

DOE/UHCC COORDINATING COUNCIL

The Memorandum of Agreement between the Department of Education (DOE) and the University of Hawai'i Community Colleges (UHCC), signed jointly by DOE Superintendent Paul LeMahieu and UH Community Colleges Chancellor Joyce Tsunoda in Fall 2001, calls for the appointment of a Task Group. The document herein is intended to identify the composition, purpose and procedures of this Task Group.

Name

This Task Group will be known as the DOE/UHCC Coordinating Council.

Purpose

The purpose of this Coordinating Council is to develop processes that will support:

- curriculum articulation;
- dual credit programs;
- student tracking;
- career development program;
- adult education/remedial services
- teacher pre-service;
- a continuum of in-service opportunities for teachers; and
- a coordination of technology management systems and learning programs.

The Coordinating Council will specifically address collaborative initiatives between the two agencies, which can result in more coordinated, integrated and seamless services for the youth and adult learners of Hawai'i. Such initiatives would include, but not be limited to, the coordination of adult basic education programs between the two agencies and with other adult basic education providers.

The Coordinating Council will carry out the directives of the Memorandum of Agreement and will provide annual reports to the Legislature in accord with the requirements of House Concurrent Resolution 158.

Make-Up

The DOE/UHCC Coordinating Council shall consist of ten permanent members, including neighbor island representation, plus additional *ad hoc* members as needed, and two staff, one from DOE and one from UHCC's. Five members will be appointed by the DOE Superintendent; five by the UHCC Chancellor, as follows:

from the DOE	from the UHCC's
1. Deputy Superintendent or Designee	1. Vice Chancellor for Academic Affairs
2. Assistant Superintendent, DLTSS	2. a provost

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| 3. a district superintendent | 3. a second provost |
| 4. Director of Curriculum and Instruction | 4. a dean of instruction |
| 5. a principal, Community & Adult Schools | 5. a dean of student services |

Operational Procedures

1. The Coordinating Council will address tasks by forming *ad hoc* task forces, which will “sunset” appropriately upon completion of their assignments.
 - As these *ad hoc* groups generate procedures, processes and/or policy proposals, the proposals will be forwarded to the Coordinating Council.
 - The Coordinating Council will review proposals and determine feasibility of implementation.
 - After review by the Coordinating Council, proposals will be forwarded (with or without recommendation) to the respective administrations as follows: 1) DOE – forwarded to Superintendent for implementation and approval, with informational report to the BOE; 2) UHCC’s – forwarded to Executive Staff for review and implementation.
2. The Coordinating Council will meet monthly.
3. Initial issues to be addressed by the Coordinating Council, per the Memorandum of Agreement, include:
 - Development of a tracking system relating to student transfer and career development for assessment and accountability purposes.
 - The use of technology to facilitate student transfer and coordinate services and programs.
 - The formulation of a career development system that is articulated, implemented and monitored.
 - The establishment of a curriculum articulation process, between the DOE and UHCC, that facilitates: student transfer; career development; transition of alienated youth; dual credit for K-12 and Adult Basic Education programs (utilizing the Equipped For the Future Content Standards for Adult Literacy); the use of technology in the content and/or delivery of programs.

- The coordination of adult basic education and remedial services between the DOE, UHCC and other agencies.
- The development of a teacher pre-service/in-service program to increase the availability of endorsements for teachers in identified shortage and emerging program areas.
- The coordination of staff development activities which meet the needs of both agencies.
- The development of a set of measures to evaluate whether the collaborative processes and programs are effective and efficient.
- The development of legislation identified as necessary to effectively carry out the plans and processes.

Additional issues may be brought before the Coordinating Council by individuals from the DOE, from the UHCC's or from community constituents

Process for Identifying and Resolving Issues

Identification

As noted above, issues may be identified by individuals from the Department of Education or from the UH Community Colleges, or by members of the community.

Resolution

Refer to Step #1 of "Operational Procedures."

For the Department of Education, implementation of recommended solutions will be through the Superintendent. For the UH Community Colleges, through the Executive Staff.

Ad Hoc Task Forces

In their handling of issues, each *ad hoc* task force will be expected to **design** an implementable solution, to **identify criteria** by which to evaluate the success of such implementation, to **evaluate** initial implementation, and to revise and modify processes, procedures and policies and recommend changes to the Coordinating Council before sunseting.

Initial Ad Hoc Task Forces Needed

It is recommended that the work of the Coordinating Council begin with formation of the following three Task Forces, each composed jointly of DOE and UHCC members:

- Adult Basic Education and Remediation
- Running Start
- Teacher Education and Certification

In addition, it is recommended that an existing joint DOE/UHCC Tech Prep Steering Committee serve as the Task Force on Curriculum Articulation.