Hello:
Please see the attached memo from Joni Onishi, Vice Chancellor for Academic Affairs.
Mahalo,
Sandy

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Date: August 30, 2013
To: Division and Department Chairs
From: Joni Onishi, Vice Chancellor for Academic Affairs
Subject: General Education

Many of you attended the March 13 and 27, 2013 meetings of faculty leadership, concerned faculty and administration to discuss the various processes that had been developed to review courses for inclusion in the College’s General Education curriculum. At the March 27 meeting, I proposed that, in order to move forward and expedite the new review process for General Education, we come to an agreement about the timeline and deadline for this work to be accomplished. Helen Nishimoto consulted with the Academic Senate’s Executive Committee to develop an ad hoc GE Committee, write its charge and determine who would chair it. Lou Zitnik and Ellen Okuma were appointed by the Senate to co-chair the Committee. In their May 31, 2013 charge to the new Committee, Lou and Ellen provided the following statement:

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.

The purpose of this memorandum is to reiterate that this is the proposal I made and to which all attending the March 27, 2013 agreed. I urge you to discuss this agreement with your faculty in order for the GE designation process to begin as soon as Lou and Ellen issue the call for applications. They have said they are aiming for submissions to begin on October 1, 2013.

Additionally, this memorandum confirms other information that has been discussed regarding the GE course review process:

- 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)
- Courses previously approved as GE and will be included for Fall 2014 implementation: ED 131, BOT 101, MATH 115 and MATH 135
- A Course Outline of Record needs to be current and submitted along with the GE designation application.
• A Course Assessment Plan needs to be developed and submitted to James Kiley for approval. A copy of the approval page will accompany the GE course application.
• University of Hawai‘i articulation status of the proposed GE course will need to be documented and submitted with the GE designation application.

I am happy to report that a lot of progress has been made. Forms have been developed by James Kiley and Daniel Fernandez in consultation with Lou and Ellen. Lou and Ellen reported that the ad hoc Committee held its first meeting on August 19 and they will report progress at each of the Senate meetings, starting August 30, 2013. Still to be done are the development of the Course Outline of Record form and a means of documenting the UH articulation status for a proposed GE course, both of which I am overseeing.

I look forward to you and your faculty working together to help implement our GE course review process, which will benefit students beginning Fall 2014.