Faculty Congress General Education Committee
Stipends for Committee Members 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 $2,000 to up to 7 committee members for the 2014-2015 academic year.

Background
In response to a recommendation made by the Western Association of Schools and Colleges (WASC) accrediting commission, a General Education (GE) committee was assembled as a subcommittee of the Faculty Congress, to develop a university-wide general education program, and procedures to ensure the certification of GE courses. The initial set of 170 GE courses was certified in 2011. In subsequent years, GE committee members have reviewed and certified additional courses and currently there are approximately 293 GE-certified courses at UH-Hilo.

Purpose
During the 2014-2015 academic year, recertification of all GE courses, certified in the first year of the current GE curriculum, is required. This amounts to 196 courses. In subsequent years the anticipated number of courses to be recertified, and new courses to be certified are 40 and 35, respectively. This overall analysis of all GE courses certified in the 2010-2011 Academic year, to determine if they still meet the GE requirements, was stipulated in the original process established by the GE committee. It is important that the procedures established by the GE committee be followed since the WASC accreditation reviewers will be making a site visit and checking progress this year. Recertification of the GE courses involves a committee of up to seven members, along with the Chair of the Faculty Congress GE Committee, reviewing all courses simultaneously. This will require each committee member to spend approximately 105 hours each to make the decision of whether to recertify each of the 196 GE courses. This service commitment goes beyond the scope of service outlined in the faculty collective bargaining agreement. For that reason, up to seven committee members will be provided $2,000 stipends to complete this work. This is a one-time contractual agreement since the expected large 2014-2015 volume of courses to be recertified, is not expected to recur. The Faculty Congress GE committee will also work to streamline the process during the current academic year so that recertification efforts will require less faculty time per course in the future. Stipends will be allocated in two payments, one payment of $1,000 in January of 2015 after completion of one-
half of the GE re-certifications and again in September of 2015 when all re-certifications have been completed.

**Deliverable**
Deliverables include two reports from the Chair of the Faculty Congress GE Committee to the Vice Chancellor for Academic Affairs. The first is a report listing all GE courses that are recertified. 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 Chair of the Faculty Congress GE Committee to the Vice Chancellor of Academic Affairs identifying changes made to streamline the GE certification process. This report will be linked at the FC website and the FC bylaws and charter will be updated to reflect the changes.

**Funding**
The Vice Chancellor of Academic Affairs will allocate $14,000 in one-time funds to cover the stipends for up to seven Faculty Congress GE Committee members.

**Duration**
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  
Date: July 15, 2014

Matthew Platz  
Vice Chancellor for Academic Affairs  
Date: July 15, 2014