August 26, 2003

MEMORANDUM

TO: VCAA Academic Council
    Daniel Brown, Professor of Anthropology and
    Coordinator, UH Hilo Research Council
    Haunani Bernardino, Associate Professor, Hawaiian/Hawaiian Studies and
    Chair, UHH Congress
    Jerry Calton, Associate Professor, Management, and
    Interim Chair, UHH Congress
    Bill Chen, Director, Office of Technology and Distance Learning
    Michael Collier, Dean, College of Agriculture, Forestry and
    Natural Resource Management
    Linda Golian-Lui, University Librarian and
    Director, Edwin H. Mookini Library
    Margaret Haig, Dean, College of Continuing Education and
    Community Service
    Stephen Hora, Interim Dean, College of Arts and Sciences
    James Juvik, Chair and Professor, Geography; Special Assistant
    to the Vice Chancellor and Coordinator, Graduate Programs
    April Komenaka Scazzola, Professor, English/Linguistics and
    Assistant to the CAS Dean
    Kalena Silva, Director, Ka Haka `Ula O Ke`elikōlani,
    College of Hawaiian Language and Professor,
    Hawaiian/Hawaiian Studies
    Lynn Stamoulis, Director, Institutional Research
    Cathy Zenz, University Registrar

FROM: Christopher Lu
    Vice Chancellor for Academic Affairs

SUBJECT: VCAA Academic Council

The VCAA Academic Council meets monthly to discuss issues related to policies and
procedures affecting academic units. The Council includes deans, director of Ka Haka
`Ula O Ke`elikōlani College of Hawaiian Language, director of library, assistant to the
CAS dean, the registrar, the director of institutional research, the chairpersons of
research and graduate councils, director of technology and UHH Congress Chair.

- The Council meets on the third Tuesday of the month from 8:30-10:30 AM at
  Chancellor’s Conference Room.
• Members of the Council who have items to be discussed should forward the item electronically with a short narrative to the secretary of the Council, Ms. BJ Saito, by Friday prior to the Tuesday meeting.

• A notification with the agenda and pertinent documents will be distributed to members electronically by the Council secretary on Monday, a day ahead of the meeting.

• The Council will be chaired by the Vice Chancellor for Academic Affairs. In the VCAA’s absence, the director of technology will chair the meeting.

• Whenever it is possible, a representative should be sent when a council member cannot attend the meeting.

• While we encourage a free spirit discussion, members are to be sensitive to the time and the focus of the discussion.

• The Council will invite guest presentations as necessary. These presentations will normally be placed at the beginning of the Council meeting.

• The Council may hold joint meetings with the VCAA Council of Deans and Directors.

• The Council will review the implementation of decisions periodically.

• Approved minutes will be posted at : http://www.uhh.hawaii.edu/uhh/vcaa.

Mahalo in advance for your support and cooperation.