

## MEMORANDUM

Date: November 4, 2013

To: All Faculty

From: Ellen Okuma, Co-chair, Academic Senate ad hoc GE Committee  
Lou Zitnik, Co-chair, Academic Senate ad hoc GE Committee

Subject: General Education Request for Proposals (RFP)

This announcement serves as a Request for Proposals (RFP) for courses to be submitted to the Academic Senate ad hoc General Education Committee (GEC) for review in order to be considered for designation as General Education (GE) at HawCC.

On October 25, 2013, the Academic Senate approved the remaining items required in the General Education Course Designation process, all of which are now available on the General Education web site at <http://www.hawaii.hawaii.edu/gened/philosophy.php> Follow the General Education Designation link to the General Education Process, etc.

Please note that one part of the packet for a course to be submitted is an approved Course Outline of Record (email request for a COR to Mitchell Okuma, [mokuma@hawaii.edu](mailto:mokuma@hawaii.edu)). Because Mitchell will be on vacation for several weeks, any \*new requests for a COR must be submitted to him by noon, November 5. Otherwise, a response to a new request for a COR will not be available until after November 26, 2013. (\*CORs have been requested and approved for the following 16 courses: ANTH 200, ANTH/LING 235; ED 105; ENG 100, 102, 215; GEOG 102; HSER 110; IS 101; LING 102; PHIL 102, 110; PSY 100; SOC 100; SSCI 111; SPCO 151)

Vice Chancellor for Academic Affairs (VCAA) Joni Onishi identified priorities of courses to be considered for GE and has discussed these priorities with the Division/Department Chairs (DCs). Here is part of VCAA Onishi's 8-30-13 correspondence to the DCs:

"The priority of courses to be considered for GE review was identified in my May 11, 2013 email message to all of you: 'As a reminder, ENG 100, ENG 102, SP 151, HIST 151, HIST 152, GELO #7 Areas of Knowledge -- Humanities, Natural Science, Social Science will be the first round of courses to go through the 'certification' process.' (note: the process is now being called "designation" instead of certification)"

Additionally, in her 8-30-13 memo to the DCs, VCAA Onishi reconfirmed her agreement made with concerned faculty leaders during special meetings in March 2013 regarding General Education:

"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."

VCAA Onishi's statement immediately above means that unless courses are submitted, reviewed and approved as GE this year, our students will not be able to meet GE requirements starting in Fall 2014, with the exception of the 4 courses (ED 131, BOT 101, MATH 115 and MATH 135) that were previously certified/designated.

Please look at the priority of courses and the Areas of Knowledge, discuss them with your colleagues, and consider submitting a GE Course Designation Proposal (see the GE Designation Process for details) packet, which includes 4 parts: the Proposal, a current COR (mentioned above), a Course Assessment Plan and a completed Articulation form (see the GE Designation Process for details). Each piece of the packet, however, can be completed independently.

If you have any questions, please feel free to contact either of us: Ellen ([okuma@hawaii.edu](mailto:okuma@hawaii.edu)) or Lou ([zitnik@hawaii.edu](mailto:zitnik@hawaii.edu)). Mahalo.

c:Chancellor Yamane, VCAA Onishi, Interim Dean Kimura, Interim Dean Hamasaki, VCSA Cifra, M. Okuma