

General Education Meeting Minutes

September 14, 2020

1:00-2:00PM

Zoom Meeting

<https://hawaii.zoom.us/j/98862089686>

Meeting ID: 988 6208 9686

Passcode: 077916

Committee Members and Boards in Attendance:

Curriculum (and S-Focus)	Pete Gross ✓
Counselor	Blake Hunrick (excused)
Diversification	Michael Oishi ✓
Ethics	Eiko Kosasa ✓
Hawaiian, Asian, and Pacific	Kale‘a Silva ✓
Oral Communication	Michele Mahi ✓
Passport Advisor and former Gen Ed Chair	James West ✓
Writing Intensive	Brandi Reyes ✓
Chair	Michelle Igarash ✓

- I. Call to order: 1:03PM
- II. Introductions
 - A. We welcomed four new members: Michelle Igarashi (chair), Kale‘a Silva (HAP), Brandi Reyes (WI), Michele Mahi (OC). Each member shared a bit about each board.
 1. Name
 2. Division
 3. Board
 4. Brief summary about your focus
- III. Old Business
 - A. 2019-2020 Debrief about your board and the committee
 1. Achievements:
 - a) Curriculum: the committee has been approving new courses and checking if old ones seemingly inactive need to be struck. If so, boards listing those courses need to be updated on changes.

Michael brought up the need for improved communication when classes holding designations are struck from the course catalog. It was decided all Focus chairs would CC Pete/CC Chair on the email to Janel with course updates once a semester. This will also help counselors update their advising sheets. This is Pete's last year. He is creating a duty document to help the new chair understand leadership requirements and procedures. "S" designation = Sustainability Focus, is not a recognized self-standing board at this time. Thus it will "live" in Curriculum Committee until further notice.

- b) [Passport and Wiche](#): According to Pete, the entire UH system is now part of the WICHE Consortium. This will allow for member-institution course transfer with designations and requirement fulfillment. The example chair Jim West gave was that while many other institutions require two semesters of 100-level English, UH requires one. If a UH student, however, transfers to a consortium institution, the one-semester taken will count as fulfilling this foundation requirement.
- c) E-Focus: There is a push to give course-based instead of simply instructor-based designation. Thus the committee instituted "Ethics Course Coordinators" to ensure all sections meet E-Focus hallmarks. Also, to ensure representation at various meetings should the chair be unable to attend, the committee has created a vice-chair position, held by Lu'uk ia Archer. There was some concern about designated courses this semester being able to hit the percentile content requirements due to new online delivery. The committee advised instructors to "do their best" as all recognize the difficulty of changes in modality and overall stress of the current COVID-19 situation.
- d) HAP: The board had seven applicants to who successfully applied for this designation: three in fall and the others in spring.
- e) Diversity: Three new applications with 31 renewals. As there are many designations, Michael created application guides to help instructors successfully apply.
- f) Oral Communications: The committee anticipates changes as budgetary and program discussions continue.
- g) WI: UH system is pushing for course- rather than instructor-based designations. The UHCCs pushed back as it would require deep and intrusive oversight into course content.

2. Concerns

IV. New Business

A. Discussion alignment with Student Affairs Committee (Michelle is member)

- 1. The SAC is discussing General Education Outcomes, AA core requirements, transfer and articulation this term. Michelle will keep both committees up-to-date on any discussions that could affect either body.

B. 2020-2021 Discussion: looking forward

- 1. Committee goals: to continue to improve communication throughout the entire UH system. Ensure decisions are made with input from this

committee and that on every campus thus emphasizing shared governance.

2. How can the committee support you? How often would you like to meet (touch base)? The Committee decided we would meet at least once a semester after the UH System meets to discuss current degree, curricular, and other related issues. Members will also ask chair to call ad hoc meetings as need arises.

- V. AA-LBRT degree yearly review.
 - A. Role of Focus Boards
 - B. Is this what needs to be produced?
http://www2.leeward.hawaii.edu/facultysenate/sites/default/files/general_education_learning_outcomes_process_technical_report_spring_2018.pdf
 - C. Michelle and Pete to look into what would trigger a deep-dive revision. Michael stated FS by-laws only require a review when changes are needed. Pete would like to look over the last review, completed in 2018, as changes have come through Curriculum Committee as well as this umbrella one. If a review is warranted, the role of the Focus Board Chairs would be defined to ensure a balanced representation in the discussion of degree requirements.
- VI. Next meeting: After UHM/UH System meeting or as needed (please let me know if you want us to meet)
- VII. Adjournment: 1:56PM