




**MEMORANDUM**

16 Malaki 2015

TO: Veronica Ogata  
Chair, Faculty Senate

FROM: Kealalōkahi Losch   
Chair, General Education Board

SUBJECT: FS Action Request 1415022

The General Education Board met on 27 Pepeluali 2015 to consider Faculty Senate Action Request 1415022. The Board recommends that the respective Arts and Sciences departments continue to have the authority and autonomy to determine diversification designations.

The Board notes that each department currently has their own approach to approving courses. To facilitate faculty approvals for Diversification designation, the Board further recommends that each department write-up the procedures that they follow to determine Diversification designations, which will help to provide transparency and to document processes.

Regardless of approach, the Board suggests that faculty applications for Diversification designations include:

1. An annotated lecture schedule detailing how hallmarks are being met OR
2. A narrative explaining how the course meets the 2/3 standard for diversification designation.