

University of Hawai'i – Leeward CC
Dean of Arts and Sciences
October 21, 2019

MEMORANDUM

TO: Michael Cawdery
Chair, Faculty Senate

CC: Della Teraoka, Eunice Brekke, Jeremiah Boydston, Jeffery Judd, Adam Halemano, Michele Mahi, Michael Oishi, Junie Hayashi

FROM: James Goodman, Dean of Arts & Sciences

SUBJECT: Institutionalization of the AA Program Committee

SPECIFIC ACTION REQUESTED: It is requested that the AA Task Force be made permanent as the AA Program Committee.

RECOMMENDED EFFECTIVE DATE: Upon recommendation by the Faculty Senate.

PURPOSE: With the transition from a task force to a committee, the functions of the coordinator and the membership of the AA Program Committee can be delineated as follows:

AA Program Committee

A. Functions

1. Form and convene regular meetings of an AA Program Committee.
2. Coordinate meetings to discuss, recommend, and facilitate appropriate activities to ensure the AA degree is meeting the needs of our students.
3. In concert with the Dean of Arts & Sciences and the Office of Planning, Policy, and Assessment (OPPA) assist in the development of a systematic process that best assesses the effectiveness of our AA degree.
4. Schedule and plan the program review and assessment of learning outcomes for the Associate in Arts in Liberal Arts degree.
5. With the Dean of Arts & Sciences and the OPPA, contribute to the writing of the Annual Review of Program Data (ARPD) and the Comprehensive Review and Evaluation Report for the AA degree program that is required by the UHCC system.

6. Provide regular reports, results, and recommendations on the AA Program to the Senate through the Senate's Assessment Committee and by way of the Dean of Arts & Sciences, the Program Coordinator, and the Faculty Senate Liaison.

B. Membership

1. Membership is composed of representation from across the AA program. Division representatives are recommended by the division chairs of Arts & Humanities, Social Sciences, Math & Sciences, and Language Arts.
2. Required committee members include a Faculty Senator Liaison and a staff member from the Office of Policy, Planning, and Assessment.

C. Leadership

1. The AA Program Coordinator is appointed by the Faculty Senate Chair upon recommendation by the Faculty Senate.
2. The Coordinator is required be a Leeward CC faculty member, preferably with experience in program review and assessment.
3. The Coordinator is responsible for the communication to Faculty Senate in conjunction with the Dean of Arts & Sciences and the Faculty Senate Liaison.
4. The Dean of Arts and Sciences is required to provide appropriate assigned time and clerical support to facilitate the work of the Coordinator and committee.

BACKGROUND:

With the findings of the Faculty Senate's *Assessment of the Associate in Arts Degree at Leeward Community College (2005 – 2010)* on December 1, 2011 the Dean of Arts and Sciences James Goodman discussed with the Faculty Senate Chair Paul Lococo the possibility of establishing an AA Program Coordinator position in order to facilitate regular and on-going evaluation of the Associate of Arts in Liberal Arts degree.

The issue was brought before the Faculty Senate on May 8, 2013 for a vote and with its passage, Faculty Senate Chair Paul Lococo drafted a memo to the dean informing him of the action and the appointment of Eunice Brekke as the AA Degree Program Coordinator with the functions of that position listed below:

1. Form and convene regular meetings of an AA program committee composed of broad campus representation that relates to the AA program to discuss, recommend, and facilitate appropriate activities to ensure the AA degree is meeting the needs of our students.

2. Recommend and facilitate appropriate actions to respond to the findings of the "Assessment of the Associate in Arts Degree at Leeward Community College (2005-2010)."
3. In concert with the Dean of Arts & Sciences and the Office of Planning, Policy, and Assessment (OPPA) assist in the development of a systematic process that best assesses the effectiveness of our AA degree.
4. With the Dean of Arts & Sciences and the OPPA, contribute to the writing of the ARPD and the Comprehensive Review and Evaluation Report for the AA degree program that is required by the UHCC system.
5. Provide regular reports, results, and recommendations on the AA Program to the Senate either in person, or through the Senate's Program Review Committee.

The creation and support of this position is similar to other program coordinators such as the ones for DevEd Math and English, the AS in Computer Science, the AA in Hawaiian Studies, and the AS in Natural Sciences. However, unlike those areas, the AA in Liberal Arts is not housed in any one division but primarily draws from courses in Arts & Humanities, Social Sciences, Math & Sciences, and Language Arts. While program coordinators are responsible for maintaining and developing curriculum, course and program review and assessment, course scheduling, and reporting on program health through the annual ARPDs, the primary focus of the AA Degree Program Coordinator will be program review and assessment as well as reporting on program health through the annual ARPD.

In concert with Dean of Arts & Sciences, the AA Degree Program Coordinator formed the AA Degree Program Review Taskforce from two representatives each from the four Arts & Sciences divisions, plus a representative from OPPA. Since then a process was developed and piloted and regular ongoing assessment activities have resulted in a report in 2016 and a new report out this year. The significance of this taskforce has justified its continuance as it has become the primary mechanism for assessing the AA in Liberal Arts degree program and will undoubtedly inform the assessment processes of the newer AS in Natural Sciences and AA in Hawaiian Studies.

So, in an effort to institutionalize the taskforce as a committee there has been considerations where that committee could be housed. Ideas have been expressed that it could be in the Faculty Senate, the Curriculum Committee, or the Gen Ed Committee, however:

- As the Faculty Senate is comprised of instructional and non-instructional faculty from across the campus, placing the AA Program Committee within the body would focus on that degree to the exclusion of other programs.
- Neither the Curriculum Committee nor the Gen Ed Committee are responsible for program review and assessment.

With the responsibilities of the AA Program Committee uniquely specific to the AA in Liberal Arts degree for which the Dean of Arts & Sciences is ultimately responsible, it could well continue as it has as a taskforce, as outlined in Faculty Senate Chair Lococo's memo of 2013 in

his appointment of the first AA Degree Program Coordinator, with the name of the committee established as the AA Program Committee.

ACTION RECOMMENDED:

It is recommended that the Faculty Senate approve the institutionalization of the AA Program Committee.

APPROVED / DISAPPROVED:

Michael Cawdery, Faculty Senate Chair, 2019-2020

Date