

8

GEC Policies

The GEC has broad responsibility for Gen Ed requirements and for governance of Gen Ed. Thus it sets policies relating to all aspects of general education. When needed, GEC consults with the Foundations and Focus Boards, Faculty Senate, college advisers, departments, administrators, and personnel at other UH campuses when making policy changes.

Articulation: Non-System Transfer Students	8-2
Articulation: System Transfer Students	8-3
Diversification Requirements & Courses	8-7
Focus Exemption (formerly Wild Card Option)	8-10
Focus Requirements & Classes	8-11
Foundations Requirements & Courses	8-17
GEC	8-20
GEC and the Gen Ed Boards	8-21
General Education Office (GEO)	8-22
Hawaiian/Second Language	8-23
Proposal Process for Diversification, Focus, & Foundations Designations	8-24
Wild Card	see "Focus Exemption"

Articulation

Non-System Transfer Students

Core equivalencies An external transfer course deemed equivalent to a UHM course will meet any Core (Foundations or Diversification) requirement that the UHM course satisfies. [9/04/02] (also in Diversification)

Focus requirements For the current prorated schedule, see the current *Catalog's* Gen Ed section. [11/13/02]

See also: *Focus Requirements for Non-System Undergraduate Transfer Students* (June 2003; available at the Gen Ed office)

Previous Policy: effective until 11/12/02

For external transfer students who entered UHM in Fall 2002 or Spring 2003:

0-59 credits accepted: 1 H, 1 E, and 1 O

60-88 credits accepted: 1 H, and either 1 E or 1 O

89+ credits accepted: 1 H

Global and Multicultural Perspectives (FG) requirement

External transfer students who matriculate with one or more western civilization courses are required to take 1 FG course. If the content of the transferred course was time-period specific, the course taken at UHM must cover a different time period. [1/15/03]

(also in Foundations)

Transfer credit requests

All transfer-credit requests should be accompanied by syllabi when feasible. [12/2/04, 1/26/05] (also in Transfer Requirements: System Transfers)

Articulation

System Transfer Students

Core Equivalencies Any UH system course deemed equivalent to a UHM course will meet the Diversification requirement that the UHM course satisfies. [9/20/05]
(also in Diversification section)

Diversification The GEC approved a process for *Articulating Courses to Meet UH Mānoa's Diversification Requirements*. [5/14/04; revised 12/2/04]

The process is described here in chapter 7, A.2, and at the Gen Ed web site: http://www.hawaii.edu/gened/articulation_D.htm

Focus: Focus articulation, S05-present

Students who enter the UH system in Spring 2005 (or later) must meet the requirements given in the table below if they seek a UHM degree. The E and O requirements may be reduced, based on the number of UH transfer credit hours accepted. Transfer of E and O credits is not allowed. The W and H requirements are not reduced; students may transfer approved UH system courses to help them satisfy the W and H course requirements. [4/23/04 VCAA memo, prorate approved by GEC 12/03/03]

Focus Requirement for

System Transfer Students

Number of accepted UH credit hours:	W*	H	E	O
0-54	5	1	1	1
55-88	5	1	1 E or 1 O	0
89+	5	1	0	0

*at least 2 of the W courses must be numbered at the 300- or 400-level.

Articulation *System Transfer Students*

Focus: AY 2002-2003

In April 2002, the GEC and SEC issued a statement on articulation for system undergraduate transfer students, *Articulation of UH System General Education Courses to UH Mānoa during AY 2002-2003*. According to that statement, transfer students use a prorate schedule for E, H, and O. [4/17/02 document] The GEC and SEC's statement was modified by the Chancellor's Office, which issued its own policy statement, *UH Systemwide Interim Transfer and Articulation Procedures, Mānoa General Education, Academic Year 2002-2003*. [May 2002 document]

See both documents:

www.hawaii.edu/gened/art_agreement6-05-02.pdf

The Chancellor's policy states that system transfer students could either (a) use the prorate schedule or (b) accept the full set of UHM Focus requirements and transfer particular courses (designated by the Chancellor's office) from the CCs to satisfy Focus requirements.

Focus: AY 02-03 policy extended through Summer 2004

In March 2003, the GEC extended the Focus component of the *UH Interim...Procedures* document [May 2002] through Summer 2004.

See first extension memo [4/11/03 VCAA memo] and list of Focus courses, available at Gen Ed office

See brochure: *Focus Requirements for System Undergraduate Transfer Students 2002-2004*, available at Gen Ed office

Focus: AY 02-03 policy extended through Fall 2004

In April 2004, the VCAA issued a memo extending the Focus component another semester, through Fall 2004. [4/23/04, VCAA memo]

See second extension memo [4/23/03 VCAA memo] available at Gen Ed office

Within-system transfer students who entered the UH system in Fall 2002-Fall 2004 can use the prorate schedule or receive transfer Focus credit. [reaffirmed by email GEC vote, October 2004]

Articulation

System Transfer Students

Focus: Extended approval of HCC Focus classes

UHM Focus approvals for Honolulu Community College Focus classes (E, H, & O) granted in Fall 2002 are extended through Fall 2004. [4/23/04; 4/09/03]

See list of classes: www.hawaii.edu/gened/articulation.htm

Focus: Extended approval of H designations through August 2005

In September 2004, the GEC extended designated H courses (course approvals and class/instructor approvals) expiring in December 2004 to August 2005. [9/9/04; 9/27/04 VCAA memo]

See extension memo:

www.manoa.hawaii.edu/ovcaa/academics/articulation/memos/pdf/memo_09272004_renewal_H_focus_courses.pdf

Focus: HAP multicampus agreement

In 2007-08, A HAP articulation agreement (modeled after the W articulation agreement) was signed by all UH campuses. HAP program portfolios from Honolulu CC, Kapi'olani CC, Leeward CC, Windward CC, and UHM were approved. Effective Spring 2009, these campuses will accept each others' campus-designated HAP courses as fulfilling a HAP requirement. (Summer 2008 and Fall 2008 courses will be handled on a case-by-case basis.) Other UH campuses will continue to send articulation requests and proposals to the receiving campus as they have done in the past.

See agreement [11/14/07]:

www.hawaii.edu/gened/multicampus/HAP%20articulation%20agreement%202007-11-14.pdf

Focus: AY 01-02 entering students

At its March 2003 meeting, the GEC addressed system-transfer students who started UH in Fall 2001-Spring 2002. These students would be able to utilize the F2001-S2002 academic year prorated schedule for non-system students. [3/12/03] Later, the GEC approved a motion to allow students who entered in F2001-S2002 to use the prorated schedule and transfer approved courses. [4/16/03]

See brochure: *Focus Requirements for System Undergraduate Transfer Students 2001–2002*, available at Gen Ed office

Previous Policy: effective F01-S03

UH system students who started in Fall 2001 or Spring 2002 will be able to utilize the Fall 2001–Spring 2002 Focus prorated schedule for non-system students. [3/12/03]

Articulation *System Transfer Students*

Foundations

Standards for the approved articulation process were detailed in an August 2004 memo to participating campuses. See www.hawaii.edu/gened/multicampus/Fportfolioprocedures_2004-08-16memo.pdf

The Council of Chancellors and All Campus Council of Faculty Senate chairs met in June 2004. Honolulu CC, Kapi‘olani CC, and UHM signed a Foundations articulation agreement; standards for the approved articulation process are being developed. [6/09/04]

See memos [5/24/09, 6/09/04]:

www.hawaii.edu/vpaa/vpaa_memo/ArticulationUHMGE.pdf

www.hawaii.edu/vpaa/vpaa_memo/Articulation_UHM.pdf

Up-to-date list (by campus) of approved system Foundations courses: <http://www.hawaii.edu/gened/articulation.htm>

The Spring 2003 Fast Track articulation resulted in a list of system courses approved for articulation to UHM as Foundations. [10/31/03, 5/19/03, 2/26/03] List of Fast-Track approved courses available at the GEO.

Procedures for course-by-course articulation of courses to meet UH Mānoa’s Foundations requirements are described here in chapter 7, A.1, and at the Gen Ed web site:

www.hawaii.edu/gened/articulation_F.htm

Transfer credit requests

All transfer-credit requests should be accompanied by syllabi when feasible. [12/2/04, 1/26/05]

Diversification Requirements and Courses

Approval duration	Diversification courses are approved for 5 years. [9/28/01]
Assessment	Diversification courses will be reviewed in the fifth year of the approval period. [9/28/01] A GEC subcommittee developed review procedures and began the review of UHM Diversification courses in Fall 06. The review will extend over 8 semesters with departments assigned to specific semesters by college.
Designation request and routing	<p>To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 6 of the UHM-1 form or Box 5 of the UHM-2 form.</p> <p>UHM-1 & -2 form routing: Department → College¹ → OVCAA → GEC via GEO <small>[1/02/03 VCAA memo; modified, 4/2/03 minutes]</small></p> <p>College approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate College.¹ [4/02/03] <small>(also in Foundations, Proposal Process)</small></p>
Designation restrictions	<p>Courses can have only one Diversification designation: DA (Arts), DH (Humanities), DL (Literature), DS (Social Sciences), DB (Biological Science), DP (Physical Science), DY (Science Laboratory).</p> <p>Exceptions: - Diversification science courses with an embedded lab may have the DY designation as well; i.e., DB+DY or DP+DY. [1/31/02] - “Alpha” courses such as HON 291. [9/23/04; 2/2/05]</p> <p>Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] <small>(also in Focus, Foundations, Hawaiian/Second Language)</small></p>

¹ Colleges of Arts & Sciences (A&S) require approval by the Dean of the college (e.g., LLL) and approval by the A&S Program and Curriculum Committee (PCC).

Diversification Requirements and Courses

Two or more designations per course

When a department wants 2 or more Diversification designations for a single course, it should add alphas to the course number and submit an appropriate request for each alpha. [9/23/04] See HON 291 for an example of a single course with multiple Diversification designations.

Note: this is different from departments seeking a joint designation for science courses with an embedded science lab. Such a course can receive both DP+DY or DB+DY designations and students get both upon completing the course.

Effective date

As long as course designation information is accessible to students before any student has registered for the course in a particular term, the course can be offered in that term with the approved designation even if the designation is not printed in the Catalog. [4/02/03] (also in Foundations)

Because UH Executive Policy E5.209 should be followed, the effective term may be delayed for up to one year to allow other UH campuses to make appropriate curricular changes.

Previous Policy, effective F01-S03

-Approval becomes effective when the course Diversification designation is published in the Catalog. [12/11/02]

-Effective date exception: ASTR 110L (DY)

The DY designation for this course will first appear in the 2003-2004 edition of the Catalog. However, DY credit will be granted for Spring 2003 since the course was publicized to students as DY through the on-line information system and department announcements. [12/11/02]

Honors 291

Honors 291 (alpha) Sophomore Seminar: Each alpha has a different Diversification designation (e.g., HON 291H—Humanities, HON 291R—Arts). These Diversification designations were approved with the proviso that Honors will submit the instructor's course proposal so it can be vetted by the GEO for compliance with the hallmarks. [2/2/05]

Honors 491

Diversification "credit" for HON 491 may be granted upon student request; category will vary according to course content. The student generates the request to the Honors Director for Diversification credit; the Honors Director and the Honors adviser confer and determine designation category; the student's college is notified of the designation. [2/05/03]

Diversification Requirements and Courses

Minimum grade	A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03] (also in Focus, Foundations, Hawaiian/Second Language)
Publication of courses	Diversification designations are published in the UHM Catalog's "Courses" section. [9/28/01]

Focus Exemption (formerly *WILD CARD*)

- Focus Exemption: Restrictions**
Effective Fall 2007
- The Focus Exemption can be used to exempt a student from one appropriate Focus requirement; however, it does not reduce the total number of credits needed to graduate. [3/21/07]
- Wild Card**
Effective Fall 2001-
Summer 2007
- The Wild Card can be used to waive an appropriate Diversification or Focus requirement; however, it does not reduce the total number of credits needed to graduate. [11/30/01]
- Wild Card: UHM-specific option**
Effective Fall 2001-
Summer 2007
- The Wild Card is a Mānoa-specific option and requires a UHM faculty sponsor (i.e., UHM instructional, research, or specialist faculty member). This is consistent with the UHM Gen Ed requirements; UHM GEC is delegating its responsibility in part to individual UHM faculty members. [9/28/01]
- Wild Card: Faculty Specialist role**
Effective Fall 2001-
Summer 2007
- Faculty Specialists (e.g., advisers) have faculty status and can serve as Wild Card mentors. [4/18/02]

Focus Requirements and Classes

Approval duration **Initial approval period: 3 years**
Renewal approval period: 5 years

The duration of a new Focus approval is three years. If, after the three-year period, the instructor successfully renews the Focus designation, the duration of the renewed Focus designation will be five years. Subsequent renewals will also be approved for a five-year period. Effective February 10, 2007. [2/09/07]

Common end date: July 31

An instructor's Focus approval ends on July 31 of the third year after the approval begins in the case of a new designation or in the fifth year in the case of a renewed designation. Effective February 10, 2007. [2/09/07]

Example—new designations:

<u>Approval begins</u>	<u>Approval ends</u>
Fall 2007	July 31, 2010
Spring 2008	July 31, 2011
Summer 2008	July 31, 2011
Fall 2008	July 31, 2011

Previous Policies

Initial and renewal approval periods are three years, effective with Spring 2005 designations [5/14/04]

Approval for Focus designations is for two years (effective for Fall 2002-Fall 2004 designations). [9/28/01, 5/14/04]

Exception: 399 and 499 course approval period

An instructor's Focus proposal cannot be approved for only one semester unless the course is a 399 or 499 in which case the course is tailored to an individual student and thus approved for one semester only. [1/10/02]

Focus Requirements and Classes

Approving designations: delegating approval

The GEC authorizes the Focus boards to act on its behalf to approve Focus designations when an instructor requests 1 or 2 Focus areas for his/her section, effective Spring 2007. [1/12/07]

Boards will continue to recommend designations to the GEC when a) an instructor requests 3 or 4 Focus areas, or b) the department requests a course-based Focus designation. [1/12/07]

<p><u>Previous Policy</u> Proposal approval is a 2-step process: Focus Boards review proposals and submit recommendations to the GEC; the GEC votes on the recommendations. [<i>Faculty Governance of UHM General Education</i> document]</p>
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Course-based designations

A course-based designation is a Focus designation approved for all sections of a course, regardless of instructor.

Each Board will determine its policy on course-based designations.

E, O, and W Boards allow course-based designations:

E, effective Spring 2007; O and W, effective Fall 2006.

If a Board allows course-based designations, the following applies: [4/20/05]

1. Eligible courses are those that a) inherently meet hallmarks; departments must present a compelling case that the proposed course meets the hallmarks; b) have a track record of two or more instructors having taught with the Focus designation; c) are overseen by a designated departmental course coordinator, or department chair.
2. A model syllabus clearly shows how hallmarks are met.

NOTE:

- a. Proposal forms should require careful distinction between a) courses that inherently meet Focus hallmarks, such as CHEM 380, Professional Ethics for Chemists; and b) courses that may involve some content relating to a Focus area, such as LLEA 335, French Literature Since 1800 (which may involve some writing or oral communication but doesn't inherently involve W or O hallmarks). Only the former are eligible for a "course"-based Focus designation if Board policy allows.
- b. An instructor can conceivably develop a course syllabus that meets the hallmarks, but the course itself might not inherently meet the hallmarks (i.e., other instructors teaching the same course might teach it in ways that do not meet the hallmarks). That course is not eligible for a course-based designation.

Focus Requirements and Classes

Course requirement (not credit)	Focus requirements are course requirements (not credit requirements) so 1-credit courses can have Focus designations if they meet the hallmarks. [3/12/03]
Course-level restrictions	<p>Focus designations are restricted to courses numbered 100-499. (Rationale: Gen Ed is an undergraduate requirement; only undergraduate courses are eligible for a Gen Ed designation.) [2/05/03]</p> <p>Effective with proposals for Spring 2003 classes, E and O designations are given only to courses at the 300- and 400-level because of E and O hallmark revisions. Instructors with 2-year approvals for lower-level E and O courses can continue to offer these courses until the end of their approval periods. All lower division approvals end in Summer 2004 or earlier. [5/16/02]</p> <p>Community College lower-division approvals were extended through Fall 2004. [4/23/04 VCAA memo] <i>See p. 100 in 05-06 Handbook.</i></p>
Course evaluation requirement	End-of-course evaluations: Board chairs agreed that each board should decide whether to require participation. If a board wants to require evaluations as a condition for renewal, the board must monitor for compliance. [2/23/07]
Designation restrictions	<p>A Focus designation will be given to an instructor + course combination; it will not be extended to all sections of a course independent of instructor [9/28/01, 11/30/01, 5/14/04] unless the department requests and receives a course-based Focus designation. [4/20/05]</p> <p>Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Diversification, Foundations, Hawn/Sec Lang)</p> <p>Any undergraduate course, excluding Foundations courses but including those with a Diversification designation, can be approved by the GEC for multiple Focus designations. [1/31/02]</p>

Focus Requirements and Classes

Effective date

The Focus Boards and GEC encourage departments to submit all Focus requests prior to the deadline that A&R has set for the printed *Schedule of Classes*. However, the GEC will accept proposals as late as two weeks prior to the start of continuing-student registration, as long as approved designations can be attached before continuing-student registration begins.

Students in particular programs such as Athletics and Kokua register for courses up to a month before continuing-student registration begins. Thus the GEC will inform such programs that allow early registration that Focus designations may be added and that early registrants should monitor course status. [5/7/03]

Previous Policy, effective F02-S03

Focus course proposals must be received in time for the course to be approved and published in the printed Schedule of Classes. [5/16/02]

Previous Policy, effective F03 courses

As long as designation information becomes accessible to students before any student has registered for the section, the section can be offered with the approved designation even if the designation is not printed in the Schedule of Classes. [4/02/03]

("before any student has registered for the section": GEC does not want sections zeroed out until the designation is attached.)

Honors (A) sections

When a course is approved for a Focus designation, "A sections" of the course are automatically included in the designation. [May 2006 GEO clarification]

**Instructor—
approval
transferability**

This applies to instructors who teach at multiple UH campuses. Their H Focus approval does not automatically transfer across campuses. So even though an instructor has UHM H approval (from the GEC), the instructor must submit a H Focus Articulation Proposal form in order to teach the same course on another campus with the Focus. However, if the syllabus and the responses to questions on the proposal form would be identical to what was previously submitted at UHM, the instructor completes and submits only page one of the proposal form. [12/2/04]

(also in Proposal Process)

Focus Requirements and Classes

Minimum grade	A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03] (also in Diversification, Foundations, Hawaiian/Second Language)
Multiple designations	<p>All requests for 3 or 4 Focus designations for a single course will be reviewed by the GEC. The GEO will notify the GEC of such courses, effective with Spring 06 requests. Focus boards will continue to review for their Focus requirements only. [1/26/05, 4/20/05]</p> <p>A request for 2 or more Focus designations on a single course must include an integrated syllabus which clearly states the Focus areas, grading policies, and assignments. If the instructor has any existing Focus approvals for the course, they must be renewed when the application for an additional Focus area is requested. Effective Spring 08. [1/12/07]</p>
Publication of designations	<p>Focus courses are identified in the <i>Schedule of Classes</i> each semester. [9/28/01]</p> <p>Focus designations can be attached to classes on the MyUH <i>Check Class Availability</i> web site until continuing-student registration begins. [5/07/03]</p> <p>No changes to a section's Focus status will be made once students have registered. [9/07 clarification]</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Previous Policy: effective F01-S03</u> Course proposals must be received in time for the course designation(s) to be approved and published in the printed Schedule of Classes. [5/16/02]</p> </div>
Retroactivity	No retroactive Focus credit or designation is allowed. GEC notes University policy: Individual students may petition their college dean to have a requirement reduced or waived due to hardship or peculiar circumstances. [3/14/02]

Focus Requirements and Classes

Staff—instructor not yet assigned

“Staff” sections do not have instructors assigned to teach them. Each board will determine whether it will allow these sections to receive the Focus designation prior to having an assigned instructor. [4/20/05] If allowed, these are called “Staff designations.”

1. If a Board allows Staff designations, proposals will be considered only if
 - a. the course has a track record (as defined by the board) of being offered with the Focus designation;
 - b. a course syllabus is submitted that clearly shows how hallmarks are met;
 - c. the proposal is accompanied by a memo from the Department Chair ensuring that the department will assign an instructor who is willing to teach the course in accordance with the Focus Hallmarks.
2. Staff designations are approved for only a single semester; once an instructor is assigned, he or she must submit a proposal for the Focus designation if he/she does not have active approval for that course.

Previous Policy

Departments may submit Focus proposals with “Staff” as the instructor if no instructor can be assigned before the proposal deadline.

Proposal for Focus designations should ordinarily be submitted by the instructor of the course section. Sections of a course assigned to “Staff” may be proposed by a department chair on the condition that, once assigned, the instructor will submit the required information to the appropriate Board via the GEO, and, if requested, will modify the information to meet the Hallmarks. [2/14/02]

Topics courses

Topics courses with variable content are eligible for 3- and 5-year Focus approvals/renewals. Because course content may vary substantially across semesters, the Focus chairs agreed that instructors should be informed when they are teaching such courses with a Focus designation. (Note: standard GEO procedure is to notify all instructors when they teach a Focus course.) [2/23/07]

W Board—399 and 499 approvals

The W Board chair will review and approve 399 and 499 W requests when the W Board and the GEC are not available. [4/11/02]

Foundations Requirements and Courses

Approval duration	Foundations courses are approved for 5 years. [9/28/01] No 1- or 2-year provisional designations will be given. [9/23/04]
Course level restriction	Foundations designations are restricted to 100- and 200-level courses. [1/15/03]
Designation request and routing	<p>To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 6 of the UHM-1 form or Box 5 of the UHM-2 form.</p> <p>Foundations: A completed proposal form is also required.</p> <p>UHM-1 & -2 form routing: Department → College¹ → OVCAA → GEC via GEO <small>[1/02/03 VCAA memo; modified, 4/2/03 minutes]</small></p> <p>College¹ approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate College. [4/02/03] <small>(also in Diversification, Proposal Process)</small></p>
	<p><u>Previous Policy: effective F01-S03</u></p> <p>The F Board may recommend a course contingent upon respective College approval. Because a College and the F Board can simultaneously review the same course, if the College does not approve the course as submitted, the F Board recommendation is null and void.</p> <p>-If substantive changes are made during College negotiations, the department must submit a modified proposal to the F Board for reconsideration.</p> <p>-If the department withdraws and resubmits the course, the department can reapply for the F designation. [12/18/02]</p>
Designation restrictions	<p>Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] <small>(also in Diversification, Focus, Hawaiian/Second Language)</small></p>

¹ Colleges of Arts & Sciences require approval by the Dean of the college (e.g., LLL) and approval by the A&S Program and Curriculum Committee (PCC).

Foundations Requirements and Courses

Effective Date As long as course designation information becomes accessible to students before any student has registered for the course, the course can be offered with the approved designation even if the designation is not printed in the Catalog. [4/02/03] (also in Diversification)

Because UH Executive Policy E5.209 should be followed, the effective term may be delayed for up to one year to allow other UH campuses to make appropriate curricular changes.

Previous Policy: effective F01-S03
Approval becomes effective when the course designation is published in the Catalog. [5/09/02]

Global and Multicultural Perspectives (FG) course requirement

The GEC places FG courses into one of three groups based on the time period covered. Students must take two courses drawn from two of the three groups. The Gen Ed web site has a list of currently approved courses. [2/21/02]

Group A: pre-history (prior to 1500)

Group B: modern (after 1500)

Group C: pre-history to modern

Global and Multicultural Perspectives (FG) requirement for external transfer students

External transfer students who matriculate with one or more western civilization courses are required to take 1 FG course. If the content of the transferred course was time-period specific, the course taken at UHM must cover a different time period. [1/15/03]
(also in Articulation, Non-System)

Honors (A) sections

When a course is approved for a Foundations designation, “A sections” of the course are automatically included in the designation. [4/30/03]

Minimum grade

A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03]
(also in Diversification, Focus, Hawaiian/Second Language)

Publication of courses

Foundations designations are published in the UHM Catalog’s “General Education Core & Graduation Requirements” section and the “Courses” section. [9/28/01]

Renewal

Foundations courses will be reviewed in the fifth year of the approval period. [9/28/01]

All courses scheduled for review by Summer 2007 were reviewed by the Foundations Board in Spring 06, Fall 06, or Spring 07.

Foundations Requirements and Courses

Retroactivity	No Foundations “credit” for a course is allowed if a student took the course before it was designated as Foundations. [5/09/02]
Simultaneous proposals: Foundations and Focus	<p>The GEC agreed that a department may simultaneously submit requests for a Foundations designation and Focus designation(s) on the same course. However, only one request may be approved because Foundations courses cannot also carry a Focus designation.</p> <p>The Foundations and Focus Board(s) should review the request on its own merits. Also, a course’s existing designations do not have to expire before a department can apply for a different type of designation. [2/23/07]</p>
Written Communication (FW) requirement in the first year	In Spring 2008, GEC voted to ask Administration to enforce current <i>Catalog</i> language (“Students complete the Foundations requirements during their first year”), for which SEC found very broad faculty support. GEC established the FW Task Force to oversee transition to full enforcement of the FW timeline.

GEC

- Decision-making** Decisions should be made by convening the GEC. Executive decisions, even those reflecting SEC input, should not be made without GEC consultation. [10/08/01]
- Governance** See document: *Faculty Governance of University of Hawai'i at Mānoa General Education* [approved 12/6/00]:
www.hawaii.edu/gened/gened_governance.pdf
- See document: *Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards* (signed April 2003): *also here in chapter 2*
www.hawaii.edu/gened/gec/memo_of_understanding2003.pdf
(also in GEC and the Gen Ed Boards)
- Minutes** Upon approval, GEC minutes and liaison reports are posted at the Gen Ed web site; effective Fall 2004. [8/26/04, 9/9/04]
- Recordkeeping** The chair of the GEC keeps a record of policy decisions. GEO assists with keeping the record up-to-date. [5/10/01]
- Report for SEC** The GEC chair prepares two reports for the SEC: an assessment report due at the end of the fall term; an annual report due at the end of the spring term. [4/09/03 and Governance document]
- Voting on policy changes** In practice, policy changes will not be made at the meeting during which the possible change is first discussed. A vote does not ordinarily occur until a subsequent meeting. [8/28/06]

GEC and the Gen Ed Boards

Agenda to Boards	GEC meeting agendas will be sent to Focus and Foundations Board chairs. [9/04/02]
Board chairs at GEC meetings	Foundations and Focus Board chairs should be invited to all GEC meetings. [10/12/01]
Governance	See document: Faculty Governance of University of Hawai‘i at Mānoa General Education [approved 12/6/00]: www.hawaii.edu/gened/gened_governance.pdf See document: <i>Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards</i> (signed April 2003): www.hawaii.edu/gened/gec/memo_of_understanding2003.pdf
Liaisons to Boards	The GEC will annually rotate liaisons to Gen Ed Boards. Each Fall GEC members submit their ranked preference for 2 Boards (E, H, O, W, F, HSL) to guide the GEC chair in assigning liaisons. [9/04/02]
Reports for SEC	Board chairs prepare two written reports: an assessment report due at the end of the fall term; an annual report due at the end of the spring term. Reports are submitted to the SEC via the GEC. One purpose of the reports is to bridge the actions of one year’s board with the next. [4/09/03]

Procedures

Absenteeism	When a committee/board member is frequently absent, SEC recommends that the board chair inform the member that a replacement will be requested. [11/19/03]
Appointment letters	When a board member has been appointed by the SEC, the Faculty Senate Office secretary sends her/him a memo with a copy to the GEO. The appropriate board chair is also notified. [10/22/02 per David Flynn, Senator, Faculty Senate)

General Education Office (GEO)

GEO Advisory Board

The Advisory Board includes the GEO staff, the GEC chair and vice chair, Board chairs, and an Academic Affairs representative. Its function is to serve as a means of exchanging information. Common issues are discussed, but the Board does not create policy. It typically meets two to three times each semester. [11/06/02]

MOA establishing GEO

A Memo of Agreement dated 10/31/01 established the General Education Office (using existing staff of the Mānoa Writing Program). The MOA was signed by the Faculty Senate Chair, the UHM Chancellor, and the Dean of LLL. [11/09/01]

Hawaiian/Second Language (HSL)

Designation restrictions	<p>Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Diversification, Focus, Foundations)</p> <p>Courses fulfilling the Hawaiian/Second Language requirement cannot also meet a student's major requirements. This applies to all students, including students who, for particular reasons, are allowed to meet the language requirement by substituting culture courses taught in English. [5/7/03]</p> <p>See a schedule of requirements that may simultaneously satisfy multiple requirements in the <i>Catalog's</i> Gen Ed section.</p>
GEC's role	<p>The College of Languages, Linguistics, and Literature currently oversees HSL. A GEC liaison is assigned each year to the LLL committee overseeing HSL. [3/02/04]</p>
Minimum grade	<p>A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03] (also in Diversification, Focus, Foundations)</p>
Waiver Resolution rejecting consultant role	<p>Initially, the Faculty Senate promoted the idea that the GEC was responsible for the Hawaiian/Second Language (HSL) requirement. However, in a 4/12/00 Resolution, the Faculty Senate limited the GEC's role pertaining to college-level HSL waivers. The Resolution called for GEC consultation after the waiver had been approved by the College.</p> <p>The GEC Resolution of 1/9/02 states that the idea of consultation after the fact is an empty exercise and, therefore, the GEC rejects the responsibility to 'consult' on matters of the college-level HSL waiver. [1/10/02]</p> <p>See Faculty Senate Resolution [4/12/00]: www.hawaii.edu/uhmfs/documents/resolutions/20000412_reso_haw_lang_waiver.html</p> <p>See GEC Resolution [1/9/02]: www.hawaii.edu/gened/gec/HSLwaiver_resolution2002.pdf</p>

Proposal Process

for Diversification, Focus, & Foundations Designations
see also the Policies sections for Diversification, Focus, and Foundations

Appeals

Boards are required to negotiate with course-proposers prior to a negative recommendation. Any appeal of Board decisions must follow the *Memorandum of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards*, item #6. [12/9/04]

Previous Policy:

A faculty appeals process is unnecessary because negotiations on problems occur prior to a Board's recommendations memo to the GEC. [2/7/02]

In each review cycle, a Board will not reconsider a proposal after the GEC has acted on the Board's recommendation. [10/16/02]

Approval transferability

H Focus approval does not automatically transfer across campuses. So even though an instructor has UHM H approval (from the GEC), the instructor must submit a H Focus Articulation Proposal form in order to teach the same course on another campus with the Focus.

However, if the syllabus and the responses to questions on the proposal form would be identical to what was previously submitted at UHM, the instructor completes and submits only page one of the proposal form. [12/2/04] (also in Focus)

Availability of proposals

Proposals will be available for review by GEC members at the General Education Office. [2/7/02]

In Spring 2007, GEO began posting proposals online (at WebCT) for review by Focus and Foundations Board members. Proposals continue to be available in the GEO office.

Only approved proposals are available to the public (based on privacy rights). [4/11/02]

Conveying Board approvals and recommendations to the GEC

GEO sends the GEC a list of Board-approved and -recommended courses, along with the total number of courses submitted, withdrawn, negotiated, and denied. [10/12/01; evolved practice, S07]

When a designation is denied, a memo or meeting minutes that explain actions and decisions should accompany the list of recommendations. [2/7/02; evolved practice, S07]

Proposal Process

for Diversification, Focus, & Foundations Designations
see also the Policies sections for Diversification, Focus, and Foundations

Board recommendations: GEC vote to approve	<p>When a designation is not recommended or is denied by a Board, the Board chair should be present at the GEC meeting. [10/19/01; evolved practice, S07]</p> <p>GEC and affected Boards should hold joint meetings prior to GEC final voting whenever the GEC disagrees with or plans to override a Board recommendation. [3/14/02]</p> <p>See Item 3 in the <i>Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards</i> [4/30/03]: www.hawaii.edu/gened/gec/memo_of_understanding2003.pdf</p>
Forms required	<p>Diversification: UHM-1 or UHM-2 only (UHM policy); completed by department chair.</p> <p>Focus: Proposal form only (GEC policy); completed by instructor; signed by the department chair.</p> <p>Foundations: UHM-1 or UHM-2 and Proposal form (UHM, GEC policies); completed by department chair.</p>
Foundations & Diversification Process	<p>To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 6 of the UHM-1 form or Box 5 of the UHM-2 form.</p> <p>Foundations: A Proposal form must be submitted also.</p> <p>UHM-1 & -2 form routing: Department → College¹ → OVCAA → GEC via GEO <small>[1/02/03 VCAA memo; modified, 4/2/03 minutes]</small></p> <p>College¹ approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate College. [4/02/03]</p> <p style="text-align: right;"><small>(also in Diversification, Foundations)</small></p>

¹ Colleges of Arts & Sciences (A&S) requires approval by the Dean of the college (e.g., LLL) and approval by the A&S Program and Curriculum Committee (PCC).

Proposal Process

for Diversification, Focus, & Foundations Designations
see also the Policies sections for Diversification, Focus, and Foundations

*F & D Process,
continued*

Previous Policy: effective F01-S03

The F Board may recommend a course contingent upon respective College (PCC) approval. Because a College and the F Board can simultaneously review the same course, if the College does not approve the course as submitted, the F Board recommendation is null and void.

-If substantive changes are made during College negotiations, the department must submit a modified proposal to the F Board for reconsideration.

-If the department withdraws and resubmits the course, the department can reapply for the F designation. [12/18/02]

**Notification of
decisions**

Focus decisions: notify faculty member and department chair. GEC notifies faculty members of decisions made on their proposals and, when not approved, includes appropriate explanations from the reviewing Board and an invitation to seek further dialogue with the Board. The letters should encourage future proposals. [2/7/02]

GEC notifies department chairs of denied proposals by sending them a confidential list. A memo of denial will be sent only to the instructor. [10/16/02]

Foundations decisions: Department chairs are notified of decisions made on their proposals. [2/7/02]