

To: Faculty at each campus

FROM: Vice Chancellors for Academic Affairs

Date: August 17, 2016

Subject: UPCOMING ACTIONS FOR FURTHER IMPLEMENTATION OF UHCCP #9.237, TEACHING EQUIVALENCIES

ATTACHMENT: Memo from John Morton on Teaching Equivalency for Lecturers Effective Fall Semester 2016

As the Vice Chancellors for Academic Affairs (VCAAs) work with the UHCC System Office to further implement UHCCP #9.237, it has come to our attention that several issues still need to be resolved. These issues directly impact courses that are offered at multiple campuses and can be outlined in three categories:

1. Courses that have the same alpha, number and credits but different Teaching Equivalences (TEs).
2. Courses that have differences in scheduling types.
3. Courses that have the same alpha and number but different credits, contact hours, schedule types, and/or TEs.

In an attempt to reconcile these differences the VCAAs, along with several instructional Deans, met on Friday, June 3, 2016 to begin to resolve discrepancies and plan for next steps. Given the timeline for curriculum actions, catalog production, and building STAR GPS rules for registration, we recognize that there are several things that need to be resolved by December 2016. Below is a timeline of activities that aim to address these issues:

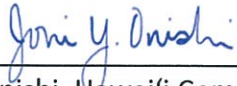
Activity	Responsible Parties	Deadlines
CTE Program Courses - For CTE programs the CTE Deans and PCCs will take care of alignment issues. This may mean additional PCC meetings during Fall 2016.	CTE Deans and PCCs	Decisions need to be made by December 2016, changes effective Fall 2017.

Activity	Responsible Parties	Deadlines
Arts & Sciences Common Courses	Arts – Marcia Roberts-Deutsch (HonCC) Humanities – John McKee (UHMC) Social Sciences – Charles Sasaki (WinCC) Natural Sciences – Jim Goodman (LeeCC) Languages – Maria Bautista, David Nawaa Napoleon	Decisions need to be made by December 2016, changes effective Fall 2017.

Only courses that are the same, and taught by more than one campus will be looked at. As discrepancies are being resolved, the VCAA at each campus will coordinate curriculum actions by generating a comprehensive memo of any changes to Alpha, Course Number, Course Title, Schedule Type, and/or TEs. Moving forward it is ultimately the Dean/VCAA on each campus that has responsibility for maintaining alignment issues.

Issues around aligning course prerequisites and student learning outcomes will still need to be addressed and the VCAs and Deans will begin tentative discussions as a system group in January 2017 with the aim of having any changes in these areas effective by Fall 2018.

University of Hawai'i Community Colleges
Vice Chancellors for Academic Affairs



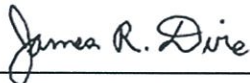
Joni Onishi, Hawai'i Community College



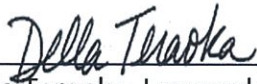
Katy Ho, Honolulu Community College



Susan Kazama, Kapi'olani Community College



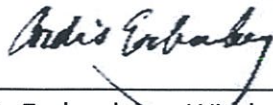
James Dire, Kaua'i Community College



Della Teraoka, Leeward Community College



Jonathon McKee, UH Maui College



Ardis Eschenberg, Windward Community College




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SYSTEM

John Morton
Vice President for Community Colleges

May 11, 2016

MEMORANDUM

TO: Manuel Cabral
Helen Cox
Douglas Dykstra
Lui Hokoana
Erika Lacro
Joni Onishi (Interim)
Leon Richards

FROM: John Morton 

SUBJECT: Teaching Equivalency for Lecturers Effective Fall Semester 2016

Article XXI. *Salaries* of the 2015-2017 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii states that "Subject to appropriation of State General Funds, effective at the start of the Fall 2016 Semester Faculty Members of the Community Colleges applicable rate per credit hour of instruction or equivalency shall be governed by UHCCP #9.237 Teaching Equivalencies."

We have now confirmed that the collective bargaining augmentation for FY2017 for Unit 7 includes the funding required for the conversion of lecturers from credits to teaching equivalencies (TEs). We have not yet received our allocation of collective bargaining augmentation funds for FY2017, but you should proceed with budgeting for lecturers based on TEs for the Fall 2016 Semester. The Lecturer Fee Schedule in Article XXI of the Agreement is based on rate per credit hour of instruction or equivalency, therefore, you should apply that same rate to TEs.

We will continue to follow Board of Regents Policy, RP9.211, which states, "A teaching load of eight semester hours or more is considered to be at least half-time." For this purpose, semester hours will be equivalent to TEs. Therefore, lecturers with a teaching load of 8 TEs or more will be eligible for health fund and retirement benefits. Also, refer to Executive Policy EP 5.221, *Classification of Faculty*, which states, "Lecturers should not, as a general concept, be hired to teach a full instructional load equivalent of regular faculty, i.e., 15 credit hours for Community Colleges....since lecturers are hired to meet temporary, part-time requirements." Again, for this purpose, the credit hours will be equivalent to TEs.

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Finally, step advancement for lecturers will follow our Community College Lecturer Step Placement Guidelines, which will continue to be based on credits and not TEs. Therefore, you should continue to maintain records of courses taught based on credits for lecturers for this purpose.

Should you have any questions, please call Mike Unebasami at 956-6280.

c Kristeen Hanselman