

**Memo of Understanding Regarding Relationships  
Between the Manoa Faculty Senate/Senate Executive Committee,  
the General Education Committee, and the General Education Boards**

Recent decisions on the General Education Requirements have been conducted under severe time constraints and, as a result, dialog between the Manoa Faculty Senate Executive Committee (SEC), the General Education Committee (GEC) and the General Education Boards has necessarily been limited. Now that the pressure of impending deadlines has eased, the following principles are agreed upon in an effort to expedite the transition to regular operations.

1. The Faculty Senate establishes the overall structure of the General Education Requirements and appoints the members of the GEC and the Boards.
2. The GEC oversees, administers, and assesses the General Education Requirements established by the Faculty Senate. Proposals by the GEC to change the policy and procedures upon which the General Education Requirements are based shall be referred to the Faculty Senate via the SEC for ratification.
3. The various Boards deliberate and forward recommendations to the GEC for review and action. The GEC will also meet with Board representatives as deadlines approach, particularly in cases where the GEC has identified areas of potential concern. The spirit of the BOR's policy on faculty governance shall be a guideline for the relationship between the Boards and GEC:

The power of review or final decision shall be exercised adversely only in exceptional circumstances, following consultation with the other involved units and for reasons communicated to the other units.
4. Final decisions about implementing the General Education Requirements are made by the GEC. Final decisions about the structure of the General Education Requirements are made by the Faculty Senate.
5. The relationships between the Faculty Senate/SEC, the GEC, and the Boards with respect to the General Education Requirements are based on mutual respect, transparency and open communication. When making or proposing policy changes, which may involve the other levels, there shall be consultation and discussion between each of the concerned committees/boards in advance of the final decision.
6. After informal attempts to resolve disagreements, appeals about GEC decisions are made in writing to the GEC, which will consult as appropriate with the parties involved before making a decision. Appeals about the mandate of the GEC, apparent conflicts of interest, and apparent situations of the GEC exceeding its authority are

made to the SEC, which will consult as appropriate with the parties involved before making a decision.

7. General Education assessment, as outlined in the document "Faculty Governance of University of Hawaii at Manoa General Education", is underway. Given the importance of General Education assessment, the GEC will report to the Faculty Senate (via the SEC) on these activities each semester.
8. The GEC will prepare a written annual report for the Faculty Senate at the end of each Spring semester describing decisions that have been made during the preceding year.
9. It is the mission of the GEC and the Boards to honor the spirit of the General Education Requirements in providing a quality educational experience for our students while working within the administrative structure. As a result, the GEC must insure that policy decisions and identification of General Education courses are made in a timely manner that accommodates academic time schedules, administrative deadlines, accreditation issues, and other practical concerns that have to do with the everyday reality of managing the entire UH system.
10. More detailed policies implementing the principles in this Memo Of Understanding shall be integrated into existing Faculty Senate documents regarding the General Education Requirements by a committee appointed by the SEC from among the members of the SEC, GEC, and the Boards. The committee will address issues including, but not limited to, inconsistencies in the existing documents, the details of the appeals processes, the role of liaisons, and the establishment of outside validation in the assessment process. The changes recommended by the committee will be forwarded to the SEC for presentation to the Faculty Senate for ratification.

Chair, SEC: Michael Forman 4/1/03

Chair, GEC: B. Jeanne Oka 4/02/03

Chair, Foundations Board: Margit Watts 4-1-03

Chair, Contemporary Ethical Issues Focus Board: J. N. Robertson 4/02/03

Chair, Hawaiian, Asian and Pacific Focus Board: R. D. Jimilla 4/3/03

Chair, Oral Communication Focus Board: Dee Shee 4-02-03

Chair, Writing Intensive Focus Board: Osmond Lee Jr 4/1/3