

**Memorandum of Understanding
UH Manoa: Shidler College of Business
Master of Human Resource Management Program
and
UH Hilo**

I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of the UH Manoa, Shidler College of Business and UH Hilo as they relate to providing support for the Master of Human Resource Management delivered by videoconferencing.

This MOU seeks to articulate the elements of a collaborative relationship between UH Manoa: Shidler College of Business and UH Hilo in support of a coherent joint effort in meeting the Big Island residents' educational needs.

II. Background

UH Hilo's Distance Learning Coordinator was contacted by the Shidler College of Business to provide program support to area students. Identified areas of support are: videoconferencing classroom space, technical support, proctoring, and minimal student support in the form of distributing books and providing space for informational sessions.

III. MOU Term

This MOU goes into effect upon signature approval by all representatives and will continue in effect until terminated by one or both parties as outlined in section VII below.

IV. UH Hilo Responsibilities

UH Hilo shall undertake the following activities during the duration of the MOU:

1. **Class Scheduling:** UH Hilo's Distance Learning (DL) Coordinator will be notified of the instructional videoconferencing needs at least 4 weeks in advance. The Distance Learning Coordinator will collaborate with the UH Hilo's Office of Instructional Technology and User Services (ITUS) to identify space. The DL Coordinator will confirm identified space by email to MHRM. Space will need to be negotiated each term to resolve any scheduling conflicts. The intent is for UH Hilo to support this program for the cycle of 16 months.
2. **Training and Technical Support:** Using funds provided by MHRM program as stated in this document, ITUS will identify, hire, train, schedule, and pay UH Hilo personnel for the Shidler videoconferencing classes. Support will be available 15 minutes before and 15 minutes after each class and be available to test and troubleshoot videoconferencing equipment. One student worker will be in the classroom at all times while the class is in session. The student worker will be immediately available

to help troubleshoot. They will also assist in the distribution books and proctoring of tests. ITUS staff will consist of a videoconferencing lead and/or student workers that will be available during the class session.

3. Information Session Space Scheduling: The Distance Learning (DL) Coordinator will be notified of Information Session dates and times at least 4 weeks in advance. Working with ITUS, the DL coordinator will identify space and notify Shidler via email.
4. Contact Information: For a robust program, both the originating site and the receive site will have personnel available during the class to give technical support. UHH will provide Shidler College of Business the name and contact information for: a.) the Distance Learning Coordinator, b.) the ITUS videoconferencing lead who is the first point of contact for details such as book distribution etc, c.) the videoconferencing support personnel, and d.) emergency contact information concerning campus closure etc. UHH will update Shidler as to changes in contact information as necessary.

V. UH Manoa: Shidler College of Business Responsibilities

Shidler shall undertake the following activities for the duration of the MOU:

1. Class Scheduling: Shidler MHRM program coordinator will notify the UH Hilo's Distance Learning Coordinator of the instructional videoconferencing needs at least 4 weeks in advance.
2. Videoconferencing Costs: Shidler MHRM program agrees to pay on a reimbursement basis for technical support personnel at the standard rate of \$13.35 /hour. Two student workers will be available at the hourly rate of \$13.35/hour for each student for a total of \$36.70/hour. Support will be available 15 minutes before and 15 minutes after each class. Student workers will be identified, hired, trained, scheduled, and paid as employees of UH Hilo. UH Hilo will send Shidler College of Business an original invoice and timesheets after each term. Shidler College of Business will send a check to UH Hilo after each term.
3. Training and Technical Issues: Shidler College of Business will provide technical support relating to being the originating site for such activities as scheduling a test between Shidler and UH Hilo and placing the call for each class session.
4. Student Conduct and Behavioral Concerns: In the event that students enrolled in the Master of Human Resource Management program engage in behavior that may be in violation of the student code of conduct, or pose disruption to the educational environment or risk to the University community, Shidler will work collaboratively with UH Hilo to ensure that students are held accountable in a timely manner so as to minimize risk and promote a positive learning environment. UH Hilo faculty/staff on site may provide initial crisis intervention and conflict de-escalation, but Shidler will bear primary responsibility for intervention and follow-up.
5. Contact Information: For a robust program, both the originating site and the receive site will have personnel available during the class to give technical support. Shidler

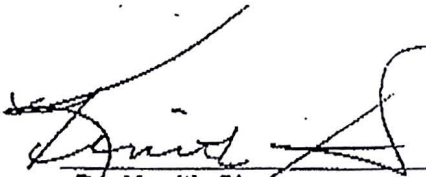
College of Business will provide UH Hilo the name and contact information for: a.) the MHRM Program Coordinator, b.) the MHRM videoconferencing lead, and c.) the videoconferencing support personnel. Shidler will update UH Hilo as to changes in contact information as necessary.

VII. Modification and Termination

1. This agreement may be cancelled or terminated without cause by either party by written notice to the other party at least one academic term in advance. The advance notice addresses the curricular need to ensure classes are not cancelled with adverse impact.
2. Such notification shall state the effective date of termination or cancellation and include appropriate instructions for follow-up action items.
3. All amendments to this MOU shall be in writing and agreed to and executed by the parties before becoming effective.

VIII. Effective Date and Signature

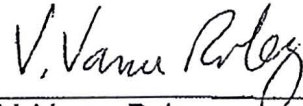
This MOU shall be effective upon the signatures of authorized officials of UH Hilo and UH Manoa, Shidler College of Business:



Dr. Kenneth Simmons
Interim Vice Chancellor of
Academic Affairs
UH Hilo

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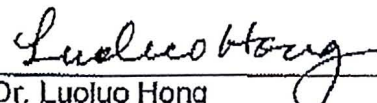
Date



V. Vance Roley
Dean
First Hawaiian Bank Distinguished
Professor of Leadership and
Management
Shidler College of Business
UH Manoa

8/8/12

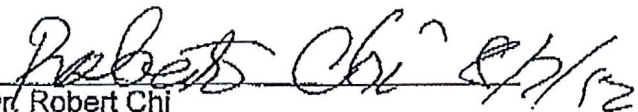
Date



Dr. Luoluo Hong
Vice Chancellor of Student Affairs
UH Hilo

August 7, 2012

Date



Dr. Robert Chi
Office of Instructional Technology and
User Services (ITUS)
UH Hilo

Date