Liaison Reports for 10/04/05 GEC Meeting

1. **E Board**, Richard Bigus

2. **H Board**, Emily Hawkins—see page 2

3. **O Board**, Jeannie Lum
   The O Board’s first meeting for the Fall semester was held on Friday, 9/16/05. Discussions centered around activities and goals for the current semester. Tom Hilgers presented a summary of the top 25 departments with the heaviest enrollment of students and the number of focus designated courses and a list of the UHM Department Chairs Assignment List, Fall 2005. Barbara passed out the Focus Board Calendar for Fall 2005.

   The O Board is planning to conduct workshops to attract more course offerings with the O designation. They will investigate the most efficient way of doing this by targeting deans of the colleges and chairs of departments lacking O Focus designated courses. There are 37 proposals to be reviewed by the next meeting, 9/23/05.

   Questions were raised about how to handle late proposals and whether to initiate an absolute cutoff deadline.

   One unusual case brought before the Board was a Study Abroad course in France and discussions proceeded about whether it should be approved now for the current Fall semester. It appeared that the application, dated Nov 04, may have been submitted on time but held up in the paperwork at Study Abroad, because the GEC office did not receive it until August 05. Further research into this and contact with the professor regarding weak points of her proposal will be pursued for discussion at the next meeting.

4. **W Board**, James Marsh
   As of Wednesday (9/28), the members are in the process of approving or requesting additional information on its load of course proposals & renewals. The problems, I think, are mostly routine and, again mostly, can be overcome by the deadline. The members discussed the problem of insufficient information on course syllabi, which is detrimental to students. More standard syllabi containing at least minimal information are desirable.

   Professor Hilgers discussed a problem with the writing placement exam faced by the growing number of UH students who come from other states or countries. Exams are given in Hawaii; out of state students cannot take them until they arrive for their beginning year. The writing portion of the SAT exams will be used as a substitute, but will not cover all applicants.

   Staff applications will be automatically approved for one semester only.

   The committee agreed that all course applications and renewals approved by Tuesday morning (4th) would be forwarded to the General Education Committee for its meeting that day.

5. **Foundations Board**, Jon Goss
   The Board discussed course proposals, renewals and assessment:

   A committee will meet to develop explanatory notes for each area of the hallmarks. The committee will include representatives from the two community colleges with their own Foundations Boards (HCC and KCC).

   Call for renewals will be staggered in order to manage the work. Math and History which offer the most Foundations courses have agreed to do this, and also to meet with the Board to discuss assessment. A committee on assessment will meet, including community college representatives, department representatives (from at least History, Math and English), a GEO representative (e.g. Monica Stitt-Bergh for her expertise on assessment), and a GEC representative.

   A renewal form is being drafted. There was discussion about whether the questions should be more or less the same (with a change in tense), or whether some more substantive forms of assessment should be expected. The present proposal forms (revised two years ago) ask specifically for assessment plans by the department, but course being renewed starting next semester have no such requirement, and in any case this is question is generally not convincingly answered, if at all.

6. **HSL**, Helen Baroni
The HAP board has met three times since our last meeting, on 9/19, 9/26 and 10/2. At the 9/19 meeting one renewal Anth 165 Perry was approved and 5 were asked for more information. Among the new submittals 4 were approved and 5 were asked for more information. Common areas that needed further information were full bibliographies or clear explanation of intersection.

At the 9/26 meeting responses had been received from 4 that had been asked for new information and these proposals Dance 255, Eng 380, Hist 481, and HawnSt 107 were approved. As a result of previous concerns about changing instructors in Hawaiian Studies and some courses not having the H focus while teaching with the same syllabus as H designated sections, Jon Osorio has agreed to be the instructor of record for all unmanned sections and to be responsible for having those assigned to the sections use the approved syllabus. There was a discussion of native voice in its many facets and the place of intersection. Community college proposals approved include KCC Eng 257, Bot 105; HCC Hist 107; WCC Bot 105. More information was requested of instructors for 6 courses.

At the 10/2 meeting there was another long discussion about how to determine intersection. The only proposal before the board, a renewal, was the focus of this discussion. Although the board members surmised how the native voices would intersect, the instructor was asked to be explicit about the intersection. The draft document on a multicampus agreement was discussed and will be discussed again at the next meeting on 10/24 after Spencer does some editing.

Emily Hawkins