



UNIVERSITY
of HAWAII®
SYSTEM

November 1, 2020

MEMORANDUM

TO: University of Hawai'i Faculty Senates

FROM: Debora Halbert 
Associate Vice President for Academic Planning and Policy

SUBJECT: Consultation on Proposed Changes to EP 5.XXX, Small Undergraduate and Graduate Course Sections

As discussed with the ACCFSC during Fall 2020, the University of Hawai'i administration is proposing changes to EP 5.XXX, Small Undergraduate and Graduate Course Sections. The policy was rescinded in 2014 and is now being revised and reinstated. Prior to 2014, the policy had not been updated since 1987. The proposed policy has been reviewed by the President, the Council of Chief Academic Officers (CCAO), and the Council of Senior Student Affairs Officers (CSSAO), and the Office of General Counsel (OGC). We now submit the current draft of EP 5.2XX for formal consultation with the Faculty Senates. Please consult with your respective senate committees and bodies and **provide any comments on the attached comment form or via email to halbert@hawaii.edu by November 30, 2020.**

Justification for Policy Changes

The UH System has a duty to operate efficiently and within the scope of its budget. To help establish methods for managing the cost of course offerings, numerous policies and procedures have been implemented. Not only is there an extensive review structure for all new programs, but the program review process exists to further assess each program's contribution to the UH System. At a more granular level, the annual report on programs with a small number of majors allows for the UH System to review the balance of programs and the shifts in terms of student enrollment. The small undergraduate and graduate course section report is yet another avenue to maintain oversight of a critical factor in managing resources.

Informal consultation

Over the last six months, UH System has engaged in informal consultation with CCAO, CSSAO, and has indicated to the ACCFSC that a proposed revival of E.P. 5.207 was forthcoming. The Office of General Counsel has reviewed the draft policy.

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The following table identifies the key changes made in this draft of the policy. The general structure has been updated to reflect the current formatting for Executive Policy.

EP 5.207 Key Changes at a Glance
I. Introduction/Purpose/Objectives: Change in structure from Introduction (old draft) to Purpose (new draft). General revision regarding responsible reporting party and the purpose of the policy. Clarification of the intent of the policy. Objectives have been wrapped into section I and revised to focus on common definitions, policy, and procedures.
II. Definitions: New definitions section added.
III(A). Executive Policy, General Guidelines: <ul style="list-style-type: none"> • Provides details and describes the courses that are not included in the policy.
III(B). Process <ul style="list-style-type: none"> • Creates a proactive process designed to align with current campus practice. • Revises reporting process so that small courses allowed to continue will be justified. • Includes possible actions to be taken if small courses continue to persist III(B)(6), III (B)(8). • Includes language about justifications for small courses III(C).
IV. Delegation: Added to reflect current EP template and delegation structure.
Attachment: Eliminates unwieldy reporting template.

Please find attached a clean copy of the revised policy and a track changes version of the policy. The rescinded policy is located at:

<https://www.hawaii.edu/policy/archives/ep/archives/e5207.201406.pdf>.

For any questions please contact Debora Halbert (halbert@hawaii.edu). Please submit your comments to Debora Halbert by November 30th, either using the attached comment sheet or via email.

Thank you.

Attachments