General Education Board
Meeting Minutes
August 15, 2011
Room 7-603, 10am

Members present: Keala Chock (HAP-Focus), Jennifer Higa-King (Diversification), Kara Kam-Kalani (Speech Focus), Erika Lacro (VCAA), Marcia Roberts-Deutsch (WI-Focus), Jerry Saviano (Foundations, co-chair).

Members absent/excused: Steve Mandraccia (Foundations, co-chair), Chris Ann Moore (E-Focus),

I. Election of General Education Board Chair for 2011-2012
   Jennifer Higa-King was elected to serve another year as Chair of the Gen Ed Board.

II. New Articulation Website
   We discussed the importance of each board maintaining the information posted under their respective pages. Updates include changes in designations, changes in board chairs and membership, and so forth. For posting courses and instructors with designations, the Gen Ed Board agreed to use the same format and to follow HAP’s table as a template. The deadline for completing updates is set for September 16th.

   Once updates are completed, (1) Jennifer and Jerry will meet with HCC’s academic counselors and explain the purpose and function of the Articulation website and convey the Gen Ed Board’s commitment to keeping the information on the website updated at least once a semester. (2) Jennifer will send an email to the HCC community announcing the Articulation website and differences between course and instructor-based certifications.

III. On curriculum updates and changes
   The next agenda item discussed was the best way for the Gen Ed Board to communicate curriculum changes and updates to Erika’s office and the CPC. We agreed that Jennifer will submit a summary report of the Board’s activities to the CPC and Erika during the Spring semester, and she will coordinate reviews of drafts of the catalog with the Board Chairs and Erika’s office to ensure correct course designations.
IV. Gen Ed Board Charter
The Gen Ed Board decided to do a periodic review of their Charter. The group decided to begin with initial feedback through email and discuss the matter at the end of the semester meeting.

V. Next Meeting
November 14, 2011 (Monday), 1pm-3pm. Location: TBA

VI. Adjournment
The meeting was adjourned at 10:40 a.m.