

Process Committee

Summary Points of Meeting

December 5, 2008

Hawai'i Hall Room 309

8:00 am – 9:30 am

Attendees: Mary Tiles, Ming-Bao Yue, Christine Sorensen, Gregg Geary, Walt Niemczura, Keith Sakuda, Ann Sakuma

Not in Attendance: Ashley Maynard, Klaus Keil, Jaime Sohn, Alan Teramura, Brian Taylor, Peter Crouch

To promote the importance of having the right attitude at all levels during the program/department analysis.

- Create a process that rewards those that make decisions that benefit UH Mānoa as a whole, has the bigger picture in mind.
- Focus on how the people/units/programs that are displaced can contribute in other ways for the good of the whole University.

Rubrics: controls subjectivity

- Create three (3) separate rubrics: Research, Student Services, and Academics
- Build-in a “non-applicable” option with a limit on number of times it can be used
- Create a comments/remarks section at the very end for units to be able to elaborate on criteria [maximum of three (3) pages]
- Include sub-headings into the rubrics for a more user-friendly rubrics model
- Include a caveat at the end for “new programs”: enable units to include explanations
- Draft a cover page (intro) asking for name of program, years of existence, etc.
 - Progress and results should normally be evident after three (3) years in existence

Once all criteria is reviewed and filtered, an appropriate mechanism to weigh each criteria to be established by the committee for recommendation.

On the original draft rubrics by Chris, an attempt was made to create a broad matrix to accommodate academics, research and student services. However, the requirements for each varies and thus, a separate matrix will be created for each.

Committee members used the original draft rubrics (file attached as “Matrix for Academics”) and made updates to the first two (2) criteria “Centrality and alignment with the UHM vision” and “Quality/Integrity” for Academic programs and units.

- What's important is what happens once the students enter the program. Areas where units had no way of measuring results were deleted.
- Student Engagement Survey: Is it done here at UHM? Can it be sorted by major? If so, it will show departments/programs how much of their students are engaged.

To be included in the over-arching principles as previously discussed and covered by the Chancellor: Strategic cuts are preferable to across-the-board cuts.

Homework: From the third criteria in the attached file "Matrix for Academics" entitled "Critical Mass," please review and send your comments and recommended changes for Academic Units and Programs to Chris at sorens@hawaii.edu by end Wednesday, December 10, 2008. Please do the same for Research Programs and Units (file attached as "Matrix for ORUs"). After collecting everyone's feedback, Chris will update the rubrics for the committee to review at our next Friday meeting on December 12, 2008.