Liaison Reports for 9/9/04 GEC Meeting

1. E Board
Emily Hawkins, Liaison

The Ethics Board met on Tuesday, Sept. 7. The meeting began by going over the calendar and negotiations with instructors, the handbook and the packet from GEO. Ernestine Enomoto (via Elaine) asked that members look over the department chairs list to begin recruiting departments without E courses. Lisa of GEO will prepare a list showing those departments. Seven proposals have been received and will be reviewed by members before the meeting next week. The issues raised at GEC last week were briefly discussed, but this board seems to be ahead of the game. They have shared the chair, even by semesters, they recruit, and they function without a chair. (See their report in the handbook.)

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2. H Board
Jon Goss, Liaison

The HAP Focus Board met on September 1, but there was not a quorum. Members nevertheless discussed some issues facing the Board including: 1) the desire for firm adherence to deadlines in the proposal submission process; 2) the expectations of faculty of assistance from the Board in revising their proposals; 3) the expectations of faculty that renewals are automatic. Since there was no quorum it was agreed to discuss these at the next meeting.

The HAP Focus Board met on September 7, and there was a minimum quorum. The Board was briefed on the schedule and the concerns of the G.E.C. A Chair (Ron Solis) and Vice-Chair (April Drexel) were elected. The Board reviewed the issues that were raised in the previous meeting, and the following points also came up: 1) there was some question on the meaning of “faculty development” with the Board feeling that it was not appropriate nor possible to “teach” faculty how to teach an indigenous perspective nor to teach them how to show the connection between what they usually offer and the HAP hallmarks; 2) faculty need to more carefully read the hallmarks before submitting their proposals; 3) although the hallmarks seem clear to the Board their seems to be some confusion about the hallmarks, particularly about the meaning of “intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture” and the requirements that at least two-thirds of each course meet a combination of the hallmarks A,B, and C; 4) there was a suggestion to provide some examples of “best practices” and “model syllabi”, but also the concern that these would then simply be copied into proposals by some faculty hoping to receive a H-designation for their courses; 5) the Board recognized a need to include some faculty assessment of courses with the proposal for renewal to complement student surveys (other Boards all have this already). The discussion was light-hearted and good-humored, but there are obviously some serious issues here.

It was agreed that these issues would be discussed at subsequent meetings.

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3. O Board
Randy Burke Hensley, Liaison

The O Board met on 9/3/04. Members of the General Education Office attended. The schedule of deadlines for course approvals were reviewed, and the need to encourage departments to apply for more O designations was explained. Board members took on assignments to contact departments prior to the Board's next meeting on 9/17/04. A chair[Jeanne Oka] and a vice-chair[Panos Prevedourous] were selected. I explained the suggestions for Boards that GEC articulated at its 8/26/04 meeting. The Board will begin thinking about assessment as it relates to student learning outcomes and O designation, awaiting further engagement in the issue by GEC.

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4. W Board (meeting 9/8, 12:30-1:30)
Jeannie Lum, Liaison

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5. Foundations Board
M. Taniguchi, Liaison
9/7/04

I. GEC Suggestions to Boards
The Foundations Board was very responsive to GEC suggestions:

1. Elect a new chair annually
2. Elect a vice-chair
   Todd Sammons and Michael Graves will be co-chairs this year. It has been informally agreed that Sammons will chair and Graves will co-chair this semester (visa versa in the Spring.)

3. Encourage recruitment by networking, contacting chairs & scheduling workshops
   The board reflected on the fact that they probably do not want to encourage open recruitment for foundations since prospective courses must fulfill very set criteria. However, there was discussion about attempting further negotiations with instructors who do not meet the criteria and parceling out responsibilities for specific departments, in the same way that the W board does. The board was unsure how to determine if they need to actively recruit for foundations courses or not since students seem satisfied and there appear to be enough seats. The GEO tracks enrollment and it currently seems that there are a sufficient number of foundations courses. The Board did reflect upon LLL 150 as a positive example of how holding workshops was beneficial in assisting instructors’ revision of the course so that it was approved as a FG last year.

4. Attendance policy
   The Board has not had problems with attendance last year. The Board approved a policy whereby the chair is responsible to look into any attendance problems and talk to the Board member involved, as well as request a replacement by the SEC, if necessary.
II. Provisional Designation:  **GEC agenda item (New Business, b.)**
The Foundations Board advanced a proposal that they be allowed to utilize a provisional designation. Since the foundations designations are five year approvals, the Board feels that it has been very conservative in its’ assignment of designations. (The first time in which courses were reviewed, half of them were turned down.) The Board feels that the current policy -- approval for five years or no approval at all -- discriminates unfairly against those who have not taught a foundations course before. They are proposing a provisional designation category: instructors would teach the course for two years or for two times. After the provisional period, they would need to reapply for a five year designation. This provisional designation would be used in cases where courses were deemed almost sufficient in meeting hallmarks and would allow the Foundations Board another option in assigning designations. This would support more faculty involvement and may promote wider departmental representation. Students would benefit from this as well, since the course would fulfill foundations courses during the provisional period. The Board would like to know how to secure approval for a provisional designation category.

III. Other items of interest
A. Advertisement of early submission courses
LING 103, a course being proposed for FS, has been submitted for review. The department wants to offer it in the Spring (which is earlier than normal and prior to it being listed officially in the catalog.) One area of discussion was how to notify students in cases in which these types of early submission courses have been approved. Lisa Fujikawa, from the GEO, mentioned that Admissions and Records strips designations from the Schedule of Classes (SOC) so the SOC could potentially list the designations, even though it doesn’t currently do so. The Board asked if a list of foundations courses (courses only, not sections) could be listed in the SOC.

B. Assessment efforts
Discussion focused on potential assessment work that the Board will undertake this year. The Board will invite Monica Stitt-Bergh to its next meeting to discuss assessment efforts so that it can plan how to address assessment this year.

C. Early renewal proposal
Most foundations courses will be up for renewal in 2006 for the 2007-2008 academic year. A suggestion was raised by one of the board members to invite people to renew early (next year.) This would prevent all of them from coming in at the same time and allow board members to test out the renewal process in 2005. The incentive for applying early would be the following: a six year approval (so that those filing early are not penalized) for those approved OR feedback and an opportunity to resubmit the proposal the following year for those not approved. Following this time frame would mean that the renewal forms and procedures would be drafted this year.