

III. FOCUS BOARDS

A. CONTEMPORARY ETHICAL ISSUES BOARD (ETH)

B. HAWAIIAN, ASIAN AND PACIFIC BOARD (HAP)

C. ORAL COMMUNICATION BOARD (OC)

Focus Boards: The Focus Boards, including the Writing Intensive Board described in the next section D (ETH, HAP, OC, and WI), will oversee the process of approval and evaluation of courses intended to fulfill the specific requirements of each area of General Education.

Personnel: Five members of each Focus Board will be recommended by the Committee on Faculty Service and appointed by the Faculty Senate. A sixth non-voting member will be assigned as liaison from the General Education Committee. They will serve three years, with staggered terms. Terms will start July 1 and continue to June 30 of each academic year, with the first Board members to serve longer, from their initial appointment until June 30 of the appropriate year for their term of service. No member may serve more than four consecutive years. Each board will elect its own chair. The membership of the Focus Boards will be structured in the following way:

Five members who will represent a broad constituency, selected and appointed according to the following guidelines to be employed by the Committee on Faculty Service;
One member (non-voting) of each of these boards will act as liaison to the GEC.

Guidelines for selection of members: The members of the Focus Boards will be recommended and appointed according to the following criteria:

- a) No more than one member will be from any one department, with a range of colleges and schools represented as much as possible;
- b) At least one member will have experience teaching in a Focus area;
- c) At least one member will not teach in the area, but have an interest in the development of such courses as a foundation for other university coursework;
- d) Departments that teach heavily in that field will be represented.

Duties: The general duties of these boards will be to:

- 1) develop the hallmarks, guidelines, and other criteria for the acceptability, continuation, or deletion of courses in the three areas, in an on-going dialogue with its constituents (students and faculty);
- 2) develop procedures, forms, and templates for submitting courses to be recommended for the ETH, HAP, and OC areas;
- 3) evaluate and recommend courses that receive their designation;
- 4) foster the creation of new courses through sponsoring forums and encouraging interdisciplinary efforts to ensure availability and diversity of courses that meet the requirement;
- 5) assist the GEC in maintaining a liaison with the UH system (other campuses and the Community Colleges) regarding transferability, articulation, and assignment of credit for courses in the Focus areas;
- 6) conduct on-going evaluation of courses and instruction through periodic review, as deemed necessary by the Boards and the GEC; and
- 7) guide policy development by reevaluating implementation of the focus areas and their effectiveness.

Evaluation: Recommended procedures for evaluation of new course proposals and continuing review of courses are outlined in Appendix A.