Honolulu Community College
E-Focus Meeting Minutes
Monday, September 27, 2004
3:05-3:52pm

Present: Chris Ann Moore, Chair
Marcia Roberts-Deutsch
Bob Vericker
Larry Meacham
David Panisnick

Chris Ann informed everyone that Ron Pine had asked her to act as chair of the committee while he was on sabbatical and offered to step down if anyone had any objections. It was decided by acclamation that Chris Ann should continue to chair the E-Focus Board in Ron’s absence.

Agenda

1. Recertification of all courses.

The resolutions by the FSEC and General Education committees to recertify all courses this semester were discussed. It was decided that since all E-Focus courses were evaluated in Fall’03 and renewed just last semester in Spring’04 we would submit the paper work from last semester to the Gen.Ed. Board for approval. We will adhere to the current schedule. Therefore all current courses will be reevaluated in Spring’05 and apply for renewal in Fall’06.

2. The designation for all E-focus courses.
   The current suggestion is: HCC-E

This suggestion was unanimously adopted.

3. The Banner designation is now HETH as per Harriet’s email below.
   Should we keep the two different designations or have just one?
   Harriet's email: "... it follows the convention we used for HAP and HCC-H in the title for the HCC specific HAP classes and HHAP for the focus attribute code. I didn't know it was undecided and added HETH and HOC to the Banner attribute table. Let me clarify, HCC-H, HCC-E, and HCC-O appears in the title of the class to identify the focus in its title. The attribute code is what appears on the Class Availability Site as the focus designation. Hope this is clear. Let me know if you do not want the new attribute codes and I will remove them from Banner.

Although concern was expressed that the above might confuse
some students, after consideration of the difficulties of changing an already established designation on Banner the committee unanimously agreed to accept the current designation

4. The language to be required on all E-Focus syllabi to aid student understanding of articulation requirements. The current suggestion is:

“This course fulfills the HCC E focus requirement for the AA degree as well as a ______ diversification requirement for UHM. Students transferring to UHM will be required to take an additional 300 or 400-level E-focus course to fulfill their graduation requirements.”

The above language was accepted by all with the minor modification that the specification of the diversification requirements met by any specific course be left blank to be filled in by the instructor. Chris Ann agreed to research what requirements each current E-Focus course meets.

5. Assessment Strategies. We need to discuss assessment strategies to supplement the use of student feedback provided by the student evaluations that Ron developed. There are two further "tiers" of assessment we must address. The first of these is the assessment that must be done by individual instructors of their own courses. The Gen. Ed. Committee has asked that instructors develop these strategies by the Spring Semester. The next "tier" is the assessment of student work done by the Committee members as per the current WI assessment model. This last is particularly important for this committee because we are seeking to make Ethical knowledge and the skills of ethical deliberation a program outcome.

All present agreed that it was important that Honolulu Community College continue to require ethics education for the AA degree. We discussed how ethics education might be incorporated into the degree in the Administration of Justice. It was also noted that ethics education should be an institutional as well as a program goal.

All agreed we should continue the current evaluation process utilizing student feedback.

It was decided that each instructor would create a written assessment guideline/rubric to be used to evaluate the achievement of Student Learning Outcomes in their courses by Spring’2005.

Strategies for assessment of the E-Focus program were also discussed. The use of exams and student papers as well the
possibility of eventually requiring a student portfolio were all considered. The difficulties in assessing the wide variety of strategies employed by the diverse courses that contain an ethics component were noted. It was unanimously decided to postpone work on this type of program assessment until instructors had decided upon their own evaluation process. A one step at a time approach was considered to be in the best interest of all concerned.