



UNIVERSITY of HAWAII*
KAPI'OLANI
 COMMUNITY COLLEGE

MEMORANDUM

October 29, 2015

TO: Veronica Ogata
 Faculty Senate Chair

FROM: Leon Richards
 Chancellor

SUBJECT: Response to Action Request #1415021

The following is the response to the action request recommendations:

The Faculty Senate Executive Committee recommends that the Vice Chancellor of Student Affairs be a standing member of the Appeal Review Committee, effective immediately and included in the College's 2015-2016 catalog.

The Chancellor and his Administrative team agree that the Vice Chancellor for Student Affairs should be involved in the "Selective Admissions Program Decision Appeal Process" found in the catalog on pg. A-25. However, instead of the Vice Chancellor for Student Affairs being a standing member of the Appeal Review Committee, which would be convened in step 3 of the appeal process, the Vice Chancellor for Student Affairs will be called upon in step 5. The following revisions to steps 5 and 6 and the paragraph following steps 5 and 6 were written by the counselors in Nursing and Health Sciences in consultation with Sharon Sussman of New Media Arts.

5. If the student wants to appeal the Department Chairperson's decision, the student may contact the Academic Program Dean within five (5) business days of the date of the letter affirming the Department Chair's decision. The student must submit a letter to the Dean confirming request to appeal the department chairperson's decision. The Dean will confer with the Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs to reach a decision on the student's appeal, after which, the Vice Chancellor for Student Affairs will respond to the student's appeal within five (5) business days of receiving the student's appeal. The decision by the Vice Chancellor for Student Affairs is final and cannot be appealed.
6. The decision by the Vice Chancellor for Student Affairs will be affirmed within a letter to the student with copies of the letter provided to the Academic Program Dean, Department Chairperson, Program Director and appropriate faculty.

4303 Diamond Head Road
 Honolulu, Hawaii 96816-4421
 Telephone: (808)734-9565
 Facsimile: (808)734-9162

If the decision by the Vice Chancellor for Student Affairs is made after the start of the program or not within the timeframe to accommodate the current application period, the Vice Chancellor's decision (if in favor of the student) will be applied to the next program entry.

This procedural change will be effective immediately and will be included in the College's 2015-2016 catalog.

The Faculty Senate Executive Committee recommends that the MLT Program Director collaborates with the Vice Chancellor of Academic Affairs, the Dean of Health Academic Programs, the Health Sciences Department Chair, and other relevant personnel to update the information in the College's catalog, directly related to the MLT program and its admission criteria.

It should be noted that although admission criteria have been used since December 2010 on a Best Qualified First Accepted basis, those criteria were never officially submitted for review or approved. The counselors informed the Program Director of the situation in March of 2012, but to date the admission criteria have not been officially approved. In anticipation of the changes being submitted for formal review via an Action Request memo and Program Action Request, and after conferring with a Health Sciences counselor and not wanting to negatively impact those students who had already applied to the MLT program under the Best Qualified First Accepted basis, I made the decision to continue to follow current practice of Best Qualified First Accepted admission criteria. In order to be fair, and at the request of the Health Sciences Department Chair, I also approved the Medical Assisting and Occupational Therapy Assistant to adopt the Best Qualified, First Accepted process. Of course, the program Directors for the Health Sciences Department would need to submit the necessary curriculum paperwork. Dental Assisting, Physical Therapy Assistant, Radiologic Technology and Respiratory Care Practitioner have already implemented this process. For the changes to be reflected in the 2016-2017 catalog, the paperwork must be submitted by January 20, 2016.

The Faculty Senate Executive Committee recommends that the Vice Chancellor of Academic Affairs provide a memo to all the department chairs stating the process of notification to faculty regarding catalog changes. It is the committee's understanding that the Vice Chancellor of Academic Affairs includes faculty input when changes to the College's catalog are made.

It is the practice of the Vice Chancellor for Academic Affairs to solicit feedback from the department chairs on their review of the catalog before it is published. Program Directors are encouraged to update content especially in regards to industry/job outlook and to ensure that the program descriptions are accurate. It is our belief that the opportunity to provide input already exists.

The Faculty Senate Executive Committee recommends that the MLT Program Director, upon submitting courses and program changes to the Curriculum Committee, justify the program's cohort limit of 16 students.

It is generally agreed that those specific numbers should not go into the catalog, as there is an ebb and flow of demand for program graduates, as well as the availability of clinical sites. In the NAACLS standards, there are no limitations on class size or specification of student-teacher ratio.

Mahalo.