



June 2, 2014

**EXECUTIVE MEMORANDUM 14-09**

**TO:** Executive Vice President  
Vice Presidents  
University Chancellors  
Executive Administrator and Secretary of the Board of Regents  
State Director for Career and Technical Education

**FROM:** David Lassner  
Interim President

A handwritten signature in blue ink that reads "David Lassner".

**SUBJECT: ABOLISHMENT OF OBSOLETE EXECUTIVE POLICIES**

The following Executive Policies have been identified as obsolete and are hereby abolished:

- E5.207 Small Undergraduate Classes
- E6.101 Authority to Appoint the Convenor and the Members of the University of Hawaii Committee on Resident Status

These policies will be available for historical review only in the archives section of the Administrative Procedures Information System at [www.hawaii.edu/apis/ep/archives/](http://www.hawaii.edu/apis/ep/archives/).

Prepared by Office of Planning and Policy.  
This update replaces Policy E5.207  
dated April 1985.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - ADMINISTRATION

June 1987

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E5.207 Small Undergraduate Classes

I. INTRODUCTION

This executive policy provides for the continued monitoring of class size and systematic and regular reporting using common definitions and policy guidelines. The Vice President for Academic Affairs at Manoa and Chancellors are responsible for campus implementation and reporting requirements.

II. OBJECTIVES

This policy is intended to:

- A. Reaffirm the importance attached to efficient and effective resource use.
- B. Clarify that there are legitimate educational objectives to be served by small classes.
- C. Assure the administration and Board of Regents that a sound rationale exists for those small classes offered.
- D. Establish a Common unit of analysis and policy guidelines to be used in the review of class size.
- E. Require the review and monitoring of class size, regular reporting of summary data, and a rationale for results achieved.
- F. Assign responsibility for policy execution and for the establishment of campus implementing procedures.

III. POLICIES

A. Monitoring

The campuses monitor small classes during registration periods, making immediate adjustments to class schedules as deemed appropriate. In so doing, every effort is made to balance students' needs with the institution's responsibility to use and manage limited

resources prudently. During the course of each semester, long-term monitoring of class size takes place: campuses review their overall mix of class sizes for that semester, Compare results with earlier yearly develop plans for future actions, and begin clams scheduling for following semesters. Based on these monitoring activities campuses are prepared to justify decisions made and the resulting balance of offerings.

B. Reporting

Once a year the Vice President for Academic Affairs at Mānoa and Chancellors analyze fall semester undergraduate classes, and prepare a report for the President providing:

1. A summary of their campuses' small class data using the format provided in Attachment 1. In order to prepare this summary, a thorough analysis of the 3011B Computer listing of small classes is completed at either the campus/college level or at the Vice President's/ Chancellors' level. This analysis indicates the specific reasons for excluding classes from the total number of small classes offered [see notes to Attachment 1, items (e) and (f)]. This analysis is held on file in the Vice President's/ Chancellors' offices and made available for review upon request.
2. A discussion and analysis of the criteria by which the small classes offered are justified and a report of actions planned; and
3. An assessment of overall Unit outcomes.

Each year the report on fall semester small classes is due the following March 31st to the office of the President.

C. Guidelines

The following policy guidelines provide guidance for the campuses as they monitor and report on small classes.

1. Definition. For purposes of long-term monitoring and reporting, small classes are those that enroll less than ten students in a classroom mode of instruction after the campus "add" deadline (as reported for official semester enrollment purposes), and that are supported by state General Funds. Courses available through non-classroom modes of instruction, e.g., directed readings, practicums, practice teaching, Cooperative education or individualized instruction for which special fees are paid, do not reasonably fall under the policy intended to monitor class size. Such courses should be reviewed as part of a campus' overall assessment of its

resources use. Concurrent and cross-listed classes are reviewed on the basis of Combined enrollment.

2. Upper vs. Lower Division Classes. It is expected that the bulk of small undergraduate classes will be at the upper division level. This is due to the increasingly specialized nature of upper division instruction and is balanced by the need for fewer small classes at the lower division level.
3. Major Requirements. Small classes identified as major requirements are subject to review. If low enrollments persist over several semesters, the campus is asked to: (a) reassess the importance of the course to the major and, if the course is judged crucial, (b) to offer the course in alternate years or even less often if possible.
4. Areas of Emphasis. Specification of program and subject areas that fall within a campus' areas of emphasis is the responsibility of the Vice President for Academic Affairs at Manoa and Chancellors. Justification of small classes in array of emphasis requires concurrence above the program level that the courses are within a priority area meriting special consideration. Such concurrence shall require a determination that the particular course or program contributes directly to the objectives of the areas of emphasis, and is not merely an enrichment or related to the area in an indirect or peripheral fashion.
5. Multiple Sections. It is recognized that in some cases it will be necessary to provide sufficient multiple sections of a course to accommodate a fixed total enrollment; for example, when a laboratory course with limited student stations is required of all students enrolling in a particular lecture course. In such cases, it may happen that at least one section must enroll fewer than ten students, and it may also be desirable to spread enrollment across sections resulting in several with fewer than ten students. As a general rule, these classes need not be included in the campus' total number of small classes nor reported in the campus' "percent of classes small," if the average enrollment per section is ten or greater.

There may also be situations in which pedagogical requirements limit class size to an enrollment not much greater than ten; for example, certain modes of language instruction which require substantial in-class participation by each student. In such classes, a reasonable accommodation to student scheduling preferences may lead to some sections enrolling fewer than ten students, and these need not be

reported in the campus' percent of classes small," if average enrollment per section is ten or greater.

6. Vocational-Technical Classes. In general, the need justifying vocational-technical instruction at the Community Colleges should be such as to preclude the offering of small classes except where facility and/or equipment limitations exist, or where the remoteness of the community served requires special consideration.
7. Experimental and New Courses. Small experimental or new classes are subject to review. Judgments about their continuation take into consideration a variety of factors including class size.
8. Cost of Classes. Small classes supported by federal funds or special fees are not subject to review of class size and are not reported in the campus' "percent of classes small." To facilitate this exclusion, large blocks of classes that fall into this category, for example, applied music classes, should be routinely excluded from computerized campus small class listings.

Classes taught by faculty over and above what is required as a full load are included in the review pool and reported in the campus' total number of small classes, but may be justified on this basis.

University of Hawai'i  
 Small Undergraduates Classes  
 Format for Reporting Summary College and Unit Data

Unit and College	I. Classes Offered			II. Small Classes			III. Percent Small Classes g/c
	(a) Total # on R3011C	(b) Adjustments: Cancellations, Duplications & Non-Classroom Instruction	(c) Total Classes Offered	(d) Total # on R3011B	(e) Adjustments Cancellations, Duplications & Non-Classroom Instruction		
					(f) Multiple Sections		
UH-Manoa Arts & Sciences OBA Etc.							
UH-Hilo Arts & Sciences HCC Agriculture							
Community Colleges Honolulu CC Etc.							
West Oahu							

Notes to Attachment 1

- (a) Total number of classes reported in Computer Report 3011C. This report excludes 99s at all campuses and 93s (coop. ed.) at Hilo and the Community Colleges. It counts only once cross-listed Courses at UHM, UHH and WOC and concurrent Courses at the Community Colleges.
- (b) Adjustments necessary to:
  - o exclude canceled classes;
  - o exclude other non-classroom instruction, such as practice teaching and practicums; and
  - o correct the 3011C Report for any multiple listings of cross-listed and concurrent classes, and to exclude all directed readings and cooperative education courses;
- (c) Total number of classes offered: (a) minus (b).
- (d) Total number of small classes reported in Computer Report 3011B. This report excludes 99s at all campuses and 93s at Hilo and the Community Colleges. It counts only once cross-listed courses at UHM, UHH and WCC and concurrent courses at the Community Colleges. It also excludes applied music courses at UHM and UHH.
- (e) Adjustments necessary to:
  - o exclude canceled classes;
  - o exclude non-classroom instruction as in (b) above;
  - o report cross-listed and concurrent classes only once or exclude them completely if combined enrollment is 10-plus;
  - o exclude classes supported by federal funds (ROTC) or special fees, e.g., any applied music not already excluded from Report 3011B.
- (f) Adjustments necessary to exclude those multiple sections not required to be reported as small in accordance with the Executive Policy, Section III, 5.
- (g) Total number of small classes authorized by the college/unit for offering: (d) minus the sum of (e) and (f).
- (h) Percent of total classes offered that are small: (g) divided by (c).

Prepared by Director of  
Planning and Policy.  
This update replaces Policy E6.101  
dated July 1978.

UNIVERSITY OF HAWAI'I

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EXECUTIVE POLICY - DELEGATION OF AUTHORITY

March 1987

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E6.101 Authority to Appoint the Convenor and the Members of the  
University of Hawai'i Committee on Resident Status

Source of Delegation:

Board of Regents Bylaws and Policies, Section 6-2

Authority Delegated to:

Director of Planning and Policy

Effective Date of Delegation:

July 21, 1978

DELEGATION

Delegates authority to the Director of Planning and Policy to appoint the convenor and members of the University of Hawai'i Committee on Resident Status. Appointments to this committee shall be made in accordance with the provisions of the Rules and Regulations Governing Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i. (see Appendix 6-2, Section X, C). Members of the Committee on Resident Status shall be drawn from two or more campuses of the University.