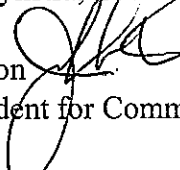




Memorandum

To: Rachel Solemsaas, Chancellor, Hawai'i CC
Erika Lacro, Chancellor, Honolulu CC
Louise Pagotto, Interim Chancellor, Kapi'olani CC
Helen Cox, Chancellor, Kaua'i CC
Manny Cabral, Chancellor, Leeward CC
Lui Hokoana, Chancellor, UH Maui College
Douglas Dykstra, Chancellor, Windward CC

From: John Morton 
Vice President for Community Colleges

Date: December 29, 2016

Subject: Course Alignment and Teaching Equivalencies (T.E.s) Implementation Timeline

Many discipline faculty members have been working to align course elements in of the alignment of course elements and teaching equivalencies project—alpha, number, title, description, credits, pre-requisites, contact hours, SLOs, schedule types and associated T.E.s—in order to meet the completion deadline of end of December 2016. However, that timeline cannot be met by some disciplines despite efforts to do so.

In light of this, the changes will occur in two Phases.

Phase 1: By December 31, 2017 complete discussions and secure agreements on alpha, number, title, credits, contact hours, schedule types associated T.E.s.

As soon as changes are agreed upon, please go through the college's curricular process to implement. DO NOT wait until the deadline.

By December 31, 2018 Phase 1 alignment changes will display in all college catalogs and implemented in STAR GPS.

Phase 2: By December 31, 2018 complete discussions and secure agreements on description, pre-requisites, and SLOs.

Course Alignment and Teaching Equivalencies (T.E.s) Implementation Timeline

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As soon as changes are agreed upon, please go through the college's curricular process to implement. DO NOT wait until the deadline.

By December 31, 2019 Phase 2 alignment changes will display in all college catalogs and implemented in STAR GPS.

It is critical that these alignments be made to ensure that there is equity in teaching assignments, especially for lecturers.

ec: Joni Onishi, VCAA, Hawai'i CC
Katy Ho, VCAA, Honolulu CC
Susan Kazama, Interim VCAA, Kapi'olani CC
James Dire, VCAA, Kaua'i CC
Jonathon McKee, VCAA, UH Maui College
Ardis Eschenberg, VCAA, Windward CC
Vice Chancellors for Student Affairs
Academic Affairs Administrators (AAAs)
Sandra Uyeno
Jan Doi

Attachments:

August 17, 2016 Memo from Vice Chancellors for Academic Affairs
May 11, 2016 Memo from VP Morton
Teaching Equivalencies General Rules