Memo of Agreement Among the Manoa Faculty Senate (SEC); University of Hawai‘i at Manoa (UHM) College of Languages, Linguistics, and Literature; and UHM Chancellor

Subject: Creation of a General Education Office

Preamble: This Memo of Agreement among the Manoa Faculty Senate, UHM College of Languages, Linguistics, and Literature (LLL), and the UHM Chancellor describes the current situation among these constituencies in order to clarify organizational and fiscal relationships. Given that the UHM Chancellor is currently leading strategic planning efforts for the campus which may include the establishment of new structures with responsibilities for undergraduate programs, it is understood that these arrangements may change when the strategic planning process is completed.

The Manoa Faculty Senate is ultimately responsible for the quality and content of the University’s curriculum. Thus, the Senate is responsible for implementing the General Education (GE) curriculum adopted by the Senate on December 8, 1999. The Senate has delegated special responsibilities deriving from GE requirements to the Senate’s General Education Committee (GEC). The GEC is responsible for determining policies and guiding procedures that relate to the curriculum of GE.

While the GEC can set policy with the approval of the SEC, it needs competent support staff in order to implement its policies.

To assist with implementation of the General Education curriculum, the Manoa Faculty Senate Executive Committee (SEC), with the support of the UHM Chancellor’s Office, hereby establishes the General Education Office (GEO), to be headed by a faculty administrator. In order to take advantage of existing faculty and staff expertise, the GEO will be built upon the staff and facilities of the Manoa Writing Program (MWP), an academic unit that supports the work of the WI Focus Board and is housed in LLL.

Under this agreement, the MWP will maintain current activities and its current budget. However, as GEO/MWP (hereafter referred to as GEO), it will extend its activities to support the GEC and its Boards. Expansion will be made possible through funding provided the SEC by the UHM Chancellor; it will involve the hiring and training of new clerical staff and additions to student help. Later expansion, if required by GEC, SEC, and UH administrative decisions, will be reasonably supported by the SEC with funding from the UHM Chancellor.

GEO will be administratively attached to LLL and its funding will be channeled through LLL. The Faculty Administrator of GEO will be appointed by SEC; initially, according to the terms of this agreement, the Faculty Administrator will be the current Director of the MWP, an appointee of the LLL Dean.

If GEO ceases to exist, the MWP will resume its work in support of writing across the curriculum.

1. GEO Staff members will
   - Provide logistical support for the operations of GEC and its Boards.
   - Develop, support, and maintain web facilities for GE and GEC.
   - Carry out assignments made by the GEO Faculty Administrator.
- Distribute, collect, and process forms necessary for implementation of GE requirements.
- Work to achieve accurate listing of GE requirements and courses in the UHM Catalog and Schedule of Classes.
- Implement assessment activities as assigned.

2. The GEO Faculty Administrator will
   - Attend regularly scheduled GEC meetings and Focus Board meetings as needed.
   - In consultation with GEC and its Boards, devise and determine procedures for implementing GEC curricular policies.
   - Work with UHM colleges, departments, and offices to implement GEC curricular policies.
   - Work to balance support of MWP and GEO needs.
   - Oversee the provision of GEO staff support to meet the needs of the GEC and its Boards.
   - Guide and promote GE assessment activities in consultation with GEC and its Boards.
   - Provide timely and clear assignments to the GEO staff in accord with the missions of GEC and its Boards.
   - Formulate budget requests and manage the GEO budget.
   - Work with UH System administrators as required for articulation of GE courses.
   - Report to the SEC Chair.
   - Be a tenured member of the UHM faculty.
   - Be appointed for 3 years, with annual review by the SEC and LLL.
   - Be paid an 11-month faculty salary and stipend (see budget).
   - Be considered for promotion, merit, or other personnel actions according to criteria that are consistent with these duties.

3. In order to facilitate the workings of the GEO, the GEC will
   - Determine curriculum-related GE policies in a comprehensive and timely manner.
   - Advise the Faculty Administrator on the design of procedures for carrying out policies relating to GE.
   - Through its Chair and its Board Chairs, communicate curricular policies to the GEO Faculty Administrator so that he/she can act responsibly.
   - Determine GE-related assessment policies in a comprehensive and timely manner.
   - Advise the Faculty Administrator of faculty training/development opportunities it wants offered.
   - Advise the Faculty Administrator of assessment procedures it deems appropriate and assist the Faculty Administrator in achieving departmental involvement with assessment efforts.
   - Through its Chair, schedule discussions and provide guidance requested by the Faculty Administrator.

4. The SEC will
   - Provide direction and oversee necessary assessment of GEO functions.
   - Be, through its Chair, adequately available to guide the GEO Faculty Administrator in performance of duties.
- Make determinations as necessary in the event of GEC/GEO questions relating to policy and procedures.
- Appoint the GEO Faculty Administrator.

5. The College of LLL will
- Fund from its budget only those functions of GEO that derive from existing MWP responsibilities.
- Provide salaries, payments, and fiscal services for GEO through current MWP funding, supplemented by funds assigned to LLL by the UHM Chancellor.
- Guide GEO compliance with relevant UHM policies.
- In the event of UHM reorganization, assist in the transfer of GEO appointments, funds, and records to the new unit.
- In the event of GEO elimination, reaccept MWP permanent employees without diminution of salaries or privileges.

6. The Center for Teaching Excellence (under UHM Chancellor) will
- Provide workshops and faculty-development opportunities as requested by the GEC Chair and GEO Faculty Administrator
- Assist with assessment of instructional components of GE as requested by GEC and GEO

7. Budget Supplement

MWP annual budget will be maintained, with standard CB increments.

Current MWP allocation 231,424

Supplemental budget (see attached detail):

Year 1 (start-up costs, plus 9-month ongoing support) 98,251
Year 2 (ongoing costs, 12 months) 102,991

October 30, 2001

Joanne Cooper, SEC Chair

Deane Neubauer, Interim Chancellor

Joseph O'Mealy, LLL Interim Dean

2001
Appointment:

The SEC appoints Thomas Hilgers, current faculty director of the Mānoa Writing Program, as Faculty Administrator of General Education Office, a position described in the attached Memo of Agreement. This appointment is for 3 years, with annual review. In the event of non-renewal, Hilgers will resume the duties of the faculty director of the Mānoa Writing Program, subject to annual review and renewal by the Dean of LLL.

October 30, 2001

Joanne Cooper, SEC Chair

Thomas Hilgers