

M E M O R A N D U M

Date: May 31, 2013

To: Annie Brown (At Large, BEaT)
Denise D'Haenens-Luker (MATH)
Kenoa Dela Cruz (GSSS)
Robyn Gartner (ENG)
Lucy Jones (SSCI)
Donala Kawa'auhau (At Large, BEaT)
Charleen Marlow (HUM)
Orlo Steele (Natural Sciences) (serves until December 31, 2013)
Francis-Dean Uchima (Academic Senate Executive Committee)
Mai Wong (Public Services)

From: Ellen Okuma, co-Chair, Academic Senate ad hoc General Education Committee
Lou Zitnik, co-Chair, Academic Senate ad hoc General Education Committee

Subject: Appointment to the Academic Senate ad hoc General Education Committee

Mahalo for your willingness to serve on this important committee of the Academic Senate. As you may be aware, the Academic Senate began working on General Education (GE) in 2010 through various efforts of faculty and ad hoc committees. It is critical that these efforts continue in a timely manner. To meet the needs of our students, VCAA Joni Onishi has agreed to recognize previously designated GE courses through Academic Year 2013-2014. At the end of that period, unless new procedures have been developed to identify GE courses, the College will be without GE offerings. The goal of the ad hoc General Education Committee is to prevent that situation.

What follows is specific information on the Committee's membership and its charge. This information was developed in consultation with VCAA Joni Onishi, Academic Senate Chair Helen Nishimoto, and the Executive Committee of the Academic Senate.

Membership

The voting membership of the ad hoc General Education Committee of the Academic Senate is determined by the two co-chairs who will not have a vote unless a tie needs to be broken. Tenure is not a determining factor but BOR faculty appointment is--i.e., a lecturer cannot serve. A department or division chair is ineligible to serve as a voting member. Unless otherwise stipulated, the term of service shall be one year. The ten (10) voting members include:

- 1 member from each of the following areas: Social Sciences, English, Humanities, Math, Natural Sciences, and Public Services (6)
- 2 at-Large members (2)
- 1 General Student Services Support (GSSS) member (1)
- 1 member of the Academic Senate Executive member (1)

Charge for ad hoc GE Committee

In order to address ACCJC recommendations to the College regarding General Education, to identify courses that will assist HawCC students to meet [UH System General Education Core Requirements](#), and to bring closure on previous work the Academic Senate has done on General Education, the ad hoc GE Committee is charged by the Academic Senate Chair and the Executive Committee to revise, finalize and forward to the Academic Senate Chair for Senate consideration and approval the following:

- Benchmarks for General Education Learning Outcomes (GELO): These will be based on the previously developed "descriptors," "criteria" and suggestions submitted in May 2013 by disciplines in response to a request for review by VCAA Onishi.
- ad hoc GE Committee Operating Procedures
- GE course designation process: The process will be based upon recommendations agreed to at the March 27, 2013 meeting of concerned faculty, the VCAA, Deans of Liberal Arts and CTE, and the Chair of the Academic Senate. Please Appendix 1 for details.
- Rubrics or checklists developed by the Academic Senate Chair as requested at the March 27, 2013 meeting
- Forms and other documents necessary to implement the GE course designation process

Proposed Timeline:

In early August, the co-chairs will send Committee members the proposed operating procedures, draft application forms, and revised GELO benchmarks for review.

The Committee will meet Monday, August 19, 2013, 10-noon in 379, 6B (Manono Campus) to review the proposed materials, confirm those that meet Committee expectations, and consider appropriate actions to meet the Committee's goals for AY 2013-2014.

Possible Action: The Committee will submit its approved materials to the Academic Senate Executive Committee for its Friday, August 23, meeting, and the Executive Committee will submit materials to a full meeting of the Senate on Friday, August 30, 2013.

Senators will have until September 13 to submit suggestions for revision to the ad hoc GE Committee, and the ad hoc Committee will make appropriate revisions and submit to the Academic Senate Executive Committee (Sept. 20) and to the Academic Senate for final approval (Sept. 27).

After approval by the VCAA, the Committee will call for submissions beginning October 1, 2013.

Again, mahalo for your time and effort on this important committee that will impact our students in many positive ways. If you have any questions, please contact either of us: Ellen (okuma@hawaii.edu), Lou (zitnik@hawaii.edu). We look forward to working with you!

c:Helen Nishimoto, Academic Senate Chair, Joni Onishi, Vice Chancellor for Academic Affairs & Kalani Flores, Accreditation Liaison Officer (LZ, created 5/31/13)