Present: Diane Caulfield, Chair; Frank Fenlon; Evelyn Greene; Sharon Ota; Jim Poole; Eric Shaffer; Fumiko Takasugi

Guest: Vern Takabayashi; Jeff Kanemoto, ASUH Senator

Meeting called to order at 1:00 pm.

1. Minutes: The minutes from the October 18th Sub-board meeting were approved.

2. Applications: Application for Natural Science designation was received for CMGT 211, a new course. Vern described the content and activities included in the course, and explained that the content of the course will not change based on the instructor teaching the course, as all instructors for it are required to be licensed contractors with extensive surveying background. The course was accepted unanimously.

Recertification applications were received for ENG 209, ENG 210, and JOUR 205, all for a Communications designation. As further clarification, it was noted that these applications are not for a Writing Intensive designation which requires individual applications from each instructor, but are for the general Communications category. All agreed that these courses are useful for CTE students regardless of their major and allow for flexibility and transfer. All three were unanimously accepted.

3. Application Form Revision: New consolidated forms have been developed for all categories: Communications, Humanities and Fine Arts, Social Science, and Natural Science. All forms should include “Also attach a copy of the official course outline (see CurriculumProposal Form).” in order to clarify the submission of the proper course outline. The last sentence on each form should read “Please submit this application to the CTE GenEd Sub-board Chair.” All forms should be submitted in the Calibri font as a Word document to Diane Caulfield by November 30, with an attempt to fit it on a single page. She will distribute to everyone for further proof reading before posting them on the website.

4. Disclaimer Statement: Frank Fenlon developed a disclaimer statement to be inserted in to the catalog in the area defining AS, AAS, and ATS degrees. The purpose of the disclaimer is to communicate to students seeking transfer, alerting them that not all courses may articulate as a required course for their desired degree. Students will be encouraged to see a counselor when preparing to transfer. The disclaimer was accepted by the committee and will be inserted into next year’s catalog.

Some courses taken to fulfill the AS, AAS, ATS General Education requirements at Honolulu Community College may not be applicable toward degrees at other institutions including University of Hawaii Campuses. Detailed information regarding course transferability from Honolulu Community College to other UH system campuses is available from the UH Course Transfer Database at: www.hawaii.edu/transferdatabase. Students pursuing an Associate in Science (AS) or an Associate in Applied Science (AAS) degree with the intent to transfer and pursue a baccalaureate degree should meet with an Academic Counselor.

5. General Education Board meeting information: The CTE General Education Charter was reviewed at the General Education Board meeting, where it was decided to keep the existing language regarding consensus and decision making processes for the current year. The wording will be reviewed when a year’s worth of experience with the current language has accumulated.
6. **Next meeting and announcements:** The deadline for new and recertification of courses has been extended to January 6, 2014. This will necessitate a meeting during the first week of January. Applications received by the CTE GenEd board in December will be held until the January meeting and combined with any new applications received January 6th. The next meeting will be held on January 9th at 1 pm in building 2, room 606.

7. **Adjournment:** The meeting was adjourned at 2:15 pm.