Memorandum of Agreement  
External Program Review  
Department of Marine Science  
College of Arts and Sciences  
April 2016

Members of the Marine Science Department faculty, the Dean and Associate Dean of the College of Arts and Sciences, the Natural Sciences Division Chair, and the Academic Affairs Financial Analyst met on November 20, 2015 to review and discuss the Department’s program review by Dr. Chris Kitting, from California State University, East Bay. The group agreed upon the summary points and action plan that follow:

**Summary Facts:**

1) MARE is the largest department in NSD both in terms of undergraduate student head count and SSH, and a flagship program of the University.

2) The MARE Department consists of eight tenure-track faculty members (Jason Adolf (Chair), Jim Beets, Steven Colbert, Marta deMaintenon, Karla McDermid, Misaki Takabayashi (currently re-assigned to administration as Associate Dean), Jason Turner, and Tracy Wiegner,) one instructor (Lisa Parr), two APTs (Matthew Connelly (MOP/QUEST/MARE), and Stephen Kennedy (Boat Program Coordinator) and one casual hire (Etta Karth (MARE APT). MARE is currently searching for a permanent hire for the MARE APT position.

3) The MARE Department offers a BA degree, BS degree, and a Minor. It is also central to the Marine Option Program Certificate and a strong contributor to graduate teaching and training through the TCBES graduate program.

4) The MARE Department offers a number of courses that contribute to the University’s General Education Curriculum (MARE 110, MARE 140, MARE 140L, MARE 156, MARE 171, MARE 171L, MARE 172, MARE 201, MARE 201L, MARE 282, MARE 310, MARE 434, MARE 435, MARE 471, MARE 480, MARE 488, MARE 495).

5) MARE graduates represented 27% of NSD graduates over the period 2008 – 2015.

6) Student demographics include about 30% each resident, WUE, and non-resident; and 10% ‘other’.

7) Experiential and applied learning are a key component of MARE that are highly valued by students and faculty alike, including lab- and field-based courses, involvement of students in faculty’s extramural research, and the Marine Option Program.

8) Over an eight-year period (Fall 2008 to Fall 2015), the MARE Department averaged 193 majors per year and graduated an average of 28 students per year. Overall, it has a graduation rate of 18%.

9) The MARE Department currently has an FTE Student/FTE Faculty ratio of 15 students per faculty member, and an SSH/FTE Faculty ratio of 271 SSH per faculty member.
10) The MARE Department currently has a retention rate of 37%, which is on par with other STEM majors at UH Hilo.
11) All MARE faculty have participated in grants that generated overhead for UH Hilo since the last program review.

External Reviewer’s Recommendations:

1. Continue preparations for the construction of a marine laboratory at Puakō.

2. Increased departmental operations budget to provide funding support for vehicles (vans/trucks) to take students to labs, and pay for more student workers to assist with classes.

Additional Departmental Requests:

1. Permission to plan a co-terminal degree: BS/MS in Marine Science.

2. Return a significant percentage of the salary savings from grant buyouts of courses back to the department to support existing, and planned, applied learning experiences and programs (e.g., MOP).

3. Course reassignment for a MARE faculty member to serve as assessment coordinator in the department.

4. Increased lab space for faculty research.

5. Establish a mechanism to charge grants for MARE vehicle use

Commitments

The MARE Department agrees to:

1. By November 27th, 2015 submit a proposal to the VCAA for performance-based funding to support the Marine Option Program and other existing applied learning experiences within the department (note: This has already been done by the time of signing). Continue to seek-out and submit proposals to the VCAA, ALEX, and elsewhere to support applied learning experiences within the department and the Marine Option Program.

2. Submit a request to the Natural Sciences Division chair for more Federal Work Study (FWS) funds to support student workers who assist with labs and classes.

3. Implement permissible ways to generate its own funds to support the maintenance of its boating and vehicle fleets.

4. Hire a MARE faculty member in the field of Physical Oceanography, and explore ways of collaborating with other departments (e.g., Physics/Astronomy, Geology) to utilize this hire to meet their program needs too.

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Administration agrees to the following, given availability of funds:

1. Hire a MARE faculty member in the field of Physical Oceanography to replace the Physical Oceanographer who left in Aug 2015. MARE is currently down 60 credits of FTE compared to last year due to this faculty member’s departure, as well as the departure of an instructor and recent movement of MARE faculty to administrative positions. This hire will address our growing student body in MARE and the Physical Oceanography requirement for graduation. It is important to note, that MARE is the largest major in the Natural Science Division and our program is growing, even though the campus enrollment is declining. This hire is critical to meet the needs of our students and to ensure their timely graduation. (VCAA’s Office; CAS Dean’s Office; Natural Sciences Division Chair).

2. Allocate funds to the MARE program to create paid internships for some students (VCAA’s Office). This will improve MARE new student retention and recruitment.

3. Redirect significant salary savings from grant buyouts back to the MARE Department to support scholarly activities, the Marine Option Program and other applied learning programs in the department (VCAA’s Office; CAS Dean’s Office). This will address recruitment, retention, and improve MARE graduation rates.

4. Support (through a course reassignment) an existing faculty member in the Natural Sciences, who has expertise in program assessment, to serve as the Assessment Coordinator for MARE and other departments in the Natural Sciences (Natural Sciences Division Chair; CAS Dean’s Office).

5. Provide additional lab space for MARE faculty. It is understood that the additional space can be either wet or dry lab space (VCAA’s Office; CAS Dean’s Office). We currently have incompatible lab activities occurring side-by-side due to space restrictions.

6. Continue strong support for Puakō laboratory construction.

**Departmental Approvals:**

Jason Adolf, Chair

Jim Beets

Steven Colbert

Marta deMaintenon

Karla McDermid

Lisa Parr

Misaki Takabayashi
Jason Turner
Tracy Wiegner

Administration Approvals:
Ernest Kho, Natural Sciences Division Chair
Susan Brown, CAS Interim Dean
Matthew Platz, VCAA