MEMORANDUM

TO: Chancellors

FROM: Deane Neubauer
       Interim Vice President for Academic Affairs

SUBJECT: INTERIM ARTICULATION PROCEDURES

The work of revising E5.209 (procedures for articulating courses across the system) lies ahead of us. In the meantime, the articulation needs of hundreds of UH students are immediate. Therefore, after consultations with faculty members and administrators from a number of campuses, I have determined that it is necessary to establish interim procedures that will remain in effect until a revision of E5.209 is complete.

The procedures set forth below are a major step toward a more integrated UH system. We will need the support and commitment of faculty from all campuses to make these procedures work. In so doing we will establish a foundation for moving to a new and streamlined model for articulation across the UH system.

BASIC PRINCIPLES

1. Functioning as a Seamless University System.

   Our vision for transfer at the University of Hawai‘i system as stated in Board of Regents Policy (Chapter 5, Section 5-13) is clear.

   The University of Hawai‘i, as a comprehensive state-wide system, offers instruction in a wide variety of programs located at campuses on each of the major islands. As a unified system of postsecondary education, it is important that the maximum degree of coordination and cooperation exist among campus instructional units in order to ensure the efficient utilization of available resources. This coordination and cooperation can offer wide opportunities to residents of Hawai‘i by permitting them to start their education at one campus and, through productive study in a planned program, succeed in achieving their educational objective by graduating from another campus.

   It is the policy of the Board of Regents that those students who can benefit from transfer and who desire to meet their educational goals by transfer are assisted through appropriate counseling and advising, and efficient student and course transfer procedures. The transfer experience should be made as simple and predictable as possible. Unreasonable institutional barriers to transfer should be eliminated.
As we transition toward functioning as a more integrated University system, we must hold students harmless. They must have access to the best available information about how their course work on one campus will meet degree requirements on other campuses in the system. Quality student advising on the transferability of credits within the system is the responsibility of each campus.

2. Campus Authority and Responsibility.

Each campus of the University of Hawai‘i system has the authority and responsibility to determine its own curriculum, degree requirements, and related academic policies, and to ensure the integrity of campus-based credentials. With the exception of the articulation policy whereby the AA degree fulfills general education core requirements at any receiving campus, the final authority for determining the applicability of transfer credits resides with the receiving campus.

INTERIM PROCEDURES

UCA will continue in its role until a replacement body is defined in the revision of E5.209. Its primary role remains the same, that is, to monitor and make recommendations regarding the transfer of course work and credits in the major areas of the undergraduate curriculum. These recommendations will be made to the Vice President for Academic Affairs (VPAA).

Assisting the VPAA with the coordination and implementation of articulation Interim Procedures will be a Council of Chief Academic Officers. The Council will assist the VPAA with the review and management of academic policy, particularly practices and issues that span multiple campuses. This Council will consist of the Vice Chancellor for Academic Affairs or designated chief academic officer on each of the ten campuses. The Council will work with campus faculty senate chairs to lead the task of revising Executive Policy E5.209. By copy of this memo, I am asking the Chancellors to notify my office by January 8, 2003 of the names of their chief academic officers.

Reflecting the current articulation needs of the University of Hawai‘i system, the following procedures will be used (1) to address immediate student needs and (2) as Interim measures pending an update and revision of E5.209.

1. Fast-Track Procedures for General Education Articulation Applying to AY 2003-04

To ensure that 2003-04 courses meeting the UHM Foundations requirement are articulated and that accurate course-by-course information is available to students across the system in time for fall 2003 enrollment, the UCA will implement the following procedures.

a. UCA will establish 10 pro-tem Faculty Working Groups composed primarily of faculty members who teach these currently approved UHM Foundations courses and their system-wide equivalents. New courses may be added to the list of articulated Foundations courses using the interim procedures described below.
Anthropology 151, 152
Art 175, 176
English/ESL 100
Geography 102, 151
History 151, 152 (161A, 162A)
ICS 141, 241
Mathematics 100, 140, 203, 215, 241, 251
Music 107
Philosophy 110
Religion 150

b. Each campus that wants to articulate a potential Foundations course will have at least one instructor who teaches the course in the appropriate Working Group. Appointments to each Faculty Working Group will be made by UCA in ways that are consistent with E5.209 guidelines. In consultation with their campus faculty senate, chief academic officers are asked to forward to my office (attention University Council on Articulation) by January 15, 2003, the names of the individuals nominated to serve on these working groups.

c. Each Working Group will hold at least one system-wide meeting to review individual campus courses proposed to meet the various Foundations requirements. The charge to each Faculty Working Group is to: (1) decide upon how to review courses in ways that are consistent with hallmark application at UHM; (2) review the courses proposed for articulation; and (3) make recommendations to the UCA on individual course articulation.

The Faculty Working Group meetings must be completed and recommended courses reported to the UCA by February 10. The UCA will present its recommendations to the Vice President for Academic Affairs, who will promulgate to the campuses articulated Foundations courses no later than February 28, 2003.

This is a one-time process and the courses that are recommended for articulation as a result of this process will be articulated for a four-year period.

To ensure that students have accurate information about UHM Focus requirements in time for fall 2003 enrollment, the courses currently accepted as meeting these requirements will continue to be accepted for the 2003-04 year. New courses to be articulated in the Focus area will follow the interim procedures below.
2. Interim Procedures for General Education Articulation Applying to AY 2004-05 and Beyond, Until a Revision for E5.209 Is Adopted Across the System

a. As soon as possible, the UCA will establish system Interim Faculty Working Groups in the areas listed below. Faculty will be appointed to these working groups using the procedures for appointments to standing committees as outlined in E5.209. Campus chief academic officers are charged to consult with campus faculty senates and make faculty appointments to these working groups as soon as possible, but not later than January 24, 2003.

- Foundations
- Diversification
- Writing Intensive
- Oral Communication
- Contemporary Ethical Issues
- Hawaiian, Asian, and Pacific Issues
- Hawaiian and Second Languages

These Faculty Working Groups will function in ways that accord with the Basic Principles stated above. In addition, each Group will follow procedures that are consistent with those that have been followed for review and articulation of writing-intensive courses. Thus, each Group will be charged to: (1) describe requirements that each campus must meet in using General Education hallmarks to review courses proposed for articulation; (2) approve individual campus plans for complying with the requirements in (1); (3) receive and review individual campus recommendations for additions of courses to the General Education articulation list; (4) by February 1 every year, make recommendations to UCA for additions to and deletions from the General Education articulation list that will apply during the following academic year; (5) by May 15 every year, assess each campus’s compliance with approved decision-making procedures and make recommendations on the extension of articulation of courses from each campus; and (6) describe General Education assessment processes that might apply across campuses.

b. Campus-based challenges to particular recommendations from Faculty Working Groups will be considered by UCA.

c. Complaints about Working Group compliance with Basic Principles are brought by campus Faculty Senates to the UCA. If the UCA cannot resolve the matter, it is brought to the VPAA for resolution.

c: Chief Academic Officers
   Campus Faculty Senate Chairs
   University Council on Articulation
   Vice President for Planning and Policy