General Education Board Charter
Statement of Purpose: Updated Spring 2009

The General Education Board:

1. acts as a clearinghouse for information on courses that have been articulated, course articulation procedures, and system-wide articulation requirements and status.
2. acts as the central hub for distribution of all application materials for course articulation designation to and from articulation boards.
3. sets policy in articulation situations that are not covered by the purviews of the articulation boards themselves.
4. acts as information distributor for the chairs of the various articulation boards, all of whom are de-facto members of the General Education Board.
5. acts as the delegated representative body for Honolulu Community College in negotiating articulation agreements for transfer-level courses to and from all other campuses in the UH System.
6. is the final arbiter for disputes about interpretation of hallmarks, requirements, and basic standards for articulation that are not specifically covered in the purviews of the articulation boards individually.

Authorization

The General Education Board has been charged with its duties by the Honolulu Community College Faculty Senate Executive Committee (see FSEC Minutes for Sept, 2004), and those duties have been reviewed and approved by the Honolulu Community College Committee on Programs and Curricula (CPC), also a subcommittee of the FSEC. Updated Spring 2009.

Structure of the Committee

The General Education Board membership will be composed of the chairs of each of the articulation boards with the General Education chair to be elected from among the members of the General Education Board.

Scope of Authority

The General Education Board has the authority to approve the charters of all articulation boards at Honolulu Community College. Further, the General Education Board has the authority to require the articulation boards to assess courses, and to provide both assessment plans, and results of assessment activities for review and approval. The General
Education Board sets and enforces policies that concern all of the articulation boards.

Administrative Support

The General Education Board has no designated administrative support. The General Education chair will be responsible for distributing applications for the various Focus, Foundations, and Diversification designations to the individual boards. Any further administrative support will be provided when possible by the University College, and the Dean of the University College.

Membership

It will be the responsibility of each member of the board to attend each meeting. Non-attendance will mean loss of voting status for decisions taken during the meeting that a member did not attend. Chronic lack of attendance will be grounds for the board to request, from the member's articulation board, the replacement of that board's representative with one able to attend. Chronic problems with attendance from the board in question will be grounds for the General Education chair to ask the FSEC chair to remove the members of the board and replace all or some of those members with other members of the faculty.

Conduct of Meetings

Meetings shall be conducted formally, whether in person or electronic, with formal discussion and voting on each decision to be taken.

Special Responsibilities of the General Education Board Chair

The General Education Board Chair has special responsibilities beyond conducting meetings, and in addition to carrying out administrative and other duties required by decisions of the General Education Board. The General Education Board Chair is responsible for distribution of all applications for articulation designation (all applications must go to the Gen. Ed. Chair for distribution prior to being reviewed, and the Gen. Ed. Chair will act as a hub for redistribution of the application to all boards to which it is intended to go). The General Education Board Chair is responsible for maintaining communication between all articulation boards, and keeping information flowing in all directions necessary. All other duties that are necessary and consistent with the position of the General Education Chair, and do not usurp the legitimate and exclusive decision-making responsibilities and authority of the General Education
Board, other articulation boards, and other HCC campus committees, should be exercised when necessary.

Meeting Schedule

Course Review Deadlines

The General Education Board will ensure that courses will be reviewed according to the CPC schedule, with a requirement that all courses intended to fit the catalog will be reviewed at least two weeks prior to the date required by the unit DCC so that they can be given to CPC within the stated schedule for catalog inclusion in the desired semester. The Board will encourage the making of decisions by articulation boards in a timely manner so that course designations can appear in the printed catalog for student convenience.

Chair

The chair of the General Education Board will be elected by a majority of the board members at the last meeting of each academic year to serve for the succeeding academic year.

Selection of Articulation Board Membership

In the interest of maintaining experience, institutional memory, expertise, and willing participation, the articulation board membership will be appointive rather than elective. The Chair of the Faculty Senate Executive Committee will, in consultation with the General Education Board Chair and the Dean of the University College, at the end of each academic year, appoint members (or delegate the responsibility to appoint new members to the General Education Board). The boards themselves will conduct annual elections of the board chair.