Memorandum of Understanding
between Kilohana: The Academic Success Center
and
The College of Arts and Science, the Natural Science Division, and
the Math Department

In order to facilitate Math Lab services for students and to simplify budgeting and paperwork, the undersigned agree as follows:

In service to the Math Lab, CAS/Math will continue to be responsible for:
- Curriculum and software
- Determining the qualifications for and selection of student tutors
- Discipline-specific training and performance review for student tutors
- A faculty level lab supervisor who will provide
day to day supervision of Math Lab tutors, including approving tutor time
cards

In service to the Math Lab, Kilohana: the Academic Success Center, will assume responsibility for:
- Financial support for student tutors
- Advertising and hiring of student tutors selected by the Math Department
- Non-discipline specific tutor training, performance review and development (in
collaboration with the lab supervisor)
- Reporting and assessment
- Other collaborative efforts relative to student success in Math

Funding
- Math lab student tutor budget will be determined each academic year by the Director of Academic Support in consultation with the Chair of the Math Department, based on the needs of the Math Lab and the availability of funds; math will not need to apply for funding for the lab. Math will continue to apply for funding for support of Math courses
- Federal Work Study and “G” funds that have been provided to the Math Lab for tutor support through CAS/Natural Sciences will be redirected to Kilohana: Academic Success Center.
- The amount of funding redirected from CAS to Kilohana (through the VCAA’s budget) will be approximately $7100 G funded student help money and $9400 CWS for the Academic year 2009-2010, adjusted for budget reductions
- Kilohana will make separate application for these funds to Student Affairs, which handles student worker fund allocation; CAS’s funding request will be reduced by the agreed upon amount.

Randy Hirokawa, Dean, CAS
Leon Hallacher, Chair, Natural Science
Mitch Anderson, Chair, Mathematics

Philip Castille, VCAA
Amelia Shapiro, Director of Academic Support

cc: Norm Stahl, Director of the Career Center