



UNIVERSITY of HAWAII®  
**KAPI'OLANI**  
COMMUNITY COLLEGE

memorandum

November 14, 2016

To: Susan Inouye, Chair, Faculty Senate

Subject: Response to Faculty Senate Resolution 09022016-3: Online Learning  
Coordinator

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The Faculty Senate Resolution, based on a recommendation from the Distance Education Committee, requested the designation of a full-time Online Learning Coordinator.

A biennium budget request has been submitted to the Board of Regents for four positions related to DE at Kapi'olani Community College: a Coordinator, an Instructional Designer and two Technical Support positions. If the legislature does not allocate a position for an Online Learning Coordinator, a vacant campus position will be reallocated for a fall 2017 recruitment.

By way this memo, I am asking Interim Vice Chancellor for Academic Affairs Susan Kazama to work with the Faculty Senate Distance Education Committee to finalize the duties and responsibilities for the Online Learning Coordinator position description, due on December 15, 2016. The responsibilities listed in the Faculty Senate resolution in some cases overlap with responsibilities currently handled by others or in other cases pre-empt existing procedures.

If there is an urgent need for some level of coordination right away to perform a subset of the tasks delegated to the full-time position, a faculty member can be assigned non-instructional TEs during the spring 2017 semester to fulfill those tasks. Suggestions by the Faculty Senate will be considered for the possible faculty member to lead this initiative in the interim and must be received by December 15, 2016, coinciding with the due date of the position description to define the tasks for the faculty member.

A handwritten signature in black ink that reads "Louise Pagotto".

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Louise Pagotto  
Interim Chancellor

C: Susan Kazama, Interim VCAA