Honolulu Community College  
General Education Board  
Meeting Minutes  
October 8, 2012  
Room 7-603, 8am – 9am

Members present: Jennifer Higa-King (Diversification), Kara Kam-Kalani (Speech Focus), Alapaki Luke (HAP-Focus), Steve Mandraccia (Foundations), Ron Pine (E-Focus), Sandy Sanpei (CTE General Education)

Members absent/excused: Eric Shaffer (WI-Focus)

Recorder: Jennifer J. Higa-King

I. Unfinished Business  
None.

II. New Business

Changes in Board Chairs, Creation of CTE General Education Board
- Eric Shaffer is the next chair of the Writing Intensive Board, replacing Marcia Roberts-Deutsch. Alapaki Luke is the next chair of the HAP-Focus Board, replacing Keala Chock. Ron Pine is chair of the E-Focus Board while Chris Ann Moore is on sabbatical.

- Over the summer, the CPC authorized the creation of a CTE General Education Board. This board consists of three CTE and three UC faculty members, and a representative from counseling. Members of this board elected Sandy Sanpei to be chair.

Updating Websites
In preparation for accreditation, chairs were reminded about the importance of updating their board's website and indicating the date of the update.

Charters
Chairs were asked to review and comment on drafts of the General Education Board charter and individual (sub) board charters. With the addition of a CTE board, the overall structure of the board needs to be made and a charter for this board needs to be created. Such a charter should include a statement of intent, scope of authority, and so forth.

Deadlines
Chairs were reminded that the deadline for submitting changes to course or instructor certifications for the Fall 2013 catalog and banner is early March 2013.
Curriculum Folders
Over the summer, the CTE General Education Board asked about including articulation changes (new/removed designations) in the curriculum folders in the Administration building. The usual practice is to keep this information with the board chairs and updated on the intranet. The committee decided to wait for additional information about and implementation of Curriculum Central before recommending changes to the process.

Inclusion of Ethics in HCC’s Institutional Learning Outcomes (ILOs)
At the end of the meeting, Ron asked members to consider a draft of the ILOs that includes the phrase “applies ethical principles and methods of deliberation.” Members were supportive of including ethics in the ILOs, but suggested a shorter version, “applies ethical principles.”

III. Next Meeting
- End of Academic Year Meeting
  March 8, 2013, 11:30am-1pm
  Room: TBA