



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

**MEMORANDUM**

September 24, 2014

To: Leon Richards, Chancellor

From: Louise Pagotto, Vice Chancellor for Academic Affairs  
 Brian Furuto, Interim Vice Chancellor for Administrative Services

Subject: Response to Faculty Senate Resolution 05052014-6  
 Recommendation on Non-Instructional Teaching Equivalencies for  
 Department Chairs

The Faculty Senate resolution recommends that all department chairs be awarded the maximum number of non-instructional teaching equivalencies (TEs) allowed by UHCCP #9.237 (21 TEs) and that counselors who serve as department chairs be released from their responsibilities an equivalent percentage of time (80%).

Your memo of May 16, 2014, requested that we advise you on whether the implementation of the Faculty Senate's resolution would "violate and/or conflict" with UHCCP #9.237.

UHCCP #9.237-B states that "faculty assigned non-instructional equivalencies shall be credited with equivalencies in accordance with" the criteria included in a number of appendixes. Appendix 1 relates to the non-instructional teaching equivalencies for department chairs. The introduction to Appendix 1 states the following: "Teaching equivalencies provided to the Division/Department Chair are determined on a number of factors, including the number of personnel in the department, the number of programs administered, the number of course sections offered, the size of the departmental budget, and the complexity of the assignment."

These factors and the range of associated TEs were developed to fairly compensate department chairs for their service, allowing faculty more time for these responsibilities based on the relative size and complexity of their departments. The policy does allow for adjusting the non-instructional TEs when situations in departments warrant, such as impending professional accreditation site visits or major revision of program curricula.

We advise the Chancellor not to implement the Faculty Senate's recommendation to award the maximum release to department chairs in both smaller and/or less complex departments and larger and/or more complex departments on the following grounds:

- It is inequitable.
- It conflicts with the language of UHCCP #9.237.
- It would be a major disincentive for faculty in the larger, more complex departments to become a department chair, an assignment that even now is hard to fill.

Concur and approved:

10/28/14  
 Leon Richards Date  
 Chancellor

c: Veronica Ogata, Faculty Senate Chair

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UNIVERSITY of HAWAII\*  
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**MEMORANDUM**

September 30, 2014

TO: Faculty Senate

FROM: Leon Richards  
Chancellor 

SUBJECT: Resolution 05052014-7: Selecting an Assessment Management System

In response to the resolution in May 2014, I sent a memo allocating \$100,000 of Title III funds for the "purchasing, installation, training and use of an Assessment Management System (AMS)" dated August 1, 2014. After a meeting of the key stakeholders, the search for an AMS was launched in full force. Five vendors were invited to campus-wide presentations about their products and a campus-wide debriefing session gathered and focused the impressions of all attendees.

At a special joint meeting of the CAC (Chancellor's Advisory Council) and the CAC Accreditation and Assessment Work Group called on August 29, 2014, a recommendation was made to select Taskstream. The CAC approved this recommendation and forwarded their recommendation to me. An approval memo dated September 3, 2014 was delivered and procurement papers were developed and submitted to the Business Office.

As of September 29, 2014, final approval was still pending. Delivery of the AMS was required by September 30. However, Title III administrators granted a no cost extension expiring December 31, 2014. A launch call with Taskstream has been scheduled for October 14, 2014. Therefore, the goal is to complete the purchase of the AMS as soon as possible.

Mahalo.



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**MEMORANDUM**

September 30, 2014

TO: Faculty Senate

FROM: Leon Richards  
Chancellor

A handwritten signature in black ink, appearing to read 'Leon Richards', written over the printed name and title.

SUBJECT: Resolution 05052014-8: Assessment Coordinator

After the approval of the Assessment Management System (AMS) in a memo dated on September 3, 2014, several meetings with the SLO coaches, the former Chair of the Ad Hoc Faculty Senate SLO Committee, the Vice Chancellor for Academic Affairs and the College's ALOs, were convened to discuss the role and job description of the Assessment Coordinator.

A meeting is scheduled this week to discuss the position with the stakeholders and the assessment coordinator position will be on the agenda of an Administrative Staff Council meeting in early October.

Mahalo.