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‘Ōnaehana Kulanui o Hawai‘i

January 3, 2024

Mr. Christian Fern  
Executive Director  
University of Hawai‘i Professional Assembly  
1017 Palm Dr.  
Honolulu, HI 96814

Via email to [fern@uhpa.org](mailto:fern@uhpa.org)

SUBJECT: Proposed Executive Policy on Micro-Credentials

Aloha Mr. Fern,

Attached is a proposed Executive Policy on Micro-Credentials which has been created to define and establish guidelines and procedures for the development and issuance of micro-credentials across the UH System. This proposed draft has been shared with various governance and administration groups including the Faculty Senates for consultation and is hereby being provided for your information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alan Rosenfeld'.

Alan Rosenfeld  
Associate Vice President for Academic Programs and Policy

Attachment



UNIVERSITY OF HAWAII  
PROFESSIONAL ASSEMBLY

January 31, 2024

Alan Rosenfeld  
Associate Vice President for Academic Programs and Policy  
University of Hawai'i System  
Academic Programs and Policy Office  
1733 Donaghho Road  
Kuykendall 711  
Honolulu, HI 96822

RE: Proposed Executive Policy on Micro-Credentials, letter dated January 3, 2024

Dear Associate Vice President Rosenfeld:

Pursuant to Article I, Recognition, Article III, Maintenance of Rights and Benefits, Article XVII, Representation Rights, paragraph I, R-20 of the 2021-2025 Unit 7 Agreement, and HRS §89-9, the University of Hawaii Professional Assembly (UHPA) appreciates the opportunity to engage in consultation with the University of Hawai'i (UH) over the the above-referenced subject matter.

UHPA recognizes that the UH Faculty Senates are also being consulted under R-20, and that the respective UH Faculty Senates may provide comments, concerns, and suggested edits which may result in changes to the proposed policy. While UHPA has conducted a preliminary review of the proposed policy and has some initial clarifying questions below, UHPA requests that any comments, concerns, and suggestions made by the UH Faculty Senates be provided to UHPA for review and analysis before UHPA offers any additional comments and concerns.

1. Please provide a brief explanation of how the courses related to the micro-credentials will be administered. For instance, in what manner and through what modalities will they be taught (e.g., in-person, online, on-demand, hybrid), and for what duration (e.g., over the course of the semester like a traditional course, or in a shorter, condensed period of time)?
2. Who will be teaching the courses related to the micro-credentials? Will it be limited to faculty, or will other types of non-faculty instructors be teaching these courses?

3. To the extent the courses will be taught by faculty, what (if any) impact will this have on faculty workload? For instance, how will the courses be measured for purposes of calculating teaching equivalencies?

UHPA looks forward to UH's response to the above questions and to reviewing comments, concerns, and suggested edits to the proposed policy based on the consultation results with the UH Faculty Senates and continuing this consultation process until its completion.

If you have any questions, please feel free to contact me at [jmow@uhpa.org](mailto:jmow@uhpa.org) or via phone at 808-475-0515.

Sincerely,



Jamie Mow  
UHPA Associate Executive Director

cc: Christian Fern, UHPA Executive Director  
James Kardash, UHPA Associate Executive Director  
Dwight Takeno, UHPA Associate Executive Director



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February 12, 2024

Jamie Mow  
Associate Executive Director  
University of Hawai‘i Professional Assembly  
017 Palm Drive  
Honolulu, HI 96814

Re: UHPA’s Questions on Proposed Micro-Credentials Executive Policy, per letter dated January 31, 2024

Aloha e Associate Executive Director Mow,

We appreciate UHPA’s close attention to the proposed Executive Policy on Micro-Credentials currently being circulated to faculty for purposes of consultation. As you mentioned in your January 31 letter, we have initiated the formal consultation process with the UH Faculty Senates, and, along with UH Director of Online Learning Gloria Niles, I will be visiting UH Mānoa’s Faculty Senate Committee on Academic Policy and Planning (CAPP) in person on Thursday, February 22 to address any questions or concerns its members might have about this proposed policy. I am also happy to provide responses to the specific questions raised in your aforementioned letter, as follows:

- Please provide a brief explanation of how the courses related to the micro-credentials will be administered. For instance, in what manner and through what modalities will they be taught (e.g., in-person, online, on-demand, hybrid), and for what duration (e.g., over the course of the semester like a traditional course, or in a shorter, condensed period of time)?

The draft policy creates a framework that distinguishes micro-credentials from recognized UH credentials (degrees, minors, concentrations, or certificates). This policy will not alter the decision-making processes in place at the campus level to determine the modalities or duration of courses connected to micro-credentials. Faculty, in consultation with department chairs, will continue to make curricular decisions for courses that are connected to micro-credentials. In fact, we anticipate that courses faculty choose to include as part of a micro-credential may be the same courses that currently exist as part of degree and/or certificate programs. It is important to note that programs will not be required to create micro-credentials. Should programs decide to create micro-credentials, they will have the purview to limit the composition of those micro-credentials to credit-

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based courses or a portion thereof. A micro-credential could even consist of successful completion of a *portion* of a single credit-bearing course, such as an industry recognized micro-credential embedded within a computer programming course.

- Who will be teaching the courses related to the micro-credentials? Will it be limited to faculty, or will other types of non-faculty instructors be teaching these courses?

Nothing in this policy alters the processes in place for hiring faculty and/or lecturers and administering course assignments. Academic programs and their chairs will continue to play the same role in these decision-making processes. This policy will also not alter the processes in place at the campus level for non-credit offerings.

- To the extent the courses will be taught by faculty, what (if any) impact will this have on faculty workload? For instance, how will the courses be measured for purposes of calculating teaching equivalencies?

Faculty will continue to receive credit for workload as outlined in the UHPA-BOR Contract and UH policy. This policy does not alter how courses will be measured to calculate teaching equivalencies. In the case of non-credit classes, Article XXI.E of the 2021-2025 UHPA-BOR Contract will continue to determine how instructors are compensated.

Thank you for your contributions to the consultation process as we strive to develop a viable policy on micro-credentials. Please feel free to contact me directly (at [alan3@hawaii.edu](mailto:alan3@hawaii.edu) or 808-956-3872) should you have further questions or concerns.

Warmest regards,



Alan Rosenfeld, PhD  
Associate Vice President for Academic  
Programs and Policy

c: Debora Halbert, Vice President for Academic Strategy



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Alan Rosenfeld, PhD  
Associate Vice President for Academic Programs and Policy

April 19, 2024

Mr. Christian Fern  
Executive Director  
University of Hawai‘i Professional Assembly  
1017 Palm Dr.  
Honolulu, HI 96814

Via email to [fern@uhpa.org](mailto:fern@uhpa.org)

SUBJECT: Revisions to Proposed Executive Policy on Micro-Credentials

Aloha e Executive Director Fern,

Following formal consultation on the proposed policy on micro-credentials, administration has made revisions to the policy in response to comments and concerns received. Here is an overview of the changes made:

- We added the phrase “at the program level, by faculty” to Section III.B to underscore the faculty’s role in developing curricula, including micro-credentials.
- We clarified the signification of a digital badge and a badge’s relationship to a micro-credential.
- We replaced the terms “competency” and “competencies,” which have a specific meaning in the parlance of the accreditation world.
- We renamed the category of digital badges issued in recognition of a credit-bearing micro-credential to “Academic Achievement.”
- We clarified what is meant by the term “Open Badges standards.”
- We added the phrase “including how they might lead to a credential” to Section III.G to underscore the fact that the policy allows each campus to determine if and how to enable micro-credentials to be stacked toward full UH credentials.
- We added the phrase “in a central repository” to Section III.H to provide additional parameters for campus storage of micro-credential records.
- We executed a number of stylistic and vocabulary changes in response to feedback collected during the formal consultation process.

Attached for your information are redline and clean copies of the revised policy and the complete list of comments received during consultation with noted responses. This

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Mr. Christian Fern  
April 19, 2024  
Page 2

revised proposed policy has been disseminated to all Faculty Senates and governing bodies for further review. You may contact me at [alan3@hawaii.edu](mailto:alan3@hawaii.edu) if you have any questions or concerns. Mahalo.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Alan Rosenfeld', with a stylized flourish at the end.

Alan Rosenfeld  
Associate Vice President for Academic Programs and Policy

Attachments



UNIVERSITY OF HAWAII  
PROFESSIONAL ASSEMBLY

April 24, 2024

Alan Rosenfeld  
Associate Vice President for Academic Programs and Policy  
University of Hawai'i System  
Academic Programs and Policy Office  
1733 Donaghho Road  
Kuykendall 711  
Honolulu, HI 96822

RE: Revisions to Proposed Executive Policy on Micro-Credentials, letter dated April 19, 2024

Dear Associate Vice President Rosenfeld:

UHPA acknowledges receipt of the above-referenced letter and its attachments. It is our understanding that the recently revised policy has been disseminated to all UH Faculty Senates for further review. Accordingly, UHPA requests that any additional comments, concerns, and suggestions made by the UH Faculty Senates be provided to UHPA for its review and analysis. UHPA looks forward to continuing this consultation process until its completion.

If you have any questions, please feel free to contact me at [jmow@uhpa.org](mailto:jmow@uhpa.org) or via phone at 808-475-0515.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Mow".

Jamie Mow  
UHPA Associate Executive Director

cc: Christian Fern, UHPA Executive Director  
James Kardash, UHPA Associate Executive Director  
Dwight Takeno, UHPA Associate Executive Director