Notes from E-Focus Meeting
April, 2005

Present: Dave Panisnick, Ronald Pine, Marcia Roberts-Deutsch, Larry Meacham, Chris Ann Moore (chair), and Judy Sokie.

1. The following documents, outlining board procedures including certification and recertification processes, hallmarks, common student learning outcomes and assessment strategies were all extensively reviewed, revised and unanimously approved. Subsequently, they have all been posted on the Articulation Board website:

   - The Ethics Component of the AA Degree/General Education Core
   - E-Focus Hallmarks and Notes
   - Focus Designation Cover Sheet
   - E-Focus Application for Designation or Recertification
   - E-Focus Course Evaluation Survey

2. The E-focus Evaluation Report from the previous year was shared. There was extensive discussion on the focus hallmark:

   - The disciplinary approach(es) used in the course will give students tools for the development of responsible deliberation and ethical judgment.

   Each faculty member shared the various “tools” he or she provides students in his or her courses. Student confusion over the use of the term ‘tools’ in the evaluation instrument was also discussed and various strategies for addressing this confusion were suggested.

3. Faculty were reminded that all course would need to apply for recertification in Spring 06