10/30/06
Liaison Reports for 10/30/06 GEC Meeting

1. **E Board**
   Jon Goss, Liaison

2. **H Board**
   George Wong, Liaison

3. **O Board**
   Richard Bigus, Liaison

4. **W Board**
   John Engel, Liaison
   The Writing Focus Board met twice in October, on 10/05/06 and 10/26/06.

   Instructor and course-based proposals were reviewed and discussed. While a small number were judged to need additional research and discussion (i.e., remained pending), most were approved for recommendation to GEC.

   By 10/05/06, the number of W courses/sections approved for Spring/07 was approximately 480. Of these, 190 were renewed or proposed for the first time for Spring 2007. The new procedures, in which previously approved sections are automatically designated as approved without department input, seem to be working well.

   The Board discussed problems and weaknesses being found in course-based proposals. It was suggested that models of course descriptions with wording appropriate for WI courses could be made available.

   The question was raised whether department-mandated W courses should have minimum guidelines or whether general guidelines and oversight by course coordinator is sufficient. In the end, the Board agreed that a combination of general master syllabus and course coordinator oversight would be sufficient to maintain the integrity of the W Focus for course-based designations.

   The Board discussed review and evaluation of W courses via end of semester surveys. Faculty/class participation decreased when survey forms were offered on-line, as opposed to being provided in hardcopy. Possible methods of increasing participation were discussed. One suggestion was to distribute hardcopy surveys to only a subset or sample of W classes, and/or to do surveys less often than every semester. The possibility of requiring participation, as does the O Board, was also discussed. Related issues to be discussed further at future meetings.

5. **Foundations Board**, 10/17/06 meeting
   Susan Johnson, Liaison
   1. Previous to the meeting, the board approved via email the modified Foundations course renewal packet and a revised Foundations course proposal form.
2. The board discussed and approved WCC's Math 112 proposal for FS. On a related note, the board also discussed the use of WebCT for proposal reviews. Not all members were able to use the WebCT interface for the WCC Math 112 proposal, but members agreed to continue to try using the experimental system for future proposals.

3. The board discussed broadening the Common F Program (multi-campus agreement). Jerry Saviano reported that both LCC and WCC may be setting up their own Foundations Boards, and that Kauai, Hawaii CC and West Oahu may also be looking into this. Weiner will send out the draft invitation to non-participating campuses encouraging them to become part of the agreement. [Since the meeting the board received confirmation that both LCC and WCC have chosen to join the multi-campus agreement.]

4. The board will postpone consideration of foundations course renewals from campuses that have expressed interest in joining the Common F Program (LCC and WCC), and proceed with course renewals from the rest of the system according to the previously agreed-upon schedule.

6. HSL
   Cristina Bacchilega, Liaison