity among multiple sections of a course by ensuring that full-time faculty and lecturers receive orientation about syllabus content and student learning outcomes (SLOs). In addition, sub-boards are to ensure that instructors are assessing course SLOs and assessing their results.

2. Ethics and ILOs. The Ethics sub-board asked members to consider a draft of the Institutional Learning Outcomes (ILOs) that includes the phrase “applies ethical principles and methods of deliberation.” Members were supportive of including ethics in the ILOs.

3. GEB Re-structure and charters. The vast majority of time was dedicated towards re-structuring the GEB to include a sub-board to review applications from CTE programs for course certification of CTE general education categories. Issues raised included but are not limited to: (a) accreditation requirements; (b) equal representation between CTE and UC faculty; (c) consideration of the number of faculty having to serve on the GEB and its sub-boards; and (d) authorization of the GEB as a board of the CPC and/or the FSEC.

Important enactments:
- The CPC and FSEC approved a structure for the GEB, January 18, 2013 and January 25, 2013, respectively.
- The GEB presented a draft of charters for approval by CPC April 26, 2013. A copy is posted on the HCC intranet. The draft was approved pending points of clarification including authorization of the GEB. The GEB will present a final draft of charters to the FSEC for approval at the May 10, 2013 meeting.

Future Activities
- Re-evaluate deadlines set for completing course or instructor certification and designations to better coincide with DCC, CPC, banner, catalog deadlines.
- Review curriculum proposal flow chart.
- In collaboration with CPC, VCAA, and catalog/banner, consider developing a form that will document completion of certification of designations, from the GEB to the DCC and CPCs.
Sub-Board Annual Reports

Career and Technical Education (CTE)
  Diversification
  Ethics (E-Focus)
  Foundations
Hawaiian, Asian, and Pacific Issues (HAP-Focus)
  Speech Requirement
  Writing Intensive (WI-Focus)
CTE Sub-Board End of the Year 2012-2013 Report

Submitted by: Sandra Sanpei
April 23, 2013

Fall 2012

AUGUST 16, 2012

Sandy Sanpei was elected the new chair and FumiTakasugi was chosen as Recorder.

Discussion began regarding the CTE Board charter.

Additional members for committee for CTE representative - Evelyn Greene from Tech I. and UC member to represent Natural Sciences - Paul Sherard.

OCTOBER 19, 2012

7 courses submitted for certification consideration of which 5 were approved and 2 denied

Spring 2013

FEB 8, 2013

CTE General Education Charter proposal was opened for discussion. membership could not be agreed upon and as a result, the committee postponed discussion pending clarification.

Old Business included the subject of cleaning up catalog: deletions, corrections, certified (add) and not certified (delete).

  • put back CE 211 into Natural Science
  • Phil 50 appears under Quantitative or Logical Reasoning in both catalogs. It was agreed this is a problem.
  • SP 151, 251 How did this double listing come about?

The committee felt all we can do is forward the information to VCAA. A memo was then generated to the VCAA. A meeting occurred and a follow-up email. However, the situation continued to remain unresolved.

FEB 22, 2013

5 Applications for certification were received of which 2 were tabled. Art 30 and CHEM 55 were tabled in order to verify the validity of its continuation.

Voting for CTE General Education Committee composition membership - Vote resulted 3 in favor and 3 against.

MARCH 15, 2013

7 Applications were submitted for certification of which 5 were approved and 2 denied.
<table>
<thead>
<tr>
<th>Course Alpha &amp; Number</th>
<th>Course Name</th>
<th>Date</th>
<th>Approved</th>
<th>Duration</th>
<th>Denied</th>
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</thead>
<tbody>
<tr>
<td>FT 200</td>
<td>Culture, Gender, and Appearance</td>
<td>OCT 19, 2012</td>
<td>Approved CTE Social Science</td>
<td>5 years Fall 2017</td>
<td></td>
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<tr>
<td>FT 216</td>
<td>Fashion Sketching</td>
<td>OCT 19, 2012</td>
<td>Approved Humanities and Fine Art</td>
<td>5 years Fall 2017</td>
<td></td>
</tr>
<tr>
<td>HUM 50</td>
<td>Introduction to Reasoning (cross-listed with PHIL50)</td>
<td>OCT 19, 2012</td>
<td>Approved Humanities and Fine Art</td>
<td>5 years Fall 2017</td>
<td></td>
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<tr>
<td>AEC 135</td>
<td>Introduction to the Built Environment</td>
<td>OCT 19, 2012</td>
<td>Approved CTE Social Science</td>
<td>5 years Fall 2017</td>
<td></td>
</tr>
<tr>
<td>CMGT 211</td>
<td>Surveying for Construction</td>
<td>OCT 19, 2012</td>
<td>Approved CTE Social Science</td>
<td>5 years Fall 2017</td>
<td>denied in Natural Science</td>
</tr>
<tr>
<td>OESM 101</td>
<td>Introduction to Occupational Safety &amp; Health</td>
<td>OCT 19, 2012</td>
<td>Approved CTE Social Science</td>
<td>5 years Fall 2017</td>
<td>denied in Social Science</td>
</tr>
<tr>
<td>ICS 100</td>
<td>Computing Literacy and Applications</td>
<td>OCT 19, 2012</td>
<td>Approved CTE Social Science</td>
<td>5 years Fall 2017</td>
<td>denied in Social Science</td>
</tr>
<tr>
<td>KLS 195</td>
<td>Personal Health and Wellness</td>
<td>FEB 8, 2013</td>
<td>Approved CTE Natural Sciences</td>
<td>5 years Spr 2018</td>
<td></td>
</tr>
<tr>
<td>FAMR 296</td>
<td>Working with People</td>
<td>FEB 8, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
<td></td>
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<tr>
<td>SOSE 270</td>
<td>Substance Abuse Counseling</td>
<td>FEB 8, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
<td></td>
</tr>
<tr>
<td>ART 30</td>
<td>The Visual Arts</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Humanities and Fine Art</td>
<td>1 year Spr 2014</td>
<td></td>
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<tr>
<td>CHEM 55</td>
<td>Fundamentals of Cosmetic Chemistry</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Natural Science</td>
<td>1 year Spr 2014</td>
<td></td>
</tr>
<tr>
<td>FAMR 100</td>
<td>Personal and Professional Development</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
<td></td>
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<tr>
<td>FAMR 133</td>
<td>Dynamics of Family Violence</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
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<td>FAMR 141</td>
<td>Parenting</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Social Science</td>
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<td>ICS 100</td>
<td>Computing Literacy and Applications</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
<td>denied in Social Science</td>
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<tr>
<td>OESM 101</td>
<td>Introduction to Occupational Safety &amp; Health</td>
<td>Mar 15, 2013</td>
<td>Approved CTE Social Science</td>
<td>5 years Spr 2018</td>
<td>denied in Natural Science</td>
</tr>
</tbody>
</table>
Membership
Current members, Mieko Matsumoto and Brent Rubio, have agreed to continue serving on the Diversification Sub-Board of the General Education Board for 2013-2014. Jennifer Higa-King will serve as chair.

Certification of New Courses
The Diversification articulation sub-board certified three new courses: ENG 257C (DL); MUS 121Z (DA); and MUS 122Z (DA).

Certification and Re-Certification of Existing Courses
The sub-board completed the process of certifying and re-certifying existing courses this academic year. The process began fall 2010 and involved 187 courses, administered primarily within the University College, but also included a few from the Career Technical Education programs. The sub-board certified 170 out of 187 courses (90.9%). A set of these courses are cross-listed, but for accounting purposes are treated as separate courses.

The Board has posted on the HCC intranet an updated list of courses current in their certification. The list was forwarded to the VCAA for final approval and processing.

The Chair commends board members for their diligence, expertise, commitment, and time dedicated towards the mass certification of applications. Thank you Brent and Mieko!

Future Activities
The Diversification Board will move to electronic submission of applications. The VCAA’s office has scanned all applications and produced electronic PDF copies for the board. The Board will post all approved applications online and make available documentation of applications for the campus community.
There are no new E-Focus designated courses. The list remains the same at that submitted at mid-term. The next recertification cycle for all current courses is in 2016.

David Panisnick replaced member, Marcia Roberts-Deutsch, who moved to administration.

After discussion, the E-Focus Board unanimously voted to change from instructor based to course based certification, by email vote taken on March 1st. All current instructors/courses have already been certified, so their courses were “grandfathered-in” as certified. It was agreed that the current instructors are responsible for guiding new instructors, for their respective courses, to ensure the hallmarks are being met, agreed upon assessment strategies utilized and subsequent improvements documented. These changes only apply to HCC courses. Transfer courses are subjected to the review system already in place.

This past semester, the E-Focus chair has concentrated on reinstituting a system-wide E-Focus requirement for the AA degree through various meeting and correspondence with philosophy professors at other system college. She has also worked extensively with CTE Program Liaisons and Division Chairs to aid CTE programs in documenting and assessing the ethic component of their instruction. It is hoped that this will help in WASC accreditation and that ethics education will once again be expressed in our ILO’s, as it had been for decades.
Annual Report: Foundations Program  
Campus: Honolulu Community College  
Chair of campus Foundations Board: Steve Mandraccia  
Date: April 11, 2013

I. Approval Criteria

Yes  No

1. Foundations requirement is established as a general education requirement of the campus’ associate of arts and/or bachelor’s degree.
Comment: YES

2. Foundations hallmarks (FW, FS, FG) are the criteria used to approve courses as F designated.
Comment: YES

3. There is appropriate campus support including
   a. adequate numbers of courses to meet student needs.
   Comment: YES

   b. adequate support to manage the Foundations program
   Comment: YES

   c. adequate budget for expenses related to the Foundations Board
   Comment: YES, but haven’t spent any money related to hallmarks in the past 4 years (at least)

4. There is an appropriate course designation and course renewal procedures.
Comment: YES
All Hallmarks and applications are posted on HCC intranet website, listed under the General Education Board. Additional information for explanatory notes, applications, and foundations requirements are also posted.

5. There is an appropriate assessment of student learning outcomes and the use of the assessment results to improve educational effectiveness.
Comment: YES
However, assessment is being modified is some courses and hallmarks are being correlated to slo’s.

6. There is faculty training that is consistent with Foundations requirements.
Comment:
II. Course Changes

7. List new course approved during current academic year. Anthropology ANTH151 approved September 2012

8. List Foundations approved courses whose designation was terminated or changed:

9. List any Foundations approved courses that were renewed.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Subject</th>
<th>Course #</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGC</td>
<td>Rel</td>
<td>150</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FGC</td>
<td>AMST</td>
<td>150</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FGA</td>
<td>Hist</td>
<td>151</td>
<td>Fall 2009</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>FGB</td>
<td>Hist</td>
<td>152</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FGA</td>
<td>Anth</td>
<td>151</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FS</td>
<td>Math</td>
<td>100</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FS</td>
<td>Math</td>
<td>103</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>FS</td>
<td>Math</td>
<td>115</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
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<tr>
<td>FS</td>
<td>Math</td>
<td>135</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
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<tr>
<td>FS</td>
<td>Math</td>
<td>140</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
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<tr>
<td>FS</td>
<td>Math</td>
<td>203</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
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<td>FS</td>
<td>Math</td>
<td>205</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
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<tr>
<td>FS</td>
<td>Phil</td>
<td>110</td>
<td>Fall 2009</td>
<td>Summer 2014</td>
</tr>
</tbody>
</table>

III. Other

10. Describe any significant issues regarding the Foundations process on your campus.

11. Identify any issues for discussion for the Systemwide Foundations board.

How we classify common foundations courses; slo’s? What is FS or FG on one campus but not others?
April 15, 2013

To: Jennifer Higa-King – Chair, General Education Board
From: Alapaki Luke – Chair; Hawaiian, Asian and Pacific (HAP) focus
Subject: HAP Committee Fall 2012/Spring 2013 Summary of Activity Report

During the Fall 2012 semester, the HCC campus HAP focus committee met once on September 26th to discuss and review the following:


b) Discuss possible courses for new HAP designations and sequence to submit proposals for new designations. POLS180, ANTH, Filipino, and HAW261 courses were ideas for new designations. The sequence for submission was reviewed and proposals would go to division chairs 1st, then diversification and HAP certification, then UCDCC, followed by CPC.

c) Renewal of HAP designations – everyone teaching HAP focus as of that date is current and needed to post certification updates.

d) Discussed GenEd board needs – posted revised charter in Laulima for HAP committee review.

e) Discussed HAP multi-campus group meeting coming up October 19th. Alapaki and Tiani to attend.

f) Discussed HAP end of semester evaluations/assessments: A suggestion was to have SLOS in course address the HAP hallmarks. Another option is to evaluate hallmarks with different approaches throughout the semester, instead of at the end of the semester only. Inquire with other campuses?

During the Spring 2013 semester, the HCC campus HAP focus committee met once on February 13th to discuss and review the following:

a) HAP multi-campus group meetings: group worked on a draft operating guidelines for a System-wide HAP Board. Also a draft HAP SLOs and hallmarks for system board was produced. These will be discussed and voted on in April meeting.

b) Committee discussed new General Education Board structure approved by the HCC campus. Need to revise GenEd Charter to fulfill new structure.

c) Discussed certification of HAP courses by course Alpha instead of instructor. Leeward and Mānoa already implemented this type of certification for certain courses.
Honolulu Community College
Speech Requirement Sub-Board
2012-2013 Annual Report

HONOLULU COMMUNITY COLLEGE
Speech Requirement Board Executive Summary
Fall 2012-Spring 2013
April 30, 2013

Honolulu Community College adheres to the ACCJC standard that students enrolled in the Associate of Arts program develop oral communication skills. Courses qualifying for the Speech (SP) requirement designation are reviewed by the Speech requirement Board and periodically assessed to ensure that the classes meet the hallmarks associated with the SP requirement designation. The SP requirement hallmarks are as follows:

(1) Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student’s oral communication activities.

(2) Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.

(3) Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.

(4) If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.

In Fall 2012 and Spring 2013, no applications were submitted for review by the SP Requirement Board. Hence, no new courses were certified in the Fall 2012 or Spring 2013 semesters.

Certification for the SP requirement is valid for 5 years from the application date of approval. The expiration dates for currently active SP courses are as follows:

SP 151 – Expires 02/16/2016
SP 181 – Expires 01/16/2017
SP 251 – Expires 02/10/2016
SP 253 – Expires 12/17/2016
SP 290 – Expires 06/15/2017

Karadeen Kam-Kalani (SP requirement Board Chair), Douglas Raphael (SP requirement Board), and David Fink (Research Assistant) coordinated the administration
of the Fall 2012 Speech Evaluation. All courses with the SP designation completed the SP evaluation at the end of the Fall 2012 semester. A total of 16 classes (205 students) completed the evaluation.

Data from end of semester evaluations provide evidence that the speech requirement hallmarks are indeed being met. Ample evidence suggests that the first hallmark (i.e., Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student’s oral communication activities) is being sufficiently met in courses certified to meet the speech requirement. Ninety-nine percent of students indicated that they were required to complete three or more oral communication assignments over the course of the semester, and 93 percent of students reported that at least 40 percent of their final grade was based on communication activities. Furthermore, 84.4 percent of respondents perceived that over 40 percent of course activities were dedicated to developing speech communication skills.

The data also confirm that the second speech requirement hallmark (i.e., Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity) is sufficiently being met by instructors of SP certified courses. Eighty seven percent of students agreed or strongly agreed that their instructor provided sufficient speech communication training to prepare them for their speech communication assignments.

Attainment of the third hallmark (i.e., Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor) is also supported by the data. Eighty-seven percent of students indicated that their instructor provided them with specific feedback, critique, and grades for their speech communication activities.

Lastly, a 20 student enrollment cap for SP certified courses has been routinely enforced by Banner, thus preserving the integrity of the fourth speech requirement hallmark (i.e., If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students). The aforementioned findings provide evidence that HCC SP certified courses have met or exceeded the SP requirement hallmarks, and that students are indeed receiving ample training in the development of their oral communication skills.
HCC WI-Focus Chair Report for 2012-2013

Five instructors have been certified or are in the process of certification for seven different courses (See the chart below for details).

There will be an informational meeting before semester's end in order to address a number of pressing WI issues that have been raised within the last six weeks.

Paperwork for certifying IW instructors is circulated by the board chair, and approvals, questions, and comments are provided by board members by e-mail and paper communication. No meetings have occurred.

At this time, board members include Eric Paul Shaffer, WI-Focus Board Chair; Derek Otsuji, Language Arts Division Representative; Cynthia Smith, Humanities Representative; and Fumiko Takasugi, Social Sciences Representative.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course Name</th>
<th>Certified or Recertified</th>
<th>Renewal in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adolewski, Lori</td>
<td>ENG 210: Writing Term Papers</td>
<td>Spring 2013 (Cert)</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Levine, Sharleen</td>
<td>AMST 202: American Experience: Culture and the Arts</td>
<td>IN PROCESS</td>
<td></td>
</tr>
<tr>
<td>Nakamoto</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meacham, Larry</td>
<td>ASAN/POLS 250: Politics in Twentieth Century Asia</td>
<td>IN PROCESS</td>
<td></td>
</tr>
<tr>
<td>Meacham, Larry</td>
<td>POLS 130: Introduction to American Politics</td>
<td>IN PROCESS</td>
<td></td>
</tr>
<tr>
<td>Otsuji, Derek</td>
<td>ENG 209: Business and Managerial Writing</td>
<td>Spring 2013 (Cert)</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Webster, Jenny</td>
<td>ENG 201: Creative Writing</td>
<td>Spring 2013 (Cert)</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Webster, Jenny</td>
<td>ENG 257F: Women in Literature</td>
<td>Spring 2013 (Cert)</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>

Currently, the practice of “dual option” (also known as “bundling” or “blending”) enrollment in WI courses at Honolulu Community College is under review. The recommendation from the WI System Committee is that the practice be immediately discontinued since such enrollments do not meet the hallmarks or the mission...
statement for the WI program. The examination and response to this recommendation is ongoing at this time.