Members present: Keala Chock (HAP-Focus), Jennifer Higa-King (Diversification), Kara Kam-Kalani (Speech Focus), Erika Lacro (VCAA), Steve Mandraccia (Foundations)

Members absent/excused: Chris Ann Moore (E-Focus), Marcia Roberts-Deutsch (WI-Focus)

I. Approval of Minutes
Members approved the minutes for the November 4, 2011 meeting.

II. End of the Semester Reports
The board discussed the importance of updating information posted on the HCC intranet including reports, minutes, and certification of instructors and courses.

End of the year reports for 2011-2012 are due April 27, 2012 at the next board meeting. The chair will put together reports from individual boards, submit the overall report to the VCAA’s office, and post the report on the HCC intranet.

III. General Education for CTE Update
Marcia submitted a report covering updates about General Education for CTE and the Writing-Intensive Focus Area. A copy of the report appears below.

Regarding GenEd for CTE, Marcia reported that the CPC approved the recommended changes in the GenEd requirements discussed at the November 2011 meeting. To carryout these changes, the plan is to integrate a sub-board under GenEd Board, increasing the sub-boards from 6 to 7. The new sub-board would be responsible for vetting current courses for the new GenEd requirements for CTE programs and creating a procedure for reviewing and certifying future courses.

Jennifer will discuss changes to the GenEd board’s structure and function with Marcia, and they will put together a draft for the GenEd board to review by the next meeting.
IV. **Intranet**
To clarify the role of the GenEd board, members agreed to change the tab on the intranet linking to board reports and documents from “Articulation” to “General Education”.

V. **Follow-Up: System Foundation Meeting About FS**
Steve gave the committee an update about a meeting Jan 20, 2012 of all system Foundations board chairs, on a proposal from UH-M's Foundations board to change the Symbolic Reasoning (FS) Explanatory Notes. The proposal is to explore options other than the proposed change to the explanatory notes; a new computational skills category, etc. Steve explained that there are no actions proposed or being taken by the group. At present, only discussion of the issues are taking place; discussion on what approach we should take so this issue will not have to be re-visited in a year or so. Steve and Ron Pine will be representing HCC at these meetings.

VI. **Next Meeting**
April 27, 2012 (Friday), 11:30-1pm
Location: TBA
General Education for CTE: The CPC approved the recommendations from the ad hoc subcommittee at its November meeting. This involves changes in the requirements as well as future administration of the courses that fulfill the requirements. It should be noted that with the increase in requirements that will need to be met, there are various options, other than course completion, by which they can be met. The recommendation that most directly concerns the General Education Board involves the creation of a new subcommittee of the Board that will a) finalize the list of current courses that fulfill requirements, and b) confirm criteria and create a procedure by which courses will be reviewed for future inclusion in the list. (This will most likely parallel the procedure currently in use for Diversification—alignment of course SLOs with category hallmarks; the new subcommittee will also necessitate a change in the Gen Ed Board charter.) Based on recommendations from Division Chairs, a sub-committee of four members (2 from Liberal Arts, 2 from each of the CTE divisions) has been identified and should be meeting for the first time next week. After the initial phase of work, membership on this new subcommittee should be handled on a rotating basis, and may increase to six members, given that Tech I will have two divisions within it and University College will also have an additional division of Hawaiian Studies. For reasons that I assume are self-evident, the committee should remain balanced between liberal arts and CTE.

Writing-Intensive Focus Area: Students in Writing Intensive (W-Focus) courses were asked to complete online evaluations in the Fall, as is the usual practice; David Fink set up the customized surveys for us. It is my understanding that he has completed processing the results for individual instructors, and will also prepare an aggregate report for me as WI Coordinator. In addition, WI faculty and other volunteers completed assessment of student writing samples drawn from courses in the 2010-2011 academic year (approximately 110 samples, each read by three readers.) I spoke with David before the break and showed him the rubric that had been used for that assessment. He indicated that he would develop a survey instrument that could be used to tabulate the individual assessments and prepare a summary report. As soon as that report is ready, I will organize a meeting of the WI faculty (and anyone else who is interested) to share with them the results of the student evaluations and the embedded assessment. As soon as issues of management of the campus intranet are worked out, I will post the chart of all courses currently certified for WI, with recertification dates indicated.