



UNIVERSITY of HAWAII[®]
KAPI'OLANI
COMMUNITY COLLEGE

memorandum

June 7, 2017

To: Candy Branson, Chair, Faculty Senate
Susan Inouye, Former Chair, Faculty Senate

Subject: Response to Faculty Senate Action Request AR 1617029b: Additional
KSCM Administrator Access

I received Action Request AR 1617029b on May 4, 2017, with a motion to hire for or assigning KSCM system administrator responsibilities to an additional person to expedite KSCM processes given the reduced curriculum timeframe.

Having the curriculum specialist be solely responsible for the management of curriculum review software has been a concern. Now that KSCM has become relatively stable, training another individual to serve as a system administrator is a more viable option.

By way of this memo, I am asking Interim VCAA Susan Kazama to work with VCSA Ivelisse and the deans to identify an individual to undergo KSCM training and take on these additional responsibilities on an as needed basis, with appropriate compensation.

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

Louise Pagotto
Interim Chancellor

C: Susan Kazama, Interim VCAA