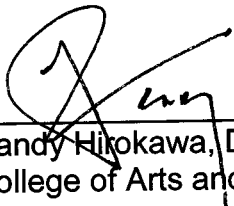


**Memorandum of Understanding  
2009 Program Review  
University of Hawai'i at Hilo  
Women's Studies Program  
College of Arts and Sciences  
March 2009**

Members of the Women's Studies faculty, the Division Chair of Social Sciences, the Dean of the College of Arts and Sciences, the Vice Chancellor for Academic Affairs and the Assistant Vice Chancellor for Academic Affairs met on February 13, 2009 to review and discuss issues resulting from the Women's Studies Program's program review of Spring 2008. The report by the Women's Studies Program (on file), the report by the external reviewer (on file), and the Dean's response to the external reviewer's report (on file) were the basis for the discussion. The group agreed upon the summary points and action plan that follow:


1. Women's Studies faculty are faculty who have taught a course in the program during the past three years.
2. The program's Steering Committee will continue to be a self-identified group of any faculty interested in serving the program. A smaller Advisory Committee will be formed to assist the director in guiding the program. The steering committee will determine how the Advisory Committee shall be chosen. Written guidelines will be created.
3. The new Director of the Women's Studies Program who will be nominated to the Dean to take the position in January 2010 is Professor Regina Titunik of the Political Science Department. Instructor Amy Gregg will continue to teach in the program and perform administrative duties. The distribution of duties between the two members of the administrative team will be at the discretion of the advisory committee, with the approval of the CAS Dean.
4. The Program Director will serve for a 3-year term. The Instructor will continue to be employed as long as student enrollment continues to justify the position.
5. Compensation (if any) for the Program Director and assisting Instructor will be negotiated between the Dean of CAS and the Program upon receipt by the Dean of a proposal indicating specific work load for the Director and the Instructor. The proposal could include a request for release time for a limited period of time for the purpose of proposing a major.
6. The Program is urged to move toward a proposal for a Major. Such a request would begin with an Authorization to Plan proposal. As an intermediate step, the program could opt to create a fixed curriculum Liberal Studies major prior to proposing a free standing major.

7. The Advisory Committee will explore potential foci or niches for a Women's Studies Major to give it a clear identity.
8. The program needs a faculty member who can teach Feminist Theory. The Dean will work with Departments making future hires in order to maximize the possibility that a new hire could be a person qualified to teach Feminist Theory. The Dean could incentivize departments by offering them higher priority for hiring if they agree to include in their Minimum Qualifications the ability to teach Feminist Theory.
9. The program will continue to refine its assessment practices, including creating student outcomes for the program that can be measured, and reviewing student portfolios. Data from assessment should be detailed enough to lead to future adjustments to courses and curricula.
10. Regina Titunik, the incoming Director of the program (as nominated) , and Amy Gregg will continue to dialogue with the Vice Chancellor for Student Affairs to clarify the relationship between the Women's Center and the Women's Studies Program.
11. The Assistant VCAA will meet with Amy Gregg to discuss issues related to cross listing. The AVCAA will facilitate a meeting between Ms. Gregg, Dr. Titunik, and the registrar to try to find better solutions to current cross listing practice.



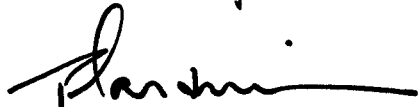

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Randy Hirokawa, Dean  
College of Arts and Sciences





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Amy Gregg, Coordinator of  
Women's Studies



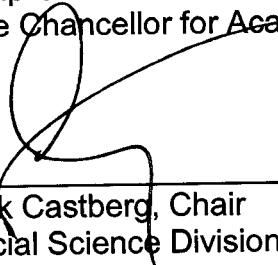

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Philip Castille  
Vice Chancellor for Academic Affairs




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Regina Titunik  
Director of Women's Studies  
(as nominated)




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Rick Castberg, Chair  
Social Science Division