General Education Board
Meeting Minutes
January 7, 2011
Room 7-635

Members present: Jennifer Higa-King (Diversification), Karadeen Kam-Kalani (Speech Focus), Chris Ann Moore (E-Focus), Marcia Roberts-Deutsch (WI-Focus)

Members absent/excused: Keala Chock (HAP-Focus) Jerry Saviano (Foundations)

The committee met to discuss progress reports, deadlines, and preparation for the self-study accreditation process.

Schedule and Plan for Updates
End of January. Jennifer will schedule a meeting with the chair of each board for an update. The information gathered from these meetings will be used to generate a spring semester report. Information needed is listed below.

- Report of certification/recertification process. Where is your board in this process?
  - Number of courses or instructors certified?
  - Number of courses or instructors needing certification/recertification? Plan for certification/recertification of these courses?

- Hallmarks and SLOs
  - Are HCC hallmarks posted on Intranet?
  - Number of courses with hallmark related course SLOs?
  - Number of courses needing hallmark related course SLOs?

- Assessment
  - What kinds of assessment of course SLOs are being done?
  - Assessment of assessments and modification of courses?

- Documents (HCC and UH-system)
  - Are HCC meeting minutes and documents posted on Intranet?
  - Are UH-system reports and documents posted on Intranet?

- Alignment
  - Which hallmarks are aligned with liberal arts program outcomes and mission?

End of the semester (May). Complete the above with plans for updating (or continuing with) certification processes posted on the Intranet. For consistency across boards, the committee will discuss the possibility of using common headers for URLs for documents, system information, and so forth.