TO: UHH Faculty Congress

FROM: Todd Belt
Chair, General Education Committee

CC: Don Straney, Chancellor
Kenith Simmons, Interim VCAA
April Komenaka, Accreditation Liaison Officer
Cathy Zenz, Registrar
Brendan Hennessey, Institutional Researcher

RE: Annual Report of the General Education Committee (AY 2011-2012)

DATE: May 11, 2012

Dear Faculty Congress,

As Chair of your General Education Committee, I submit the following report on the activities of the Committee over the past years and an agenda for next year's activities.

Review of General Education Course Proposals

The committee solicited applications for GE Certification and put a deadline of February 10, 2012 as the cutoff. A total of 39 applications were received. A similar number (36) finished the process the prior year. Due to a long process of revision and resubmission for most applications, a total of 30 were certified (see Appendix for list of courses certified and category of certification). These courses are certified beginning Fall 2013.

The committee was only able to approve 8 of the applications on the first round, and the rest were sent out for revision. The overwhelming majority of applications were filled out inappropriately. Applicants failed to specifically match course learning objectives (CLOs) to institutional GE learning objectives (ILOs) in the matrix. The matrix asked the applicants to input a number in the matrix that identified which GE outcome was associated with each course outcome. Those who had failed to fill out the matrix properly were invited to revise and resubmit their proposals, linking CLOs to ILOs. A "model" was distributed to help applicants.

Four applicants refused to resubmit their applications, citing the burdensome workload and their inability to understand the utility of the CLO-ILO matrix. The committee investigated the certification process of prior committees and found that those committees did not place as high a premium on the matrix as our committee did. The committee resolved to revise the application document in order to reduce confusion and to make the process easier for applicants.

New Application Document
The committee decided to produce a revised and more user-friendly application document. The form will be much more explicit about matching CLOs to GE ILOs in the matrix. Alternatively, applicants will be able to submit a narrative statement instead of the matrix in order to discuss how their CLOs match the GE ILOs. Lastly, the new application document will contain descriptions of ILOs for natural science labs, which were missing from the original application document. Jon Price and Vera Parham formed a subcommittee to redesign the document, and Sue Jarvi is assisting Jon in crafting GE ILOs for certification of natural science labs. The committee anticipates having this document ready for pilot testing early next Fall.

Preparation of Recertification Document
Since courses are only certified for five years, the committee brainstormed ways in which to make the re-certification process simple while maintaining rigorous standards. To this end, Seri Luangphinith and Todd Belt formed a Recertification Subcommittee to design a recertification document that fast-tracks recertification for courses that plan to implement an ILO assessment strategy as part of the course. The committee anticipates having this document ready for pilot testing early next Fall, although it will not be needed until Fall 2014, when courses certified for GE beginning Fall 2011 will need to be re-certified for Fall 2016 to avoid a lapse in certification.

GE Supply-Demand Modeling
Noticing that there was no empirical evidence regarding whether our GE course offerings were sufficient to accommodate student demand, the committee chair approached Institutional Researcher Brendan Hennessey regarding the existence of data. Brendan Hennessey computed a model of supply and demand of GE SSHs. The results indicated that for Fall 2011, only the GCC and Language Arts subcategories of GE were under-served be course offerings. The prior committee (2010-2011) made an effort to increase offerings in these areas, and the chair will continue to work with Brendan to ensure that supply of GE courses keeps up with demand, and that the university avoids a graduation backlog due to GE.

GE Implementation Committee
The chair was asked by the Vice Chancellor for Academic Affairs to send members from the GE Implementation Committee, comprised of faculty, administrators and staff. Sue Jarvi, April Scazzola and Todd Belt attended this meeting at the end of the Spring Semester and the committees pledged to work closely in future endeavors. Suggestions were taken regarding the modification of the GE Website, to be handled by April. Todd Belt reported to the committee on Supply-Demand modeling of GE curriculum.

Action on Implementation SNAFUs
In addition to reviewing new applications, the GE committee was tasked with resolving SNAFUs with previously certified courses. These problems occurred predominantly because of the re-titling of courses and the modification of course material between instructors.

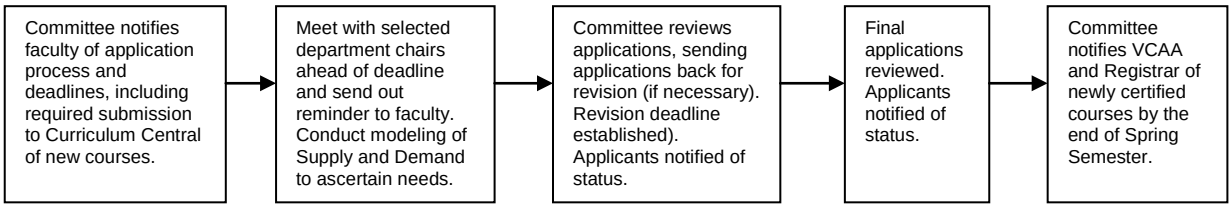
WASC Assessment Training
Four members of the GE committee (Normand Arancon, Todd Belt, Seri Luangphinith and Jon Price) attended the WASC Assessment workshop in Honolulu on February 1, 2012. These members of the committee received valuable training in learning outcomes assessment, and will work to integrate this training into upcoming GE activities, especially the recertification process.

Revision of Congress ByLaws Regarding the Committee
The Committee recommended that the Congress ByLaws regarding the Committee be revised the following way (revisions in red):

The Congress will appoint a General Education Standing Committee of no fewer than five faculty members and one student representative. The Congress will also appoint a faculty member to serve as Chair of this Committee. This committee shall be charged with advising the Congress on all matters relating to campus-wide General Education, developing policies and procedures for implementing and monitoring General Education including certification and re-certification of courses, and undertaking regular assessments of the effectiveness of General Education at the University. The General Education Committee will work with the Assessment Support Committee, other appropriate constituencies to produce periodic assessments and evaluation of the quantity and quality of General Education at UH Hilo.

Members shall serve two-year staggered terms. The Congress Chair may negotiate a course reduction with the Vice Chancellor of Academic Affairs for the Chair of this Committee, depending on the agenda of the Committee for the upcoming year. Terms of office will be overlapped so that each year half the membership will be replaced to provide continuity from year to year.

Crafting of GE Flowchart
The Congress Executive Committee requested a flowchart showing the functions of the GE Committee. The purpose of this chart is to provide institutional memory from year to year. The Committee Submitted the following:



Agenda for AY 2012-2013

- Prepare, Pilot Test, and Implement new GE Certification Application document, which includes simplified Matrix Option, Narrative Option and Lab Descriptions
- Work to Finalize Recertification Document
- Continue Modeling of Supply and Demand for GE Courses to Prevent Backlog
- In-Person Meetings with Departments to Enhance GE Offerings where Necessary
- Continue work Articulating GE Guidelines with Assessment Committee, WASC Reaccreditation Steering Committee, and Strategic Plan
- Continue work with GE Implementation Committee

The Chair thanks the following members for their service on the 2011-2012 committee:

Thora Abarca, Library

Norman Anarcon, CAFNRM

Maelequini Gaisoa, UHHSA

Sue Jarvi, Pharmacy

Gene Johnson, CoBE

Seri Luangphinith, CAS-Humanities

Rachel Nazara, UHHSA

Yumiko Ohara, CHL

Vera Parham, CAS-Social Sciences

John Price, CAS-Natural Sciences

April Scazzola, Accreditation Liaison Officer

Appendix: Courses Certified for GE Beginning Fall 2013

Alpha	Num	GF	GL	GQ	GW	GH	GS	GN	HPP	GCC
AG	100				X					
BIOL-MARE	156							X	X	
GEOG	312						X			X
GEOG	335								X	
HAW	103		X			X			X	
HAW	104		X			X			X	
HAW	107		X			X			X	
HAW	133		X			X			X	
HAW	203		X			X			X	
HAW	204		X			X			X	
HAW	207		X			X			X	
HAW	233		X			X			X	
HWST	496								X	X
HWST-MUS	175					X			X	
JPNS-JPST-ENG	365					X			X	
LING	133		X			X				
LING	233		X			X				
LING	432				X		X			X
LING	442									X
MARE	250			X						
MARE	434									X
MARE	435									X
MARE	471									X
MARE	480									X
MARE	488									X
MUS	141					X				
POLS	201						X			
POLS	304						X			X
POLS-GEOG	325									X
SOC	260									X