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## Faculty Congress

### Accreditation Budget Request 2014-2015

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#### 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 Office of the Vice Chancellor for Academic Affairs (VCAA) to provide fees annually of \$18,000 for WASC, \$2,000 for copying/printing, and variable fees of up to \$12,500 for new Master's degrees and/or Distance Learning courses. Additionally, this MOU supports one course overload per semester for two semesters per year (\$12,260) for the Academic Liaison Officer (ALO). The total budget request is \$44,760.

#### Background

The Western Association of Schools and Colleges (WASC) accrediting commission requires the payment of fees for annual dues as well as fees for new Master's degrees and distance learning courses. As a member of WASC the University of Hawai'i at Hilo (UHH) owes these fees on an on-going basis. Currently, WASC assesses annual dues of about \$17,000. Each year these dues are increased by 2%. Further, WASC charges a fee of \$2,500 for each new Master's course that is introduced and each new distance learning course (up to a total of 12 Master's degrees, at which time the fees are waived permanently.) Further, if the WASC team deems it necessary they will make a site visit to assess the new courses/changes. This costs approximately \$5,000 per trip. The ALO has the responsibility for collecting and analyzing assessment/curricula data and preparing the WASC report.

#### Purpose

In the 2014-2015 academic year we have two new Master's degrees for which fees are due: Education MAT and the Heritage Management MAT. In addition, it is likely that there will be at least one site visit and at least one new Distance Learning Course for which fees will be charged. Invoices provided by WASC will be forwarded to the VCAA for payment. Copying of reports for WASC is estimated to be about \$2,000. Copy requests will be forwarded to the VCAA's office. The ALO's tasks continue to be a major effort requiring significant time. One course overload per semester is indicated. Course releases are not possible because the current ALO is needed to teach critical courses at UHH.

**Deliverable**

Deliverables include invoices from WASC and the reporting to WASC. While overall accreditation reports are due every ten years, follow-up compliance reports may be due every 2 to 3 years. In addition, an annual report is submitted to WASC each year.

**Funding**

The Vice Chancellor of Academic Affairs will allocate \$44,760 in FY15 for recurring support to cover the WASC fees and supplies, subject to the availability of funds. It is difficult to anticipate all costs related to WASC, and the WASC Coordinator will keep the Vice Chancellor for Academic Affairs apprised of all necessary costs as they arise.

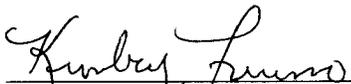
**Duration**

While the accreditation expense is ongoing, 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.

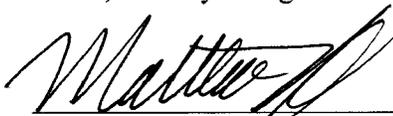
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 Date: September 18, 2014

Kimberly Furumo  
Chair, Faculty Congress

 Date: September 18, 2014

Matthew Platz  
Vice Chancellor for Academic Affairs