

# 8

## GEC POLICIES

The GEC has broad responsibility for GenEd requirements and for governance of GenEd. Thus it sets policies relating to all aspects of general education. When needed, GEC consults with the Foundations and Focus Boards, Faculty Senate, college advisors, departments, administrators, and personnel at other UH campuses when making policy changes.

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## Articulation *Non-System Transfer Students*

**Core equivalencies**      An external transfer course deemed equivalent to a UHM course will meet any Core (Foundations or Diversification) requirement that the UHM course satisfies. [9/04/02] (also in Diversification)

**Focus requirements**      External transfer students have their Focus requirements prorated as follows:  
    0-36 credits accepted: 1 H, 1 E, 1 O, 5 W  
    37-54 credits accepted: 1 H, 1 E, 1 O, 4 W  
    55-88 credits accepted: 1 H, 1 E or 1 O, 3 W  
    89+ credits accepted: 1 H and 2 W (no E or O required)

Previous Policy: effective until 11/12/02  
 For external transfer students who entered UHM in Fall 2002 or Spring 2003:  
 0-59      credits accepted:    1 H, 1 E, and 1 O  
 60-88      credits accepted:    1 H, and either 1 E or 1 O  
 89+      credits accepted:    1 H

**Global and Multicultural Perspectives (FG) requirement**      External transfer students who matriculate with one or more western civilization courses are required to take 1 FG course. If the content of the transferred course was time-period specific, the course taken at UHM must cover a different time period. [1/15/03] (also in Foundations)

**Transfer credit requests**      All transfer-credit requests should be accompanied by syllabi when feasible. [12/2/04, 1/26/05] (also in Transfer Requirements: System Transfers)

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## Articulation

### *System Transfer Students*

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**Diversification:  
Core Equivalencies** UH System courses with an equivalent Mānoa course will receive the UHM Diversification designation, except in instances where the sending campus's Diversification designation differs from Mānoa's designation. In those instances, students will receive the Diversification designation of the sending campus. [9/17/08] (also in Diversification section)

Previous Policy  
Any UH system course deemed equivalent to a UHM course will meet the Diversification requirement that the UHM course satisfies. [9/20/05] (also in Diversification section)

**Diversification** The GEC approved a process for *Articulating Courses to Meet UH Mānoa's Diversification Requirements*. [5/14/04; revised 12/2/04] The process is described here in chapter 7, A.2.

**Focus: Spring 2005-  
Summer 2011** Students who enter the UH System between Spring 2005 and Summer 2011 must meet the requirements given in the table below if they seek a UHM degree. The E and O requirements may be reduced, based on the number of UH transfer credit hours accepted. Transfer of E and O credits is not allowed. The W and H requirements are not reduced; students may transfer approved UH system courses to help them satisfy the W and H course requirements. [4/23/04 VCAA memo, prorate approved by GEC 12/03/03]

Focus Requirement for  
**System** Transfer Students

Number of accepted UH credit hours:	W*	H	E	O
0-54	5	1	1	1
55-88	5	1	1 E or 1 O	
89+	5	1	0	0

\*at least 2 of the W courses must be numbered at the 300- or 400-level.

**Focus: Fall 2011 on** Students who enter the UH System in Fall 2011 or later must meet all Focus requirements. There will no longer be any proration of Focus requirements for System transfer students. [10/28/09]

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## Articulation *System Transfer Students*

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**Focus: AY 02-03**

In April 2002, the GEC and SEC issued a statement on articulation for System undergraduate transfer students, *Articulation of UH System General Education Courses to UH Mānoa during AY 2002-2003*. According to that statement, transfer students use a prorated schedule for E, H, and O. [4/17/02 document] The GEC and SEC's statement was modified by the Chancellor's Office, which issued its own policy statement, *UH Systemwide Interim Transfer and Articulation Procedures, Mānoa General Education, Academic Year 2002-2003*. [May 2002 document]

The Chancellor's policy states that System transfer students could either (a) use the prorated schedule or (b) accept the full set of UHM Focus requirements and transfer particular courses (designated by the Chancellor's office) from the CCs to satisfy Focus requirements.

**Focus: AY 02-03  
policy extended  
through Summer  
2004**

In March 2003, the GEC extended the Focus component of the *UH Interim...Procedures* document [May 2002] through Summer 2004. [4/11/03 VCAA memo]

See first extension memo and list of Focus courses, available from the GenEd Office.

See brochure: *Focus Requirements for System Undergraduate Transfer Students 2002-2004*, available from the GenEd Office.

**Focus: AY 02-03  
policy extended  
through Fall 2004**

In April 2004, the VCAA issued a memo extending the Focus component another semester, through Fall 2004. [4/23/04, VCAA memo]

See second extension memo [4/23/03 VCAA memo] available from the GenEd Office.

Within-system transfer students who entered the UH System in Fall 2002-Fall 2004 can use the prorated schedule or receive transfer Focus credit. [reaffirmed by email GEC vote, October 2004]

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## Articulation

### *System Transfer Students*

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**Focus: AY 01-02  
entering students**

At its March 2003 meeting, the GEC addressed system-transfer students who started UH in Fall 2001-Spring 2002. These students would be able to utilize the 2001-02 academic year prorated schedule for non-system students. [3/12/03] Later, the GEC approved a motion to allow students who entered in Fall 2001-Spring 2002 to use the prorated schedule and transfer approved courses. [4/16/03]

See brochure: *Focus Requirements for System Undergraduate Transfer Students 2001–2002*, available at the GenEd Office.

Previous Policy: effective F01-S03

UH System students who started in Fall 2001 or Spring 2002 will be able to utilize the Fall 2001–Spring 2002 Focus prorated schedule for non-system students. [3/12/03]

**Focus: E & O**

Four-year UH campuses may apply for an E and/or O Focus for one or more of their upper division courses by having the instructor complete and submit a Focus articulation form, which is signed by the campus's Chief Academic Officer. If approved, the GEO will notify Admissions so that the information can be recorded on students' transcripts if/when they matriculate to Mānoa. [10/16/13]

**Focus: Extended  
approval of HCC  
Focus classes**

UHM Focus approvals for Honolulu Community College Focus classes (E, H, & O) granted in Fall 2002 are extended through Fall 2004. [4/23/04; 4/09/03]

**Focus: Extended  
approval of H  
designations  
through August  
2005**

In September 2004, the GEC extended designated H courses (course approvals and class/instructor approvals) expiring in December 2004 to August 2005. [9/9/04; 9/27/04 VCAA memo]

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## Articulation

### *System Transfer Students*

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#### **Focus: HAP multicampus agreement**

In 2007-08, a HAP articulation agreement (modeled after W) was signed by all UH campuses. HAP program portfolios from Honolulu CC, Kapi'olani CC, Kaua'i CC, Leeward CC, UH Maui College, Windward CC, UH Mānoa, and UH West O'ahu were subsequently approved. Effective Spring 2009, these campuses accept each other's campus-designated HAP courses as fulfilling the HAP requirement. (Summer 2008 and Fall 2008 courses will be handled on a case-by-case basis.) Hawai'i CC and UH Hilo were the last UH campuses to have their program portfolios approved, effective Fall 2018.

More information can be found at:

<http://www.hawaii.edu/offices/aa/aapp/HAP.html>

#### **Foundations**

As of Fall 2018, portfolios from all ten UH campuses had been approved by the Foundations multicampus group. Campuses accept each other's campus-designated F courses as fulfilling the F requirement.

Standards for the approved articulation process were detailed in an August 2004 memo to participating campuses.

The Council of Chancellors and All Campus Council of Faculty Senate Chairs met in June 2004. Honolulu CC, Kapi'olani CC, and UHM signed a Foundations articulation agreement; standards for the approved articulation process are being developed. [6/09/04]

List (by campus) of approved System Foundations courses:

<http://www.hawaii.edu/offices/app/aa/afc/>

The Spring 2003 Fast Track articulation resulted in a list of System courses approved for articulation to UHM as Foundations. [10/31/03, 5/19/03, 2/26/03] List of Fast-Track approved courses available at the GEO.

#### **Transfer credit requests**

All transfer-credit requests should be accompanied by syllabi when feasible. [12/2/04, 1/26/05] (also in Transfer Requirements: Non-System Transfers)

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## Diversification Requirements and Courses

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<b>Approval duration</b>	Diversification courses are approved for 5 years. [9/28/01]
<b>Approving designations: delegating approval</b>	The GEC authorizes the Diversification subcommittee to act on its behalf to <u>approve</u> Diversification designations, effective Spring 2010. [3/31/10]
<b>Articulation of System courses</b>	UH System courses with an equivalent Mānoa course will receive the UHM Diversification designation, except in instances where the sending campus's Diversification designation is different than Mānoa's. In those instances, students will receive the Diversification designation of the sending campus. [9/17/08] (also in Diversification section)

Previous Policy

Any UH System course deemed equivalent to a UHM course will meet the Diversification requirement that the UHM course satisfies. [9/20/05] (also in Articulation section)

<b>Assessment</b>	Diversification courses will be reviewed in the fifth year of the approval period. [9/28/01] A GEC subcommittee developed review procedures and began the review of UHM Diversification courses in Fall 2006. The review extended across eight semesters, with departments assigned to specific semesters by college.
<b>Designation request and routing</b>	To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 8 of the UHM-1 form or Box 7 of the UHM-2 form.

UHM-1 & -2 form routing:

Department → College<sup>1</sup> → GEC via GEO → OVCAA

[1/02/03 VCAA memo; modified, 4/2/03 minutes. Routing order changed effective F10.]

College approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate College.<sup>1</sup> [4/02/03] (also in Foundations, Proposal Process)

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<sup>1</sup> Colleges of Arts & Sciences (A&S) require approval by the Dean of the college (e.g., LLL) and approval by the A&S Program and Curriculum Committee (PCC).

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## Diversification Requirements and Courses

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### Designation restrictions

Courses can have only one Diversification designation:  
DA (Arts), DH (Humanities), DL (Literature), DS (Social Sciences), DB (Biological Science), DP (Physical Science), DY (Science Laboratory).

Exceptions:

- Diversification science courses with an embedded lab may have the DY designation as well; i.e., DB+DY or DP+DY. [1/31/02]
- “Alpha” courses such as HON 291 may have a different designation for each alpha. [9/23/04; 2/2/05]

Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Focus, Foundations, Hawaiian/Second Language)

### Two or more designations per course

When a department wants 2 or more Diversification designations for a single course, it should add alphas to the course number and submit an appropriate request for each alpha. [9/23/04] See HON 291 for an example of a single course with multiple Diversification designations.

Note: this is different from departments seeking a joint designation for science courses with an embedded science lab. Such a course can receive both DP+DY or DB+DY designations and students get both upon completing the course.

### Effective date

As long as course designation information is accessible to students before any student has registered for the course in a particular term, the course can be offered in that term with the approved designation even if the designation is not printed in the Catalog. [4/02/03] (also in Foundations)

Because UH Executive Policy E5.209 should be followed, the effective term may be delayed for up to one year to allow other UH campuses to make appropriate curricular changes.

Previous Policy, effective F01-S03

-Approval becomes effective when the course Diversification designation is published in the Catalog. [12/11/02]

-Effective date exception: ASTR 110L (DY)

The DY designation for this course will first appear in the 2003-2004 edition of the Catalog. However, DY credit will be granted for Spring 2003 since the course was publicized to students as DY through the on-line information system and department announcements. [12/11/02]

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## Diversification Requirements and Courses

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**Global and Multicultural Perspectives (FG): discontinuation of “exclusionary rule”**

Diversification courses can be taken in the same departments as courses taken to satisfy the Foundations-Global and Multicultural Perspectives requirement. [3/09/07]

Previous Policy, effective F01-S07

Diversification courses must be taken in departments different from those courses used to satisfy the Foundations Global and Multicultural Perspectives requirement. [12/08/99]

**Honors 291**

Honors 291 (alpha) Sophomore Seminar: Each alpha has a different Diversification designation (e.g., HON 291H—Humanities, HON 291R—Arts). These Diversification designations were approved with the proviso that Honors will submit the instructor’s course proposal so it can be vetted by the GEO for compliance with the Hallmarks. [2/2/05]

**Honors 491**

Diversification “credit” for HON 491 may be granted upon student request; category will vary according to course content. The student generates the request to the Honors Director for Diversification credit; the Honors Director and the Honors adviser confer and determine designation category; the student’s college is notified of the designation. [2/05/03]

**Minimum grade**

A grade of D (1.0) or higher is required for a course to fulfill General Education requirements. [5/07/03, effective Fall 2003]

(also in Focus, Foundations, Hawaiian/Second Language)

**Publication of courses**

Diversification designations are published in the UHM Catalog’s “Courses” section. [9/28/01]

**Social Sciences (DS) requirement**

Courses from the same department but with different course alphas (e.g., FAMR and FDM) can be used to fulfill the “two courses from two different departments” requirement for DS. [2/12/14]

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## Focus Exemption (formerly WILD CARD)

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**Focus Exemption:  
Multiple requests**  
Effective Fall 2014

A student may apply for up to three Focus Exemptions and may use one or multiple experiences to apply. [9/17/14] However, only one W exemption per experience can be earned. [11/19/14]

Previous Policy, effective F02-SS14  
Students may apply for exemption from one Focus requirement.

**Focus Exemption:  
Graduate courses**  
Effective Fall 2013

A UHM graduate course can be used as the basis for requesting a Focus Exemption; however, exemption will not be granted if the course is also being used to fulfill degree requirements for a graduate program. [10/16/13]

**Focus Exemption:  
Pre-approval**  
Effective Spring 2016

Students who would like to use a UHM graduate course to apply for a Focus Exemption can get “pre-approval” by having the instructor submit a Focus form to explain how his/her graduate course meets the Focus Hallmarks. The Focus form will go through the normal review process, so students will know prior to taking the course whether or not it can be used to fulfill one or more Focus requirements. [04/11/16]

**Focus Exemption:  
Restrictions**  
Effective Fall 2007

The Focus Exemption can be used to exempt a student from one appropriate Focus requirement; however, it does not reduce the total number of credits needed to graduate. [3/21/07]

**Focus Exemption:  
Review**  
Effective Fall 2017

Effective immediately upon approval, the GEC delegates final decision-making authority for all Focus Exemption applications, both course-based and non-course, to the respective Focus Boards. These applications must be evaluated by a quorum of the full voting membership of the Focus Board. [11/30/17]

Previous Policy  
Effective Spring 2016, the GEC delegated approving authority to the Focus Boards when the request is course-based and where the decision is unanimous. When the vote is split, the GEC will be the final arbiter. [12/02/15]

**Focus Exemption:  
W as upper division**  
Effective Fall 2012

While the GEC decides whether or not a W Focus exemption should be awarded, the determination about whether the exemption can be used to waive one of the *upper division* W Focus requirements lies with the School/College. It is beyond the purview of the GEC to make such curricular decisions. [10/3/12]

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## Focus Exemption (formerly *WILD CARD*)

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**Wild Card**

Effective Fall 2001-  
Summer 2007

The Wild Card can be used to waive an appropriate Diversification or Focus requirement; however, it does not reduce the total number of credits needed to graduate. [11/30/01]

**Wild Card: UHM-specific option**

Effective Fall 2001-  
Summer 2007

The Wild Card is a Mānoa-specific option and requires a UHM faculty sponsor (i.e., UHM instructional, research, or specialist faculty member). This is consistent with the UHM Gen Ed requirements; UHM GEC is delegating its responsibility in part to individual UHM faculty members. [9/28/01]

**Wild Card: Faculty Specialist role**

Effective Fall 2001-  
Summer 2007

Faculty Specialists (e.g., advisors) have faculty status and can serve as Wild Card mentors. [4/18/02]

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## Focus Requirements and Classes

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### Approval duration

**Initial approval period: 3 years**  
**Renewal approval period: 5 years**

The duration of a new Focus approval is three years. If, after the three-year period, the instructor successfully renews the Focus designation, the duration of the renewed Focus designation will be five years. Subsequent renewals will also be approved for a five-year period. Effective February 10, 2007. [2/09/07]

### Common end date: July 31

An instructor's Focus approval ends on July 31 of the third year after the approval begins in the case of a new designation or in the fifth year in the case of a renewed designation. Effective February 10, 2007. [2/09/07] For example,

<u>Approval begins</u>	<u>Approval ends</u>
Fall 2007	July 31, 2010
Spring 2008	July 31, 2011
Summer 2008	July 31, 2011
Fall 2008	July 31, 2011

#### Previous Policies

Initial and renewal approval periods are three years, effective with Spring 2005 designations [5/14/04]

Approval for Focus designations is for two years (effective for Fall 2002-Fall 2004 designations). [9/28/01, 5/14/04]

### Exception: 399 and 499 course approval period

An instructor's Focus proposal cannot be approved for only one semester unless the course is a 399 or 499 in which case the course is tailored to an individual student and thus approved for one semester only. [1/10/02] If the 399 or 499 course has set (not variable) content and is *not* a directed reading/research/study course tailored to an individual student, instructors may be approved for the usual three years if they submit a course syllabus with their proposal and teach the course in accordance with the requested Focus Hallmarks whenever they offer it. 399 and 499 courses may also be eligible for course-based Focus designations if the course meets both the above requirements and the course-based requirements. [4/27/17]

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## Focus Requirements and Classes

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### Approving designations: delegating approval

The GEC authorizes the Focus boards to act on its behalf to approve Focus designations when an instructor requests 1 or 2 Focus areas for his/her section, effective Spring 2007. [1/12/07]

The GEC also delegates decision-making authority to the respective Focus Boards when departments request a new or renewal course-based Focus designation. [10/26/17] Regardless of Board review procedures for instructor-based and STAFF proposals, all reviewing Board members must review all course-based proposals. [11/16/17] Boards may choose at their discretion to forward a proposal to the GEC for review. [11/9/17]

#### Previous Policies

Boards will continue to recommend designations to the GEC when a) an instructor requests 3 or 4 Focus areas, or b) the department requests a course-based Focus designation. [1/12/07]

Proposal approval is a 2-step process: Focus Boards review proposals and submit recommendations to the GEC; the GEC votes on the recommendations. [*Faculty Governance of UHM General Education* document]

### Course-based designations

A course-based designation is a Focus designation approved for all sections of a course, regardless of instructor.

All Focus Boards allow course-based designations:

- O and W effective Fall 2006
- E effective Spring 2007
- H effective Spring 2010

The following criteria apply:

1. Eligible courses are those that a) inherently meet Hallmarks; departments must present a compelling case that the proposed course meets the Hallmarks; b) have a track record of two or more instructors having taught with the Focus designation; c) are overseen by a designated departmental course coordinator, or department chair. [4/20/05] It was later clarified that only faculty could serve as course coordinators.
2. A model syllabus was originally required to clearly show how Hallmarks were being met. [4/20/05] In Spring 2007, the Boards began accepting sample syllabi when a model or master syllabus was not available.

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## Focus Requirements and Classes

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### Course-based designations, cont.

#### NOTE:

- a. Since Spring 2007, “inherency of Focus” is considered to be met when the course meets the Hallmarks because a) course content dictates it or b) department policy dictates it. Prior to 2007, a distinction was made between courses that a) inherently meet Focus Hallmarks, such as CHEM 380, Professional Ethics for Chemists; and b) may involve some content relating to a Focus area, such as LLEA 335, French Literature Since 1800 (which may involve some writing or oral communication but doesn’t inherently involve W or O Hallmarks). Only the former were previously eligible for a “course”-based Focus designation.
- b. An instructor can conceivably develop a course syllabus that meets the Hallmarks, but the course itself might not inherently meet the Hallmarks (i.e., other instructors teaching the same course might teach it in ways that do not meet the Hallmarks). That course is not eligible for a course-based designation.

Course-based Focus proposals that the Focus Boards recommend for approval will be granted a preliminary one-semester approval. The preliminary approval allows the GEC to review/negotiate through the end of the semester rather than having to make a decision prior to the start of registration. By the end of the semester, the GEC will vote on whether to grant a full three- or five-year approval (three years for new proposals, five years for renewals). [03/28/16]

### Course requirement (not credit)

Focus requirements are course requirements (not credit requirements) so 1-credit courses can have Focus designations if they meet the Hallmarks. [3/12/03]

### Course-level restrictions

Focus designations are restricted to courses numbered 100-499. (Rationale: Gen Ed is an undergraduate requirement; only undergraduate courses are eligible for a Gen Ed designation.) [2/05/03]

Effective with proposals for Spring 2003 classes, E and O designations are given only to courses at the 300- and 400-level because of E and O Hallmark revisions. Instructors with 2-year approvals for lower-level E and O courses can continue to offer these courses until the end of their approval periods. All lower division approvals end in Summer 2004 or earlier. [5/16/02]

Community College lower-division approvals were extended through Fall 2004. [4/23/04 VCAA memo] *See p. 100 in 05-06 Handbook.*

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## Focus Requirements and Classes

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### Course evaluation requirement

End-of-course evaluations: Board chairs agreed that each board should decide whether to require participation. If a board wants to require evaluations as a condition for renewal, the board must monitor for compliance. [2/23/07]

### Designation restrictions

A Focus designation will be given to an instructor + course combination; it will not be extended to all sections of a course independent of instructor [9/28/01, 11/30/01, 5/14/04] unless the department requests and receives a course-based Focus designation. [4/20/05]

Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Diversification, Foundations, Hawn/Sec Lang)

Any undergraduate course, excluding Foundations courses but including those with a Diversification designation, can be approved by the GEC for multiple Focus designations. [1/31/02]

Multiple sections of a course that are offered at the same time and place and with the same instructor must carry the same designation. Sections cannot be “bundled” or offered with “dual options” where students in the same classroom can choose whether or not to take the course with the Focus designation.

[Systemwide Committee on Written Communication policy, enforced from Spring 2014; discussed at 11/13/13 GEC meeting]

### Deadlines

There are two deadlines for Focus proposal submissions. Course-based proposals and those requesting three or four designations must be submitted by the first “priority” deadline. This enables the Boards and the GEC to review proposals and make decisions that can be input in Banner prior to the posting of Class Availability. A second final deadline, approximately a month later, gives departments and instructors more time to submit instructor-based and STAFF-based proposals requesting one or two designations, and which may be needed due to scheduling and faculty assignment changes.

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## Focus Requirements and Classes

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The only proposals that are accepted after the final deadline are those that are for

- directed reading/research courses (numbered 399 or 499);
- instructors who have been assigned to approved “STAFF” sections; or
- instructor changes, where an instructor without Focus approval has been assigned to teach a course that was designated under an approved instructor.

### Deadlines, cont.

#### Previous Policy

There are two deadlines for Focus proposal submissions. Departments and faculty are encouraged to submit proposals by the first “priority” deadline. This enables the Boards to review proposals and make decisions that can be input in Banner prior to the posting of Class Availability. A second final deadline, approximately a month later, gives departments and instructors more time to submit proposals that are needed due to scheduling and faculty assignment changes.

#### Previous Policy

The Focus Boards and GEC encourage departments to submit all Focus requests prior to the deadline that A&R has set for the printed *Registration Guide*. However, the GEC will accept proposals as late as two weeks prior to the start of continuing-student registration, as long as approved designations can be attached before continuing-student registration begins.

Students in particular programs such as Athletics and Kokua register for courses up to a month before continuing-student registration begins. Thus the GEC will inform such programs that allow early registration that Focus designations may be added and that early registrants should monitor course status. [5/7/03]

#### Previous Policy, effective F03 courses

As long as designation information becomes accessible to students before any student has registered for the section, the section can be offered with the approved designation even if the designation is not printed in the *Schedule of Classes*. [4/02/03]

(“before any student has registered for the section”: GEC does not want sections zeroed out until the designation is attached.)

#### Previous Policy, effective F02-S03

Focus course proposals must be received in time for the course to be approved and published in the printed *Schedule of Classes*. [5/16/02]

### Honors (A) sections

When a course is approved for a Focus designation, “A” sections of the course are automatically included in the designation. [May 2006 GEO clarification] However, “A” sections of courses can receive course-based designations without the “regular” sections being given the same designation. The decision is left up to the department. [11/18/15]

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## Focus Requirements and Classes

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**Instructor—  
approval  
transferability**

An instructor's HAP Focus approval is transferable to UHM if the approving UH campus participates in the HAP multicampus agreement. An instructor's W Focus approval granted by any UH campus is also transferable to UHM. [2/24/10] (also in Proposal Process)

Previous Policy

This applies to instructors who teach at multiple UH campuses. Their H Focus approval does not automatically transfer across campuses. So even though an instructor has UHM H approval (from the GEC), the instructor must submit a H Focus Articulation Proposal form in order to teach the same course on another campus with the Focus. However, if the syllabus and the responses to questions on the proposal form would be identical to what was previously submitted at UHM, the instructor completes and submits only page one of the proposal form. [12/2/04]

**Minimum grade**

A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03]  
(also in Diversification, Foundations, Hawaiian/Second Language)

**Multiple  
designations**

All requests for 3 or 4 Focus designations for a single course will be reviewed by the GEC. The GEO will notify the GEC of such courses, effective with Spring 06 requests. Focus boards will continue to review for their Focus requirements only. [1/26/05, 4/20/05]

A request for 2 or more Focus designations on a single course must include an integrated syllabus which clearly states the Focus areas, grading policies, and assignments. If the instructor has any existing Focus approvals for the course, they must be renewed when the application for an additional Focus area is requested. Effective Spring 08. [1/12/07]

**Publication of  
designations**

Focus courses are identified in the *Schedule of Classes* each semester. [9/28/01] (Note: This practice was discontinued in Spring 2011, when the *Schedule of Classes* became the *Registration Guide* and stopped publishing section information.)

Focus designations can be attached to classes on the MyUH *Check Class Availability* web site until continuing-student registration begins. [5/07/03]

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## Focus Requirements and Classes

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No changes to a section's Focus status will be made once students have registered. [9/07 clarification] Exception: If the course has a course-based Focus approval, the approved Focus designation(s) may be attached to sections that are added after continuing-student registration has begun and students have registered for the course. [9/28/12]

Previous Policy, effective F01-S03

Course proposals must be received in time for the course designation(s) to be approved and published in the printed *Schedule of Classes*. [5/16/02]

### **Retroactivity**

No retroactive Focus credit or designation is allowed. GEC notes University policy: Individual students may petition their college dean to have a requirement reduced or waived due to hardship or peculiar circumstances. [3/14/02]

### **Staff—instructor not yet assigned**

“Staff” sections do not have instructors assigned to teach them. Each board will determine whether it will allow these sections to receive the Focus designation prior to having an assigned instructor. [4/20/05] All Focus Boards currently allow “Staff designations.”

1. Staff designation proposals will be considered only if
  - a. the course has a track record (as defined by the Board) of being offered with the Focus designation;
  - b. a course syllabus is submitted that clearly shows how Hallmarks have been met in the past;
  - c. the Department Chair has signed the statement that ensures the department will assign an instructor who is willing to teach the course in accordance with the Focus Hallmarks.
2. Staff designations are approved for only a single semester; once an instructor is assigned, he or she must submit a proposal for the Focus designation if he/she does not have active approval for that course. If/when the instructor's proposal is approved, he/she will receive a full three-year approval.

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## Focus Requirements and Classes

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Previous Policy

Departments may submit Focus proposals with “Staff” as the instructor if no instructor can be assigned before the proposal deadline.

Proposal for Focus designations should ordinarily be submitted by the instructor of the course section. Sections of a course assigned to “Staff” may be proposed by a department chair on the condition that, once assigned, the instructor will submit the required information to the appropriate Board via the GEO, and, if requested, will modify the information to meet the Hallmarks. [2/14/02]

**Topics courses**

Topics courses with variable content are eligible for 3- and 5-year Focus approvals/renewals. Because course content may vary substantially across semesters, the Focus chairs agreed that instructors should be informed when they are teaching such courses with a Focus designation. [2/23/07]

**W Board—399 and 499 approvals**

The W Board chair will review and approve 399 and 499 W requests when the W Board and the GEC are not available. [4/11/02]

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## Foundations Requirements and Courses

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**Approval duration** The approval period for new Foundations courses [i.e., courses that have not held a Foundations designation in the past] will be 3 years. A 5-year approval will be granted when the designation is successfully renewed. [3/6/13]

Previous Policy: effective F01-S13  
Foundations courses are approved for 5 years. [9/28/01]  
No 1- or 2-year provisional designations will be given. [9/23/04]

**Approving designations: delegating approval** Effective immediately [10/26/17], the GEC delegates final decision-making authority for all Foundations proposals, both new and renewal, to the Foundations Board. This includes proposals that are currently in queue. [10/26/17]

Previous Policies:  
In Fall 2012, the GEC delegated approving authority to the Foundations Board in cases where the vote was unanimously for approval. However, in Fall 2013, the F Board requested that the policy be retracted. As a result, all Foundations decisions are once again made by the GEC based on F Board recommendations and GEC review. [10/2/13]  
  
Effective Spring 2013, the GEC authorizes the Foundations Board to act on its behalf to approve Foundations designations when Board vote is unanimously in favor of approval. The Board will continue to recommend designations to the GEC when the vote is split. [12/12/12]

**Course coordinator** Each Foundations course will have a Course Coordinator, who will be responsible for ensuring that all sections of the course are taught in accordance with the Hallmarks each semester. [Dec 2012, F Board]

**Course level restriction** Foundations designations are restricted to 100- and 200-level courses. [1/15/03]

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## Foundations Requirements and Courses

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### Designation request and routing

To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 8 of the UHM-1 form or Box 7 of the UHM-2 form. To request a Foundations designation, a completed Foundations proposal form is also required.

UHM-1 & -2 form routing:

Department → College<sup>1</sup> → GEC via GEO → OVCAA  
[1/02/03 VCAA memo; modified, 4/2/03 minutes. Routing order changed effective F10.]

Foundations form routing: Department → F Board via GEO → GEC → OVCAA

### Designation request and routing (cont.)

College approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate College. [4/02/03] (also in Diversification, Proposal Process)

Previous Policy: effective F01-S03

The F Board may recommend a course contingent upon respective College approval. Because a College and the F Board can simultaneously review the same course, if the College does not approve the course as submitted, the F Board recommendation is null and void.

-If substantive changes are made during College negotiations, the department must submit a modified proposal to the F Board for reconsideration.

-If the department withdraws and resubmits the course, the department can reapply for the F designation. [12/18/02]

### Designation restrictions

Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Diversification, Focus, Hawaiian/Second Language)

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<sup>1</sup> Colleges of Arts & Sciences require approval by the Dean of the College (e.g., LLL) and approval by the A&S Program and Curriculum Committee (PCC).

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## Foundations Requirements and Courses

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**Effective Date** As long as course designation information becomes accessible to students before any student has registered for the course, the course can be offered with the approved designation even if the designation is not printed in the Catalog. [4/02/03] (also in Diversification)

Because UH Executive Policy E5.209 should be followed, the effective term may be delayed for up to one year to allow other UH campuses to make appropriate curricular changes.

<p><u>Previous Policy: effective F01-S03</u> Approval becomes effective when the course designation is published in the Catalog. [5/09/02]</p>
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**Global and Multicultural Perspectives (FG) course requirement**

The GEC places FG courses into one of three groups based on the time period covered. Students must take two courses drawn from two of the three groups. The Gen Ed web site has a list of currently approved courses. [2/21/02]

Group A: pre-history (prior to 1500)

Group B: modern (after 1500)

Group C: pre-history to modern

**Global and Multicultural Perspectives (FG) requirement for external transfer students**

External transfer students who matriculate with one or more western civilization courses are required to take only one FG course. If the content of the transferred course was time-period specific, the course taken at UHM must cover a different time period. [1/15/03]

(also in Articulation, Non-System)

**Global and Multicultural Perspectives (FG): discontinuation of "exclusionary rule"**

Diversification courses can be taken in the same departments as courses taken to satisfy the Foundations-Global and Multicultural Perspectives requirement. [3/09/07]

<p><u>Previous Policy: effective F01-S07</u> Diversification courses must be taken in departments different from those courses used to satisfy the Foundations-Global and Multicultural Perspectives requirement. [12/08/99]</p>
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**Honors (A) sections**

When a course is approved for a Foundations designation, "A" sections of the course are automatically included in the designation. [4/30/03]

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## Foundations Requirements and Courses

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<b>Minimum grade</b>	A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03] (also in Diversification, Focus, Hawaiian/Second Language)
<b>Publication of courses</b>	Foundations courses are published in the UHM Catalog's "General Education Core & Graduation Requirements" section and indicated at the end of each Foundation course's description in the "Courses" section. [9/28/01]
<b>Renewal</b>	Foundations courses will be reviewed in the fifth year of the approval period. [9/28/01] Foundations courses approved for the first time after Spring 2013 will be reviewed in the third year of the approval period and every fifth year thereafter. [3/6/13]  All courses scheduled for review by Summer 2007 were reviewed by the Foundations Board in Spring 06, Fall 06, or Spring 07.
<b>Retroactivity</b>	No Foundations "credit" for a course is allowed if a student took the course before it was designated as Foundations. [5/09/02]
<b>Simultaneous proposals: Foundations and Focus</b>	The GEC agreed that a department may simultaneously submit requests for a Foundations designation and Focus designation(s) on the same course. However, only one request may be approved because Foundations courses cannot also carry a Focus designation.  The Foundations and Focus Board(s) should review the request on its own merits. Also, a course's existing designations do not have to expire before a department can apply for a different type of designation. [2/23/07]

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## Foundations Requirements and Courses

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**Written  
Communication  
(FW) requirement  
in the first year**

In Spring 2008, the GEC voted to ask Administration to enforce current *Catalog* language (“Students complete the Foundations requirements during their first year”), for which the SEC found very broad faculty support. The GEC established the FW Task Force to oversee transition to full enforcement of the FW timeline.

From Fall 2009, the primary FW course, ENG 100, is restricted to freshmen (students with 0-29 credits<sup>1</sup>) during the Fall and Spring semesters. Students who place into ENG 100 and who do not complete the course before achieving sophomore status will be required to complete the course over the summer, through Outreach College, or at another institution.<sup>2</sup> Students who transfer with 30+ credits and no FW are placed into ENG 190, “Composition I for Transfer Students.”

In 2015, the English Department decided to revert back to the 25+ transfer credit cutoff for ENG 190.

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<sup>1</sup> The definition of “freshman” was changed from 0-24 credits to 0-29 credits in Fall 2015, and the number of credits required to take ENG 100 and ENG 190 was changed accordingly.

<sup>2</sup> In recent years, the English Department has relaxed this restriction and has allowed overrides for both ENG 100 and ENG 190 once all eligible students have registered.

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# GEC

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<b>Decision-making</b>	Decisions should be made by convening the GEC. Executive decisions, even those reflecting SEC input, should not be made without GEC consultation. [10/08/01]
<b>Governance</b>	See document: <i>Faculty Governance of University of Hawai‘i at Mānoa General Education</i> [approved 12/6/00]: in GEC Google Drive  See document: <i>Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards</i> (signed April 2003): in the GEC Google Drive and also here in chapter 2  (also in GEC and the GenEd Boards)
<b>Minutes</b>	Approved GEC minutes are posted on the Manoa Faculty Senate website, effective Fall 2016. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p><u>Previous Policy: effective F04-S16</u> Upon approval, GEC minutes and liaison reports are posted at the Gen Ed web site; effective Fall 2004. [8/26/04, 9/9/04]</p></div>
<b>Recordkeeping</b>	The chair of the GEC keeps a record of policy decisions. The GEO assists with keeping the record up-to-date. [5/10/01]
<b>Report for SEC</b>	The GEC chair prepares two reports for the SEC: an assessment report due at the end of the fall term; an annual report due at the end of the spring term. [4/09/03 and Governance document]
<b>Voting on policy changes</b>	In practice, policy changes will not be made at the meeting during which the possible change is first discussed. A vote does not ordinarily occur until a subsequent meeting. [8/28/06]
<b>Voting on proposals</b>	GEC members review proposals and post their preliminary votes on a Google Sheet. Proposals that receive unanimous unconditional “yes” votes among all votes cast on the spreadsheet (with at least six voting members weighing in) will be officially approved at the following GEC meeting. [04/18/16]

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## GEC and the GenEd Boards

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<b>Agenda to Boards</b>	GEC meeting agendas will be sent to Focus and Foundations Board chairs. [9/04/02]
<b>Board chairs at GEC meetings</b>	Foundations and Focus Board chairs should be invited to all GEC meetings. [10/12/01]
<b>Governance</b>	See document: <i>Faculty Governance of University of Hawai'i at Mānoa General Education</i> [approved 12/6/00]: in GEC Google Drive  See document: <i>Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards</i> (signed April 2003): in the GEC Google Drive and also here in chapter 2
<b>Liaisons to Boards</b>	At the beginning of each academic year, GEC members will be assigned to act as liaisons to the Foundations and Focus Boards. Assignments will be made based on member and board preferences and scheduling availability. [10/31/12] <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p><u>Previous Policy:</u> The GEC will annually rotate liaisons to Gen Ed Boards. Each Fall GEC members submit their ranked preference for 2 Boards (E, H, O, W, F, HSL) to guide the GEC chair in assigning liaisons. [9/04/02]</p></div>
<b>Reports for SEC</b>	Board chairs prepare two written reports: an assessment report due at the end of the fall term; and an annual report due at the end of the spring term. Reports are submitted to the SEC via the GEC. One purpose of the reports is to bridge the actions of one year's board with the next. [4/09/03]
<b><i>Procedures</i></b>	
<b>Absenteeism</b>	When a committee/board member is frequently absent, SEC recommends that the Board chair inform the member that a replacement will be requested. [11/19/03]
<b>Appointment letters</b>	When a Board member has been appointed by the SEC, the Faculty Senate Office secretary sends her/him a memo with a copy to the GEO. The appropriate board chair is also notified. [10/22/02 per David Flynn, Senator, Faculty Senate)

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## General Education Office (GEO)

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### **GEO Advisory Group**

The Advisory Group includes the GEO staff, the GEC chair and vice chair, and the Board chairs and vice chairs. Its function is to serve as a means of exchanging information. Common issues are discussed, but the group does not create policy. It typically meets one to two times a year.

Previous Policy:

The Advisory Board includes the GEO staff, the GEC chair and vice chair, Board chairs, and an Academic Affairs representative. Its function is to serve as a means of exchanging information. Common issues are discussed, but the Board does not create policy. It typically meets two to three times each semester. [11/06/02]

### **MOA establishing GEO**

A Memo of Agreement dated 10/31/01 established the General Education Office (using existing staff of the Mānoa Writing Program). The MOA was signed by the Faculty Senate Chair, the UHM Chancellor, and the Dean of LLL. [11/09/01]

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## Hawaiian/Second Language (HSL)

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### Designation restrictions

Courses with a Foundations designation may not simultaneously have a Diversification, Focus, or Hawaiian/Second Language designation. [1/31/02] (also in Diversification, Focus, Foundations)

Courses fulfilling the Hawaiian/Second Language requirement can “double dip” with a student’s major, minor, and/or certificate requirements. This applies only to those students who have a language requirement and does not address students who, for particular reasons, are allowed to meet the language requirement by substituting culture courses taught in English. [4/26/19]

See a schedule of requirements that may simultaneously satisfy multiple requirements in the *Catalog’s* Gen Ed section.

Previous Policy:

Courses fulfilling the Hawaiian/Second Language requirement cannot also meet a student’s major requirements. This applies to all students, including students who, for particular reasons, are allowed to meet the language requirement by substituting culture courses taught in English. [5/7/03]

### GEC’s role

The GEC has played a minimal role in overseeing the HSL requirement. The requirement is generally handled by the individual Schools/Colleges, many of which have modified or waived the requirement.

Previous Policy:

The College of Languages, Linguistics, and Literature currently oversees HSL. A GEC liaison is assigned each year to the LLL committee overseeing HSL. [3/02/04]

### Minimum grade

A grade of D (1.0) or higher is required for a course to fulfill General Education requirements, effective Fall 2003. [5/07/03] (also in Diversification, Focus, Foundations)

### Waiver Resolution rejecting consultant role

Initially, the Faculty Senate promoted the idea that the GEC was responsible for the Hawaiian/Second Language (HSL) requirement. However, in a 4/12/00 Resolution, the Faculty Senate limited the GEC’s role pertaining to college-level HSL waivers. The Resolution called for GEC consultation after the waiver had been approved by the College.

The GEC Resolution of 1/9/02 states that the idea of consultation after the fact is an empty exercise and, therefore, the GEC rejects the responsibility to ‘consult’ on matters of the college-level HSL waiver. [1/10/02]

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## Proposal Process

for Diversification, Focus, & Foundations Designations  
*see also the Policies sections for Diversification, Focus, and Foundations*

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### Appeals

Boards are required to negotiate with course-proposers prior to a negative recommendation. Any appeal of Board decisions must follow the *Memorandum of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards*, item #6. [12/9/04]

Previous Policy:

A faculty appeals process is unnecessary because negotiations on problems occur prior to a Board's recommendations memo to the GEC. [2/7/02]

In each review cycle, a Board will not reconsider a proposal after the GEC has acted on the Board's recommendation. [10/16/02]

### Approval transferability

An instructor's HAP Focus approval is transferable to UHM if the approving UH campus participates in the HAP multicampus agreement. W Focus approval granted by any UH campus is transferable to UHM. [2/24/10] (also in Focus)

Previous Policy:

H Focus approval does not automatically transfer across campuses. So even though an instructor has UHM H approval (from the GEC), the instructor must submit a H Focus Articulation Proposal form in order to teach the same course on another campus with the Focus.

However, if the syllabus and the responses to questions on the proposal form would be identical to what was previously submitted at UHM, the instructor completes and submits only page one of the proposal form. [12/2/04]

### Availability of proposals

Proposals will be available for review by GEC members at the General Education Office. [2/7/02]

In Spring 2007, the GEO began posting proposals online (at WebCT, then on Laulima) for review by Focus and Foundations Board members. Hard copy proposals continue to be available in the GEO.

Only approved proposals are available to the public (based on privacy rights), [4/11/02] and only with the proposer's consent. Exception: Departments may request copies of their course proposals.

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## Proposal Process

for Diversification, Focus, & Foundations Designations  
*see also the Policies sections for Diversification, Focus, and Foundations*

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**Board  
recommendations:  
GEC vote to  
approve**

The GEC authorizes the Focus boards to act on its behalf to make final decisions on Focus designations when an instructor requests 1 or 2 Focus areas for his/her section, effective Spring 2007.

Boards will continue to recommend designations to the GEC when a) an instructor requests 3 or 4 Focus areas, or b) the department requests a course-based Focus designation. The GEC will vote to approve/deny these recommendations. [1/12/07]

Course-based Focus proposals that the Focus Boards recommend for approval will be granted a preliminary one-semester approval. The preliminary approval allows the GEC to review/negotiate through the end of the semester rather than having to make a decision prior to the start of registration. By the end of the semester, the GEC will vote on whether to grant a full three- or five-year approval (three years for new proposals, five years for renewals). [03/28/16]

Previous Policies and Practices:

GEO sends the GEC a list of Board-approved and -recommended courses, along with the total number of courses submitted, withdrawn, negotiated, and denied. [10/12/01; evolved practice, S07]

When a designation is denied, a memo or meeting minutes that explain actions and decisions should accompany the list of recommendations. [2/7/02; evolved practice, S07]

When a designation is not recommended or is denied by a Board, the Board chair should be present at the GEC meeting. [10/19/01; evolved practice, S07]

GEC and affected Boards should hold joint meetings prior to GEC final voting whenever the GEC disagrees with or plans to override a Board recommendation. [3/14/02]

See Item 3 in the *Memo of Understanding Regarding Relationships Between the Mānoa Faculty Senate/Senate Executive Committee, the General Education Committee, and the General Education Boards* [4/30/03] found in chapter 2.

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## Proposal Process

for Diversification, Focus, & Foundations Designations  
*see also the Policies sections for Diversification, Focus, and Foundations*

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<b>Forms required</b>	Diversification: UHM-1 or UHM-2 only (UHM policy); completed by department chair.
	Focus: Proposal form only (GEC policy); completed by instructor; signed by the department chair.
	Foundations: UHM-1 or UHM-2 <u>and</u> Proposal form (UHM, GEC policies); completed by department chair.

### Foundations & Diversification Process

To request a Diversification or Foundations designation for a new or modified undergraduate course, a department completes Box 8 of the UHM-1 form or Box 7 of the UHM-2 form.

Foundations: A Foundations proposal form must be submitted also.

UHM-1 & -2 form routing:

Department → College → GEC via GEO → OVCAA

[1/02/03 VCAA memo; modified, 4/2/03 minutes. Routing order changed effective F10]

Foundations form routing: Department → F Board via GEO → GEC → OVCAA

College<sup>1</sup> approval required: New or revised courses cannot be considered by the Foundations Board or the Diversification subcommittee until they have been approved by the appropriate

College. [4/02/03]

(also in Diversification, Foundations)

Previous Policy: effective F01-S03

The F Board may recommend a course contingent upon respective College (PCC) approval. Because a College and the F Board can simultaneously review the same course, if the College does not approve the course as submitted, the F Board recommendation is null and void.

-If substantive changes are made during College negotiations, the department must submit a modified proposal to the F Board for reconsideration.

-If the department withdraws and resubmits the course, the department can reapply for the F designation. [12/18/02]

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## Proposal Process

for Diversification, Focus, & Foundations Designations  
*see also the Policies sections for Diversification, Focus, and Foundations*

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### Notification of decisions

**Focus decisions:** GEO notifies faculty member (or department chair when it is a course-based request) of decisions made on their proposals.

**Foundations decisions:** Department chairs are notified of decisions made on their proposals. [2/7/02]

Previous Policy: effective F01-S03

**Focus decisions:** notify faculty member and department chair.

GEC notifies faculty members of decisions made on their proposals and, when not approved, includes appropriate explanations from the reviewing Board and an invitation to seek further dialogue with the Board. The letters should encourage future proposals. [2/7/02]

GEC notifies department chairs of denied proposals by sending them a confidential list. A memo of denial will be sent only to the instructor. [10/16/02]