

Appendix A: To ad hoc Committee Gen Education Committee Charge

Date: May 31, 2013

Purpose: This appendix notes additional agreements in principle that were reached during a series of meetings held in the spring of 2013 for the purpose of developing a General Education course designation process that could be implemented during the 2013-2014 academic year. This series included two formal meetings of administrators, faculty leadership and concerned faculty (March 16 & 27), as well as subsequent meetings with VCAA Onishi, Academic Senate Chair Helen Nishimoto, and ad hoc Committee chairs Ellen Okuma and Lou Zitnik.

- A GE course designation process will include these steps:
 1. The VCAA, in consultation with the department chairs (DC) and the ad hoc GE co-chairs, will contact disciplines to identify the priority of courses to be submitted for review.
 2. The proposer and the DC will complete a course assessment plan form, to be developed by the Assessment coordinator, and submit it to the Assessment Coordinator for approval.
 3. The proposer and the DC will complete the GE Course Designation Form (to be developed by the ad hoc GE Committee) for a 100+ level credit course, sign and submit it with the Assessment Coordinator's proof of approval and a current Course Outline of Record to one of the ad hoc GE Committee co-chairs.
 4. The GE Course Designation Form will require evidence that indicates how specific assignments or activities support all of the benchmarks in the General Education Learning Outcome being sought as the primary designation.
 5. The GE Course Designation Form will require evidence of how the course seeking designation meets one of the Critical Thinking General Education Learning Outcome benchmarks.
 6. The GE Course Designation Form will include the course's current articulation status in the University of Hawai'i System.
 7. The GE ad hoc co-chairs and committee members will facilitate, assist, and support discipline faculty through the GE designation process.
 8. The co-chairs will distribute the application package to the ad hoc GE Committee for review, and upon approval, both co-chairs will sign the form.

9. The co-chairs will submit a request to the Academic Senate Chair to place the GE designated course on the next Academic Senate agenda for Senate endorsement.
10. The Academic Senate Chair signs the GE designated course form once the Senate endorses the course as being GE designated.
11. The Academic Senate Chair sends the form to the VCAA for approval.
12. The VCAA sends the form to Chancellor for approval.
13. Once the Chancellor has approved a GE designated course, a notice will be sent from the Chancellor's Office to the campus regarding the approved status of the course.
14. The VCAA will seek a MOU with each UH campus to ensure transferability of the course in General Education, and the VCAA will oversee inclusion of the GE designated course in the next HawCC catalog.
15. Archives of general education designation applications will be stored by the VCAA.