Faculty Congress Assessment Committee

Assessment Budget Request 2014-2015

Memorandum of Understanding

Between

University of Hawaii at Hilo Faculty Congress

and

The Office of the Vice Chancellor for Academic Affairs

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the UHH Faculty Congress (FC) and the UHH Vice Chancellor for Academic Affairs (VCAA) to provide stipends of $1,300 for up to 8 readers/assessment assistant (total of $10,400) and $12,796 for travel to domestic and international conferences for up to three people. Total budget request is $23,196.

Background
The Western Association of Schools and Colleges (WASC) accrediting commission requires that courses within all Colleges at the University of Hawai‘i at Hilo (UHH) be assessed on an ongoing basis for effectiveness in meeting learning objectives set forth by UHH.

Purpose
During the 2014-2015 academic year it is planned that 60 courses, campus wide, will be assessed. These courses include multiple sections of courses. Anticipating an average of 35 students per course, material for 2,100 students will need to be collected and assessed. For that reason, up to eight lecturers/instructors will be provided $1,300 stipends to complete this work. Stipends will be allocated in two payments, one payment of $650 in January of 2015 after completion of one-half of the courses selected for assessment and one in September of 2015 when all assessments have been completed.

There are two domestic WASC conferences per year. During these conferences, attendees are made aware of requirements/changes that may impact UHH. It is anticipated that we will send two people to these conferences to insure backup for the assessment function at UHH. The request for $12,796 is for two people attending two domestic conferences per year (Conference fees, Hotel, Airfare, and Per Diem).

Deliverable
Deliverables include two reports from the Faculty Congress Assessment Committee Chair. The first is a report listing all courses that are to be assessed for WASC. This listing will be sent to the Vice Chancellor of Academic Affairs and posted at the Faculty Congress website. The second deliverable is a report from the Faculty Congress Assessment Committee Chair to the
Vice Chancellor of Academic Affairs identifying the status of each course that was assessed. This report will be linked at the FC website.

**Funding**
The Vice Chancellor of Academic Affairs will allocate $23,196 in on-going funds to cover the stipends for up to eight instructors/readers and travel for 2 faculty members.

**Duration**
Assessment costs will be ongoing, however, this MOU will remain in effect until September 30, 2015 or the time at which all payments have been made. This MOU shall become effective upon signature by the Chair of FC and the Vice Chancellor of Academic Affairs.

**Contact Information**
Kimberly Furumo  
Chair of Faculty Congress  
Associate Professor of Business Management  
Kanaka’ole Hall, Office 243  
808.932.7239  
furumo@hawaii.edu

Matthew Platz  
Vice Chancellor for Academic Affairs  
Administration Building, Office 112  
808.932.7332  
mplatz@hawaii.edu

Kimberly Furumo  
Chair, Faculty Congress

Matthew Platz  
Vice Chancellor for Academic Affairs