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DIVERSIFICATION BOARD

Chapter 5 is primarily for members of the Diversification Board. It explains the members' responsibilities and duties and the composition of the Board. Diversification requirements are listed in chapter 1.

This chapter is based on the GEC motion and supporting documents that were submitted to the Mānoa Faculty Senate (MFS) to establish a Diversification Board. The motion was approved by the MFS on 10/16/19.

History

When the current General Education requirements were adopted in 1999, the GEC was directly responsible for overseeing the Diversification component of Gen Ed. The GEC delegated this responsibility to several subcommittees. The subcommittees, chaired by GEC members, approved the initial Diversification designations given to courses. From 2001 to 2002, the subcommittees reviewed all courses that existed in the UHM Catalog at that time and assigned courses to a Diversification area as appropriate. UHM departments were notified of the area assignments and asked to confirm the assignments or to request a different designation. After feedback was received and considered, decisions were finalized and approved by the GEC. The courses appeared in the *2002–2003 Catalog* with the Diversification designations. The 2001-02 Diversification subcommittees were then dissolved, and review of new Diversification requests was handled by members of the GEC.

Between 2006 and 2008, all Diversification courses were reviewed by a new Diversification subcommittee comprised of GEC members as part of a five-year renewal plan. This practice continued after the five-year renewal was complete, with a subcommittee made up of 3-4 GEC members formed each year. The subcommittee was responsible for reviewing and making decisions on Diversification requests for both UHM courses and non-UH transfer courses that had no UHM equivalent. In Fall 2019, the MFS approved a GEC motion to create a Diversification Board that would have primary oversight for the Diversification requirements.

Responsibilities, Personnel, Duties

Responsibilities

The Diversification (Div) Board reviews and makes decisions on course proposals (submitted on UHM-1 and -2 forms) and transfer credit evaluations (TCEs) requesting a Diversification designation; periodically reviews the Hallmarks and student learning objectives (SLOs) for each Diversification area; and recommends policies and procedures to the GEC regarding the Diversification requirements. The Div Board also evaluates SLOs and the effectiveness of the Diversification requirements, in cooperation with the GEC, GEO, and the Assessment and Curriculum Support Center (ACSC).

Annual Report: The Div Board chair prepares an annual report and submits it to the GEO by the end of April. The GEC chair incorporates that report into a full Gen Ed report that reflects all Gen Ed activities that year. The full report is submitted to the Faculty Senate. Chapter 11 includes the latest reports from the GEC and board chairs as well as report guidelines.

GEO Advisory Group: Board chairs meet with the GEO Director and staff and the GEC chair and vice chair as needed each semester. Members exchange information but do not create policy.

Personnel

The Div Board has five voting members recommended by the Committee on Faculty Service (CFS) and appointed by the Mānoa Faculty Senate Executive Committee (SEC). A liaison from the GEC is appointed annually and serves as a non-voting member and the communication channel between the Div Board and the GEC. A liaison from the General Education Office (GEO) also attends meetings as a non-voting member to provide administrative and logistical advice and support and to serve as the communication channel between the Div Board and the GEO. Voting members serve staggered 3-year terms. Terms begin July 1 and end June 30. The following eligibility guidelines apply to voting members:

- Instructional and non-instructional faculty are eligible to serve on the Div Board
- No more than 1 member from any one department should serve on the Div Board at a time
- No voting member may serve on the Div Board more than 4 consecutive years.

In addition, every attempt should be made for the Board to have the following representation:

- At least 1 member to represent the biological and physical sciences
- At least 1 member to represent the social sciences
- At least 1 member to represent arts, humanities, and literature
- At least 1 member to represent academic advising or undergraduate education at-large

Duties of Diversification Board members

- 1) Review syllabi and other relevant materials as needed to determine whether UHM courses meet the Diversification Hallmarks;
- 2) Contact departments as needed and document communications by summarizing conversations or copying and pasting emails and attachments in Lulima and forwarding emails with revisions to gened@hawaii.edu;
- 3) review Transfer Credit Evaluation (TCE) requests to determine whether transfer courses with no UHM course equivalent should be given a Diversification designation;
- 4) Determine which courses will receive a Div designation, recording individual votes on the Board's Google Sheet;
- 5) discuss the clarity of Diversification Hallmarks and learning objectives and propose amendments as deemed appropriate to the GEC;
- 6) contribute to Gen Ed policy development by evaluating the implementation and effectiveness of the Diversification requirements;
- 7) serve as ambassadors of General Education by assisting faculty-at-large in better understanding the Diversification requirements and aiding in the recruitment of new board members; and
- 8) provide feedback to the GEO regarding the review process.

Additional Duties of Board Chair and Vice Chair

The Diversification Board will elect its own chair and vice chair annually. The chair, with the support of the vice chair, is responsible for fulfilling additional responsibilities, which may include:

- 1) working with the GEO liaison to set the meeting schedule for the semester and to create meeting agendas, taking into account the timeline for UHM form and TCE review;
- 2) running Div Board meetings;
- 3) serving as the official point of contact for the Div Board;
- 4) attending Advisory Group meetings;
- 5) attending Systemwide Diversification Group meetings (if applicable); and
- 6) working with the GEO liaison to complete a Div Board end-of-year report.

The vice chair assumes these responsibilities in the absence of the chair.

Diversification Eligibility Criteria, Hallmarks, and Explanatory Notes

The Core Diversification requirements are set forth in the *UH Mānoa General Education Requirements* document. Any changes in the requirements require Faculty Senate approval. The GEC created Hallmarks, Explanatory Notes, and Eligibility Criteria, which are used to review courses. Changes in Hallmarks, Explanatory Notes, and Eligibility Criteria require GEC approval.

The *UH Mānoa General Education Requirements* document describes the requirements:¹

The Diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests.

More specifically, students must take courses in:

Arts, Humanities, & Literatures (DA, DH, DL): 6 credits

To satisfy this requirement, students must take six credits; the six credits must include two of the three different areas. Arts area courses are designated “DA,” Humanities area courses as “DH,” and Literatures area courses as “DL” in the course descriptions [of the UHM *Catalog*].

Natural Sciences (DB, DP, DY): 7 credits

To satisfy this requirement, students must take seven credits: three credits in biological science (DB), three credits in physical science (DP), and one credit of science laboratory (DY). Approved courses are identified in the *Catalog* with appropriate letters after the course descriptions.

Social Sciences (DS): 6 credits

To satisfy this requirement, students must take six credits from two different departments.² Approved courses are identified in the *Catalog* with the letters “DS” after the course descriptions.

Below are the official Diversification Eligibility Criteria, Hallmarks, and Explanatory Notes. The Board uses these to guide its review of courses and determine which courses should receive a Diversification designation. The Diversification course designation must be requested by the department, rather than an individual faculty member. If approved, the designation is given to all sections of the course, regardless of instructor. It can be attached to any regular, non-experimental undergraduate course (numbered 100-499) that meets the Diversification Hallmarks described in this section. To date, over 2,300 courses have received a Diversification designation.

¹ Note: Prior to Fall 2007, students could not take Diversification courses from the same department as those courses used to satisfy the Foundations-Global and Multicultural Perspectives (FG) requirement. Effective Fall 2007, Diversification and FG courses may be taken from the same department [approved by the Faculty Senate, 3/21/2007].

² Some departments have multiple course alphas. Students who take their two DS courses from the same department but with different course alphas are considered to have fulfilled the DS requirement. For example, the Family and Consumer Sciences Department offers two course alphas: Human Development and Family Studies (HDFS) and Fashion Design and Merchandising (FDM). A student who takes HDFS 230 and FDM 200 is considered to have fulfilled the DS requirement.

Unlike the Focus and Foundations areas, Diversification involves no special Gen Ed proposal form: departments submit requests by completing a UHM-1 (Add a Course of Study) or UHM-2 (Modify a Course of Study) form. The deadlines for UHM-1 and UHM-2 forms are October 15 for the upcoming summer and fall semesters, and March 15 for the upcoming spring semester. The effective term of the Diversification designation is indicated on the UHM form.

There is no formal articulation agreement for Diversification courses, but because all UH campuses now have the same requirements, proposed modifications to these requirements should be preceded by consultation with the other UH campuses. Changes to the Diversification requirements require Faculty Senate approval.

Start of official document (updated February 2007)

Diversification Hallmarks

Diversification designation is possible for any course that meets basic Course Eligibility Criteria. Consideration of a course for a particular Diversification area is guided by Diversification area Hallmarks and Explanatory Notes.

I. Course Eligibility Criteria

- A. Course content determines a Diversification designation. (The traditional disciplinary affiliations of the department, school, or college that offers the course are not factors. Thus, a course in the College of Social Sciences may receive a Biological Science designation.)
- B. Two thirds of the content of the course's governing syllabus and approximately two thirds of the required class meetings must demonstrate the Hallmarks of its Diversification category.

Examples:

- DS (Social Science) designation: Family Resources course that is 2/3 social sciences and 1/3 humanities.

No designation:

- A course that studies film theory for half the course (i.e., DL) and representations of culture in film (i.e., DH) for half of the course.
- A course with content that is one half biological science and one half social science.
- A "topics" course with content that can vary each semester from Literatures to Humanities.

- C. Two simultaneous designations may be granted only for a course with an embedded science lab (DB+DY or DP+DY).
- D. Cross-listed courses must have the same Diversification designation.
- E. Ineligible for Diversification designations are the following types of courses:
 - directed reading and research (courses typically numbered X99)
 - internship
 - practicum
 - experimental (courses typically numbered x97 or x98)
 - graduate-level

II. Hallmarks and Explanatory Notes

DA (Arts) Hallmarks

To satisfy the Arts area requirement, at least two-thirds of a course

- DA.1 uses the definitions, descriptions, and terminology of the visual arts, performing arts, or other creative arts;
- DA.2 emphasizes the acquisition of practical and theoretical skills necessary to produce visual, performing, or other creative arts for primarily aesthetic purposes;
- DA.3 develops creative abilities in which artistic conventions are applied and originality is sought.

DA Hallmarks Explanatory Notes

It is the practice of various forms of the arts that distinguishes the Diversification Arts category from the categories involving Humanities (DH) and Literatures (DL). Practice implies making, doing, or inventing; practice implies personal involvement in the production or replication of traditional and experimental art forms. It is a student's practice which is evaluated.

Practice may be supported by historical and theoretical study and by analyses relevant to the critical evaluation of the subject and of students' creative endeavors.

Arts courses sometimes involve both lecture and practice. For instance, a course may include a lecture component and a separate laboratory, studio, workshop, or practicum. Such courses may earn the DA designation if two-thirds of the combined lecture + practice components demonstrate the hallmarks.

DH (Humanities) Hallmarks

To satisfy the Humanities area requirement, at least two-thirds of a course

- DH.1 uses the terminology of historical, philosophical, language or religious studies;
- DH.2 involves texts, artifacts, concepts, processes, theories or issues of concern in these studies;
- DH.3 demonstrates inquiry that involves the methods of study, reflection, evidence-gathering, and argumentation that are employed in these studies.

DH Hallmarks Explanatory Notes

The Humanities category covers a broad range of disciplines and styles of inquiry. Courses that study culture, history, or ethics by examining texts, documents, or film typically qualify for the DH designation. Occasionally, overlaps can be problematic. A literature studies course, for example, may be DH, DL, or neither. Courses that study film as a representation of culture typically qualify as DH; courses that study film as text typically qualify as DL; courses in which film production and creation are goals typically qualify as DA.

DL (Literatures) Hallmarks

To satisfy the Literatures area requirement, at least two-thirds of a course

- DL.1 uses the terminology of literary and/or cultural analysis;
- DL.2 involves the study of texts, concepts, forms, figures, styles, tonalities, processes, theories, or issues relating to literary and/or cultural analysis;
- DL.3 demonstrates inquiry that is guided by qualitative, argumentative, and/or quantitative methods employed in literary and/or cultural analysis.

DL Hallmarks Explanatory Notes

The focus of the Literatures (DL) category is the reading, study, and examination of all types of literary works as text. Often the word “literature” is included in the course title.

Departments should consider whether the Arts (DA) category is more appropriate if the course focus involves creative writing. Departments should consider the Humanities (DH) category if two thirds of the course content focuses on cultures, or consider the Social Sciences (DS) category if two thirds of the course focuses on societal analysis or impact. Courses that study film as text typically qualify as DL; courses that study film as a representation of culture typically qualify as DH; courses in which film production and creation are goals typically qualify as DA.

DS (Social Sciences) Hallmarks

To satisfy the Social Sciences requirement, at least two-thirds of a course

- DS.1 uses the terminology of theories, structures, or processes in the social or psychological sciences;
- DS.2 involves concepts, models, practices, or issues of concern in the scientific study of these theories, structures, or processes;
- DS.3 demonstrates inquiry that is guided by quantitative and/or qualitative methods employed in the scientific study of structures or processes of these sciences.

DS Hallmarks Explanatory Notes

Courses in the Social Sciences (DS) category examine the behavior and interactions of people within societies, and interactions between societies. Students in DS courses are introduced to social science concepts and theories that explain such behavior and interactions at levels that range from the individual to the social structure. DS courses introduce students to methods such as interviews, observation, surveys, experiments, and literature reviews.

Courses that study culture by examining existing texts, documents, or film may better fit in the Humanities category (DH); a historical survey of societal development is typically classified as DH; courses that focus on, e.g., poems, speeches, or songs may better fit in the Literatures category (DL).

DB (Biological Science) Hallmarks

To satisfy the Biological Science requirement, at least two-thirds of a course

- DB.1 uses the terminology of the biological sciences;
- DB.2 involves knowledge and theories relating to processes in the biological sciences;
- DB.3 demonstrates inquiry that is guided by observation/experiment and reasoning/mathematics.

DP (Physical Science) Hallmarks

To satisfy the Physical Science requirement, at least two-thirds of a course

- DP.1 uses the terminology of the physical sciences;
- DP.2 involves knowledge and theories relating to processes in the physical sciences;
- DP.3 demonstrates inquiry that involves observation/experiment and reasoning and mathematics.

DY (Science Laboratory) Hallmarks

To satisfy the Laboratory requirement, a course

- DY.1 uses the laboratory methods of the biological or physical sciences;
- DY.2 involves processes and issues of design, testing, and measurement;
- DY.3 demonstrates the strengths and limitations of the scientific method.

DB, DP, DY Hallmark Explanatory Notes

For courses that are multidisciplinary (e.g., “Biochemistry”), an instructor must ensure that 2/3 of the course content covers either DP or DB for the course to merit a designation.

In order to design laboratory courses for DY (Science Laboratory) designation, the course must employ laboratory methods of the biological or physical sciences and ensure that students are introduced to a variety of quantitative approaches as well as to processes and issues of design, testing, and measurement. Courses offering students the opportunity to learn the use of a software program or analytical instrument are considered practica and thus are not eligible for DY designation, even though the instructor envisions application of the software/instrument to the solution of a variety of science problems. Such course content is not sufficient for DY designation.

Student learning objectives (SLOs) for the Diversification requirements were developed by the Div Board and approved by the GEC on 12/17/20.

DA - Diversification Arts

Students will be able to:

- DALO 1: Understand definitions, descriptions, and terminology of the visual arts, performing arts, or other creative arts. [cognitive - comprehension]
- DALO 2: Demonstrate basic techniques in visual, performing, or other creative arts in response to phenomena. [psychomotor/behavioral - set]
- DALO 3: Reproduce visual, performing, or other creative arts via more complex practical and theoretical skills. [psychomotor/behavioral - guided response]
- DALO 4: Appreciate the imaginative and expressive traditions of cultures through engagement with or creation of art work or performance. [affective - valuing]

DH - Diversification Humanities

Students will be able to:

- DHLO 1: Identify the terminology of historical, philosophical, language, religious studies, or other humanities disciplines. [cognitive - knowledge]
- DHLO 2: Interpret history, ethics, the representation of culture, or other issues of concern within humanities through the examination of materials and/or expressions of human experience and thought. [cognitive - comprehension]
- DHLO 3: Apply appropriate methods of inquiry and evidence-gathering to engage with the humanistic tradition. [cognitive - application]

DL - Diversification Literatures

Students will be able to:

- DLLO 1: Identify the terminology of literary and/or cultural analysis. [cognitive - knowledge]
- DLLO 2: Interpret a variety of texts using the formal conventions of literary and/or cultural analysis. [cognitive - comprehension]
- DLLO 3: Apply appropriate methods -- qualitative, quantitative, and/or argumentative -- in the context of literary and/or cultural analysis. [cognitive - application]

DB - Diversification Biological Sciences

Students will be able to:

- DBLO 1: Identify fundamental biological principles as they occur in diverse natural phenomena and situations. [knowledge]
- DBLO 2: Express biological phenomena and scientific problems in quantitative and qualitative terms. [comprehension]
- DBLO 3: Apply analytical and/or numerical methods toward the solution of problems in the biological sciences. [application]

DP - Diversification Physical Sciences

Students will be able to:

- DPLO 1: Identify fundamental physical principles as they occur in diverse natural phenomena and situations. [knowledge]
- DPLO 2: Explain physical phenomena and scientific problems in quantitative or formal terms. [comprehension]
- DPLO 3: Apply theoretical and/or computational methods toward the solution of problems in the physical sciences. [application]

DY - Diversification Science Laboratory

Students will be able to:

- DYLO 1: Identify experimental, observational, or measurement techniques from the corresponding field. [cognitive - knowledge]
- DYLO 2: Perform laboratory or quantitative techniques for testing, analysis, observation, and measurement. [psychomotor/behavioral - guided response]
- DYLO 3: Apply the scientific method using theoretical concepts or techniques to execute experiments or analyze and interpret data. [cognitive - application]

DS - Diversification Social Sciences

Students will be able to:

- DSLO 1: Identify the core concepts, theories, structures, and methods used in the social sciences. [knowledge]
- DSLO 2: Interpret social science concepts and theories to better understand the social implications of social, cultural, or political structures on human behavior and interactions. [comprehension]
- DSLO 3: Apply appropriate quantitative and/or qualitative methodologies such as interviews, surveys, and observations used in scientific study to analyze social structures and processes. [application]

Diversification Proposal Review

The Diversification Board reviews requests and makes decisions about Diversification designations throughout the year. Decision deadlines are driven by the *Catalog* and UHM form deadlines, so it is crucial that Div Board members meet regularly so that recommendations can be made prior to these deadlines. The GEO provides a calendar with a timeline.

Diversification Course Proposal and Review Process / UHM-1 or UHM-2 form

1. To request a designation, departments follow procedures for completing either the UHM-1 (Add a Course of Study) or the UHM-2 (Modify a Course of Study) form. The forms are forwarded to the GEO after the department and college have approved the course addition/modification/retirement and submitted the form(s) to the Office of the Vice Provost for Academic Excellence (OVPAE).
2. The Diversification Board reviews each request and makes a decision to approve or deny.
 - The primary review criterion is whether the course *Catalog* description and/or syllabus reflects the Hallmarks. If not, no designation is approved. If unclear, the Board may opt to contact the department for more information.
 - Initially, joint designations were not permitted. Currently a joint designation may be requested and approved only if the course has an embedded science laboratory (i.e., DB+DY or DP+DY).
 - Forms are reviewed as they are received. Quick turn-around time is needed because the Diversification review is but one step in a multi-step process for UHM course creation and modification.
3. If the Board cannot come to a consensus, the request is decided upon by a majority vote. If the decision is particularly difficult, the Board may consult the GEC, who is then responsible for making the final decision.
4. GEO records the decision on the UHM-1 or -2 form (if a UHM course) or in TES (if a transfer course) and then sends the decision forward.
5. Students are informed of Diversification designations through the “Courses” section of the *Catalog*, STAR, and the *Class Availability* web site.

System Articulation

The Diversification Board uses agreed-upon Hallmarks and Explanatory Notes to designate courses; approved courses are then accepted as such by the other UH campuses. Because all campuses have Diversification requirements, the Div Board should consult with the other campuses prior to modifying Hallmarks, Explanatory Notes, or recommending a change in requirements. The Div Board also operates under UH Executive Policy E5.209 *Student Transfer and Inter-campus Articulation*.