General Education Board, CTE Sub-board Minutes
October 18, 2013
11:00 am - 1:00 pm

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

Guest: Jeff Kanemoto, ASUH Senator

Meeting call to order 11:00 am.

1. Minutes: The minutes from the September 20th Sub-board meeting were approved.

2. Applications: Three class applications were reviewed by the committee, History 151 and 152, and Religion 150. These are Foundations courses which do not automatically transfer in to a CTE category, therefore the opportunity to apply for certification was offered to them. Acceptance by the CTE board would benefit students and the college, by offering more choices for degree completion and articulation to 4-year degrees. Sharon motioned and Evelyn seconded to accept History 151 and 152 in to the Humanities and Fine Arts category. The motion passed unanimously. Sharon motioned and Frank seconded to accept Religion 150 in to Humanities and Fine Arts; the motion also passed unanimously.

For informational purposes, Diane noted that two Foundations classes, American Studies 150 and Anthropology 151, also eligible for consideration, declined to submit applications.

3. Application Form Revision: The application form is being revised to incorporate the Requirement Questions directly in to the application form. Applicants will therefore need only complete one comprehensive form. The Quantitative and Logical Reasoning form developed by Evelyn will be used by a template for the other categories, with the following additions included in the instructions: The application must be typed, and the Official Course Outline as approved by the CPC, as opposed to an individual instructor’s outline, will be attached.

Jim and Sharon will complete the application for the Natural and Social Sciences Category, Fumi will complete the Humanities and Fine Arts Category, and Eric the Communications category.

The discussion continued with the idea of including a disclaimer or warning to students to check the articulation of their general education classes with the institution or degree to which they may want to transfer. Frank will develop a statement and determine the proper place for it in the catalog.

4. CTE Website Updates: Diane has completed necessary work updating, rearranging and generally streamlining the GEB CTE website for ease of use and accessibility. Each course current on its certification is included as of October 1, 2013, with the dates of its approval semester and renewal semester included. Future boards will have a clean and efficient template to work with as course application dates arrive. All minutes are included and up to date, CTE categories are correct, and original documents are being scanned and included. The board members would like to thank Diane for her work.

5. CTE Decision Making Process: The current GEB CTE Sub-board charter includes a paragraph describing the decision making process as being by consensus, and then confines decision making to a restricted number of members determined by the origination of the applications.
2. Meetings
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c. Decision-making will be done by consensus, a process in which all members involved in the decision-making have had input into the discussion, understand the decision, and will publicly support it. Once consensus is reached, the decision will be considered as passed and the result recorded. Decision making will involve an equal number of CTE and UC members, such that:

- The two Tech I and two UC faculty board members will decide upon proposals from Tech I.
- The two tech II and two UC faculty board members will decide upon proposals from Tech II.
- One Tech I, one Tech II, and the two UC faculty members will decide upon proposals that affect both Tech I and II programs.

In practice the breakdown of votes as defined by the bulleted statements is unworkable and in contradiction to the decision-making by consensus paragraph. Diane and Eric will take the concerns of the members to the GEB board to arrive at a workable solution.

VI. UC Replacement Member: Eric Shaffer will remain on the board while on sabbatical during the Spring 2014 semester.

VII. Announcement/Reminders: Everyone needs to complete their updated application forms by the next meeting, November 15, 2013.

The next meeting will be held Friday, November 15, at 1:00 pm in room 2-614.

Meeting adjourned at 1:00 pm.