Honolulu Community College
General Education Board
Meeting Minutes
January 25, 2013
Room 7-603, 10:00am - 12:00pm

Members present: Jennifer Higa-King (Diversification), Kara Kam-Kalani (Speech Focus), Alapaki Luke (HAP-Focus), Chris Ann Moore (E-Focus), Sandy Sanpei (CTE General Education), Eric Paul Shaffer (Writing Intensive-Focus)

Members absent/excused: Steve Mandraccia (Foundations)

Guests: Marcia Roberts-Deutsch (Interim UC Dean)

Recorder: Eric Paul Shaffer

The meeting called to order at 10:06 AM by Jennifer.

I. Approval of Minutes
   Members approved the minutes of the November 19, 2013 meeting.

II. Unfinished Business
   None.

III. New Business

   A. Re-Structuring the General Education Board (GEB)

      The CPC and FSEC have approved “Proposal 2” (see Attachment #1) for re-structuring the GEB. The next step is to work on charters for each sub-board (e.g., foundations, CTE Gen Ed). There was an extended, vigorous discussion of membership and how to create a balance of UC and CTE faculty on each sub-board. Members were aware of the concern from CTE faculty about the number of CTE faculty needed to serve on each sub-board.

      A guiding principle is a balance of membership from CTE and UC faculty. To make the number of required faculty more manageable, the GEB decided to use the idea of having a cadre of CTE faculty who would serve on multiple sub-boards. For example, six UC faculty serve on the Foundations sub-board committees – two on the Written Communication committee two on Symbolic Reasoning, and two on Global-Multicultural. Instead of six CTE faculty members, the proposal is to have just two who
would serve on all of the Foundations sub-board committees. Thus, there could be as many as six or as few as two CTE faculty members serving on the Foundations sub-board committees.

Regardless, one faculty member from CTE and one from UC would serve as co-chairs of each sub-board, and these co-chairs would serve on the GEB. From the GEB there would be one CTE and one UC faculty who would serve on the CPC. Attachment #2 shows a draft of membership for each sub-board.

B. Discussion of certification of instructors vs. courses

Alapaki checked the UH-system policy of course-based certification of HAP courses. There does not seem to be problem with shifting from instructor- to course-based certification. Chris Ann also agreed that a similar policy would be acceptable for certifying E-Focus courses.

Alapaki made a motion to provide instructors the option to apply for course-based or instructor-based certification. Kara seconded. The motion passed unanimously.

Applications for certification will have to be amended to allow course-based or instructor-based options. Transfer of existing certification status can be effected by a common form submitted to the appropriate GEB sub-board/committee.

C. Including Ethics in ILOs (Chris Ann)

E-Focus is proposing a program-based certification in order to encourage the inclusion of ethics education in our mission and outcomes, either in an articulated within a 100-level course or non-articulated across the program.

Within a 100-level course, 12.5 hours would be devoted to Ethics; in a non-articulated course, 8 hours would be devoted to Ethics; and in a program, 8 hours within the program would be devoted to Ethics.

D. Special Note

Discussion at the January 25, 2013 FSEC meeting included the accreditation requirement of college-level general education courses. The GEB noted that deciding whether a course is college-level or transfer-level is not a function or a responsibility of any GEB at any level. There was unanimous agreement by the Board on this issue.

IV. Next Meeting

The next meeting will convene on February 22, at 10:00 AM, in 7-603. Members will meet, bringing in particular their revised charters to reflect the new committee structure developed in the meeting of 25 January.
Attachment #1. Proposal “2” approved by the CPC and FSEC.

Proposal 2. Separate boards act as clearinghouses for general education courses in CTE and UC programs. Equal numbers of CTE and UC faculty serve on each board or sub-board. The Gen Ed Board consists of the co-chair of each board or sub-board (one CTE, one UC faculty member) and sends 2 voting faculty members (one CTE, one UC faculty member) to CPC.

CPC

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CTE

UC

General Education Board
(co-chairs from each board/sub-board)

CTE Board
(CTE & UC Faculty)

Articulation Board
(CTE & UC FACULTY)

Communications
• Q or Logical Reasoning
• Humanities & Fine Arts
• Natural Sciences
• Social Sciences

FOUNdATIONS
• Symbolic reasoning
• Communication
• Global Multicultural Perspective

DIVERSIFICATION
• Arts
• Humanities
• Literature
• Natural Sciences
• Social Sciences

FOCUS: WRITING INTENSIVE
FOCUS: HAWAIIAN, ASIAN, & PACIFIC ISSUES
ETHICS
SPEECH

11/19/12
Attachment #2. *Draft of a re-structured GEB with membership.*

Proposal 2. Separate boards act as clearinghouses for general education courses in CTE and UC programs. Equal numbers of CTE and UC faculty serve on each board or sub-board. The Gen Ed Board consists of the co-chair of each board or sub-board (one CTE, one UC faculty member) and sends 2 voting faculty members (one CTE, one UC faculty member) to CPC.

General Education Board
(14 members, Co-Chairs from CTE and Articulation Sub-Boards)

CTE GEB
Co-Chairs: Sandy + 1 UC
- CTE GE Committee
  - 3 CTE (Sandy, Diane, Evelyn)
  - 3 UC (Fumi, Kara, Paul)

FOUNDATIONS SUB-BOARD
Co-Chairs: Steve + 1 CTE
- WC Committee
  - 2 UC (Charlene, Jerry)
- SR Committee
  - 2 UC (Steve, Judy)
- GM Committee
  - 2 UC (David, Pat)
- 2 CTE. Both serve on all Foundations Committees. Only 1 serves as a co-Chair on the Foundations Sub-Board

DIVERSIFICATION SUB-BOARD
Co-Chairs: Jennifer + 1 CTE
- Diversifications Committee
  - 3 CTE (TBA)
  - 3 UC (Jennifer, Mieko, Brent)

FOCUS SUB-BOARD
Co-Chairs: Eric, Alapaki, Chris, Kara + 4 CTE
- WI Committee
  - 3 UC (Eric, Cynthia, Fumi)
- HAP Committee
  - 3 UC (Alapaki, Tiani, John)
- Ethics Committee
  - 3 UC (Chris, Larry, David)
- Speech Committee
  - 3 UC (Kara, Doug, Fumi)
- 4 CTE. All serve as co-chairs on FOCUS Sub-Board. Any 3 of 4 serve on all Focus Committees.