Liaison Reports for 10/2/06 GEC Meeting

1. **E Board:** Jon Goss, Liaison
   
   **Friday, September 8, 2006**
   
   Following introduction of new members, Board discussed procedures for semester. Noted that new questions on the whole elicited better quality proposals, though perhaps some were still using old questions and some used the new language without necessarily demonstrating ethical content. Board voted on 12 proposals: 7 were recommended for approval and 5 needed clarification, mostly needing full syllabus and/or demonstration of ethical deliberation by students in class.

   Board decided to offer a workshop for new instructors in second week of classes in January before proposals are due for Fall 2007. Board would like electronic submission of courses but realizes this may not be possible until GEO is fully staffed.

   Board discussed recruitment of E instructors, including dividing up responsibility for colleges among members like W-Board and “bird-dogging” departments.

   Board also discussed provisional/conditional approvals for 1 semester.

   Board will ask GEO to make available the results of student surveys of E-focus classes by individual section/instructor. This is much more useful than summarized data and is presumably easy to generate.

2. **H Board:** George Wong, Liaison
   
   **Monday, September 11, 2006**
   
   Review procedures for proposals will be FAXed to members, not emailed!
   
   –As the liaison, I will only be receiving a list of course proposal and will not see (=read) proposals.
   
   –Late proposals will be retained and reviewed November 20, 2006.
   
   –Deadline for online proposals is November 3, 2006.
   
   –Look at Fall 2006 Activities and Deadlines (blue sheet) for deadlines.

   Articulation of courses from community colleges
   
   –KCC ready for HAP review. Hawai‘i, Honolulu and Leeward Community Colleges have own HAP requirements and may also be ready, but no communication indicating that this is the case.
   
   –Cover letter is being drafted to other community colleges to let them participate if they are interested.
   
   –UH Hilo has own variation of articulation of courses.
   
   –Goal is for community colleges to set up their own board to approve their own proposals.

   Board spent remainder of time reviewing proposals.

   Courses recommended for approval:
   
   –Pacs 371/ENG 371 (001): Literature of the Pacific
   
   –IP 273D (001): Indo-Pacific Language and Culture: Polynesia
   
3. **O Board**: Richard Bigus, Liaison

4. **W Board**: John Engel, Liaison
   The Writing Focus Board has met three times since the beginning of the semester, 08/31/06, 09/14/06 and 09/21/06.

**08/31/06 Writing Focus Board Meeting**
New members of the board were introduced. The W Board Fall Calendar was reviewed, and important deadlines highlighted: notably Board recommendations due Sept 28 and Nov 17. Also reviewed were GEC policies that affect the W Board and Internal W Board procedures.

It was reported that the number of students taking writing placement exams (in May and August) was down by approximately 50%, since the MWP began placing some students into an introductory writing course based on their performance on the reading and writing sections of the SAT or ACT. The MWP will continue to monitor use of placement exam and SAT/ACT data to determine whether modifications need to be made.

Individual W Board Members were assigned to Colleges and Schools (or portions thereof) for purposes of solicitation and review of writing focus course proposals. Board Members were asked to contact and solicit proposals from Department Chairs/Focus coordinators of their assigned areas as soon as possible, given the 09/08/06 proposal deadline. Data on F06 focus course offerings by department were provided (as an indication of relative need) in an effort to facilitate networking.

**09/14/06 Writing Focus Board Meeting**
It was reported that only 7 percent of the Spring 2006 W Focus sections returned end-of-semester W course evaluation surveys, down from 30 percent previously. It was hypothesized that this might be related to a change in procedure requiring instructors to download and make their own copies of the surveys. It was noted that CAFÉ also offers/ provides writing related items for course evaluations. Board members discussed whether there continues to be a need and use for a separate survey, and whether it might be administered in other ways.

Fall 2006 W enrollments were analyzed. The number of W sections appears to be consistently higher in Spring than in Fall semesters. Concerns about overenrollment (over 20 students) were discussed. Of particular concern was whether it is appropriate to increase enrollment limits to 40 when a course has a Teaching Assistant.

Board Members reported that they had carried out their networking assignments, and that this may have prompted some departments to submit more proposals.

Writing focus course proposal procedures were reviewed, and proposals were distributed to board members for review.

**09/21/06 Writing Focus Board Meeting**
The Board discussed plans for offering W Focus workshops in conjunction with the Center for Teaching Excellence.

As a result of reviews, 54 individual proposals were recommended for approval. In a few of these cases, the reviewing board member had to contact the instructor for clarification. Six
proposals require additional follow up. Others are still being reviewed; and 12 additional proposals were distributed for review at the meeting.

Five course-based proposals submitted by IE were discussed at length. Issues included whether the courses meet the “inherency” criterion, proposed changes to catalog descriptions, and questions regarding how the department will ensure that the courses meet the Hallmarks. These issues will be clarified with the Department for the next Board meeting.

It was reported that a Certificate in Professional Writing will be offered at UHM, provided sufficient interest.

5. **Foundations Board**: Susan Johnson, Liaison  
**Tuesday, September 12, 2006**

After introductions, Joel Weiner agreed to serve as chair and Steve Canham as vice chair for this year. Both are continuing members of the board from last year. A KCC representative to the board has not yet been designated.

Two proposals from Hawai‘i CC, HIST 153 and HIST 154, were reviewed. Both are requesting FG designations. After some discussion of the hallmarks and explanatory notes, the board recommended Weiner contact Hawai‘i CC for more information regarding the following:

HIST 153: Hawai‘i and the World I: FG hallmarks 1 and 5 require more information. Specifically, “perspectives” and “multiple perspectives” need elaboration in the proposal, and the board needs more information on what the students are reading. This was not clear to the board from the materials submitted.

HIST 154: Hawai‘i and the World II: Again, FG hallmarks 1 and 5 require more information. Under hallmark 1, the course seems to lack a variety of perspectives. The response to the question for hallmark 5, though adequate, seemed to be tied to a particular text, yet the text may vary with instructor. Overall, there seemed to be a discrepancy between the answers to the questions and the course objectives.

Weiner will include a copy of the FG Hallmarks and explanatory notes in his communication to Hawai‘i CC regarding the course proposals.

During the discussion, the HCC representative, Jerry Saviano, stressed the importance of getting more campuses to join the Foundations Common Program, which allows member campuses to form their own Foundations Boards and review their own courses using the common Hallmarks and Explanatory notes. The board agrees, and decided send a letter to all campuses not part of the multi-campus agreement encouraging them to join. Weiner will draft a letter.

Helen Baroni and Tom Hilgers joined the meeting to discuss the 5-year review of Diversification and Foundations courses. HCC and KCC are reviewing their own Foundations course, and Hilgers reported that LCC and WCC are working toward participation in the multi-campus agreement. Hilgers explained the proposed method of review for articulated Diversification courses, with each UH campus reviewing its own courses based on the Hallmarks. Chief Academic Officers from each campus will share the results, and discipline-based faculty committees will resolve discrepancies in the recommendations for equivalent courses. He
suggested that the Foundations Board might want to consider this model for review of system Foundations courses articulating from campuses not part of the multi-campus agreement.

The board agreed to meet again on September 19th.

Tuesday, September 19, 2006
Weiner updated the group on the status of the Hawai‘i CC proposals; he has sent an email to John Cole at Hawai‘i CC and is awaiting a response.

The board approved FS Explanatory Notes. Weiner noted that the development of explanatory notes for FS was contentious, especially regarding Hallmark 2. At the same time, the board decided to make some small changes to the wording (grammatical changes) in the FG hallmarks. Wester will do this.

The board discussed the 5-year review of UHM F courses. Last year the board completed work on a proposed renewal process and format for F courses, but a suggestion to consider adopting the KCC renewal format for UHM renewals was also brought forward last year.

After distributing and examining the KCC renewal instructions from website, <http://quill.kcc.hawaii.edu/object/foundationsrenew.html>, the KCC example of a successful renewal application, and past examples of UHM renewal applications (successful & unsuccessful), the board decided to use the formats developed last year, but with some amendments.

1. Each hallmark should be addressed separately.
2. Each hallmark should cite a specific included sample.
3. Each hallmark has a one-page limit on explanatory text, excluding samples.
4. Syllabi by themselves are inadequate as samples.
5. Both paper and electronic submissions will be accepted.

GEO will resend the current draft renewal applications for members to review with proposed changes in mind, and the Board will make a final decision at the next meeting.

After being reminded of the December 31st printed catalog deadline, the Board decided to schedule the renewals for UHM Foundations courses as follows.
FS – deadline November 22, 2006
FG – deadline January 29, 2007
FW – deadline March 23, 2007
Renewal application will be sent out within two weeks from today.

The board tabled discussion of the 5-year review of system F courses for CCs that are not part of the multi-campus agreement, until representatives from the CCs are present.

September 26, 2006

The board tackled the Foundations Renewal Assessment Sheets. Under the section Assessing the course the board tentatively approved the following revised text:
Assessing the course
a. Each hallmark should be addressed separately.
b. All sample materials should reference specific hallmarks; each hallmark should cite at least one sample.
c. The total narrative or response should be limited to 6 pages.
d. Syllabi alone are inadequate as sole supporting materials.
e. All submitted materials should be self-contained (e.g. no links to web pages).

As the next meeting is scheduled for October 17th, the board will vote on the final text via email so the materials can be sent out the first week of October.

Other approved revisions to the renewal assessment sheets included:
   a. minor wording changes to the FG Hallmarks listed, and changed the list order, moving # 6 to #1.
   b. the addition of a statement about significant changes as item II on the FW renewal assessment sheet, moving Assessing the course to position III, and removing both paragraphs of text that followed.

No community college representatives were present, but the board briefly discussed possible approaches to the renewal process for the community college foundations courses. The board inquired about hard deadlines for renewals; Barbara will check into this, and also look at the original foundations course approval process.

Weiner has not yet received any response to the request for more information regarding the FG course applications from Hawaii Community College.

6. HSL
Cristina Bacchilega, Liaison