

University of Hawai'i at Mānoa

COUNCIL OF ACADEMIC ADVISORS

20 October 2009

**RESOLUTION
ON
THE UNIVERSITY COUNCIL OF ARTICULATION'S
14 SEPTEMBER 2009 DRAFT OF A
MEMORANDUM OF AGREEMENT ON THE
TRANSFER OF GENERAL EDUCATION CORE REQUIREMENTS**

I. ISSUE

The University Council on Articulation's (UCA's) draft Memorandum of Agreement (MOA) includes two items that have the potential for negatively impacting advising at the University of Hawai'i at Mānoa (UHM):

- 1) the extension of the current agreement (that UH System students who are transferring to UHM with a completed Associate of Art (AA) degree are considered to have fulfilled the General Education "Core" requirements (GenEd) at UHM) to UH System students who have completed GenEd requirements but not an AA degree; and
- 2) the phrase "not subject to course-by-course review."

The first, as it is currently worded, will likely cause much confusion, is logistically unclear, does not address core year issues, and will make it very difficult for UHM advisors to determine whether students have fulfilled the GenEd; the second could be construed to mean that UHM's Admissions would not provide Transfer Credit Evaluations (TCEs) for courses used to fulfill GenEd at other campuses.

CAA's objections are not over the intent of the proposal, which will take time but is do-able, but over the wording and timeframe. CAA would welcome a reworded proposal.

In addition, CAA believes the proposal should be extended so that students can transfer not only the General Education "Core" (Foundations/Basic and Diversification/Area) Requirements or the Foundations/Basic Requirements as a unit, but also the Diversification/Area Requirements as well.

II. BACKGROUND INFORMATION & RELEVANT FACTS

In October, the University Council on Articulation (UCA) distributed a September 14th, 2009, draft Memorandum of Agreement (MOA) on the Transfer of General Education Core Requirements, available at http://www.hawaii.edu/offices/app/aa/uca/final_gened_moa_101209.pdf

The MOA amends the current E5.209 document, which delineates articulation agreements between UH campuses and is available at <http://www.hawaii.edu/apis/ep/e5/e5209.pdf>

Students who graduate from UHM complete five areas of requirements: General Education “Core” (i.e., Foundations and Diversification); Graduation Requirements (i.e., Hawaiian/Second Language and Focus); Degree; College; and Major. The proposed MOA addresses only General Education “Core” requirements (i.e., only Foundation and Diversification).

UHM has an electronic registration system that includes prerequisite checking (i.e., the system prevents students from registering for courses for which they have not completed the prerequisites). When checking for prerequisites, the system relies on courses as entered by UHM’s Admissions office. If a course is not entered as the specific prerequisite, the system will not “read” it as fulfilling the prerequisite. For example, if a course requires “ANTH 152” as its prerequisite, designations such as “FG (B),” “ANTH Elec,” or “GenEd Complete” are not specific enough to fulfill the prerequisite.

Even “automatic” decisions must be entered into the electronic system, which takes time, and overriding the system requires students to obtain override codes for each and every course they take that requires a prerequisite not showing in their record, which takes even more time.

Achieving the E5.209 goal of providing students a smooth, transparent transfer process includes smooth logistics for implementing changes, and that requires notification and adequate lead time before the change takes place. The E5.209 stipulates a minimum of one year advance notice.

Students fulfill requirements based on their “core year,” which is determined by the term in which they enter and remain enrolled in the UH system. Changing requirements for students who are already in the system creates chaos for everyone, students, faculty, and staff alike. Orderly change, in which students understand their requirements before they have taken them, demands that the change be applied only to future “core years.”

Myriad policies governing transfer of courses are determined by students’ core years. The proposal does not address the sequence of when students complete which campus’s general education core and how that relates to when they transfer to UHM. To cite only one example, if a student begins at a CC, transfers to UHM without having completed the CC’s core, and then either takes the remaining requirements to fulfill the CC’s core, will the student then be considered to have fulfilled UHM’s core?

Each of the ten UH campuses is responsible for its core and for determining whether students have met the requirements set. The current proposal requires UHM to become responsible for determining whether students have fulfilled the core of all ten campuses.

III. OPTIONS

1. Reject the proposed MOA. The current E5.209 would remain in force. Only students who transfer to UHM with a completed AA degree would be considered to have fulfilled UHM’s GenEd. UHM’s Admissions would continue to provide course-by-course evaluation for all courses accepted in transfer and would enter course designations to show the students had fulfilled their GenEd. No action required.

2. Accept the proposed MOA. All students who complete GenEd at a UH campus, with or without an AA degree, would be considered to have fulfilled UHM’s GenEd. Because no time frame is stipulated, the change would take effect immediately. Because the proposed change does not address core year, additional amendments would be necessary to clarify policy. If the phrase “not subject to course-by-course review” is interpreted to mean how UHM’s Admissions office creates its TCEs, individual course equivalencies would not be entered into students’ records. This would require the CCs to file their GenEd requirements with UHM’s Admissions Office for each year beginning with 2009-2010 and working

backward through at least 1999-2000. It would also require students to obtain override codes for each and every course they take that requires a prerequisite taken as part of GenEd at a CC. CAA anticipates considerable confusion and difficulties with this option. It would also require UHM's Admissions office to assume responsibility for determining whether students have fulfilled core requirements at all ten UH campuses.

3. *Amend the proposed MOA.* All students who complete GenEd at a UH campus, with or without an AA degree, would still be considered to have fulfilled UHM's GenEd, but rewording the proposal would ensure a smooth implementation while avoiding problems and possible misunderstandings; see details below. Students would be able to transfer a completed set of Foundations/Basic Requirements, or Diversification/Area Requirements, or both, the General Education "Core" Requirements.

IV. RECOMMENDATION

WHEREAS

- UHM requires the one-year advance notification granted by E5.209 in order to implement changes in an orderly manner;
- Orderly change demands that the change be applied only to future "core years";
- The proposed change does not address "core year";
- The proposed change applies only to the whole of the General Education "Core" Requirements or to the Foundations/Basic Requirements section of the GenEd, but not to the Diversification/Area Requirements section of the GenEd;
- UHM's electronic registration system relies on complete TCEs for its prerequisite checking;
- Without course-by-course review, TCEs for UHM students would be incomplete;
- Incomplete TCEs would require students to obtain numerous override codes, wasting both their time and faculty/staff time;
- The MOA applies only to GenEd requirements and the proposed amendment is both incomplete and inconsistent in listing the remaining requirement categories;
- The MOA transfers responsibility for determining whether students have fulfilled GenEd core from the individual campuses to UHM's Admissions Office;

THEREFORE, UHM'S COUNCIL OF ACADEMIC ADVISORS PROPOSES that the proposed amendment be amended to read as follows:

"1. Core Requirements. Starting in Fall 2011, students who enter the UH System in Fall 2011 or later and who complete the general education core (i.e., Foundations/Basic and Diversification/Area) requirements at one UH campus before transferring will be considered upon transfer to have satisfied the general education core requirements at any UH campus. Fulfillment of the general education core will be verified by the campus at which the student completed the requirements. The courses used to fulfill those requirements will be evaluated by the receiving campus so as to show that general education core requirements at the receiving campus have been fulfilled. Students must satisfy all other requirements of the campus from which they wish to graduate.

"2. Foundation/Basic Requirements. Starting in Fall 2011, students who enter the UH System in Fall 2011 or later and who have completed the general education Foundations/Basic requirements at one UH campus before transferring will be considered upon transfer to have satisfied the general education Foundations/Basic requirements at any UH campus. Fulfillment of the general education Foundations/Basic requirements will be verified by the campus at which the student

completed the requirements. The courses used to fulfill those requirements will be evaluated by the receiving campus so as to show that the general education Foundation/Basic requirements at the receiving campus have been fulfilled. Students must satisfy all other requirements of the campus from which they wish to graduate.

“3. Diversification/Area Requirements. UH courses with Diversification/Area designations that transfer to another UH campus are accepted with the sending campus’ designation. Across the ten campuses, the Diversification/Area designations are sufficiently consistent in content and disciplinary category that they may be deemed equivalent. All campuses approve the designations of their courses and complete a review process at least every five years.

Starting in Fall 2011, students who enter the UH System in Fall 2011 or later and who have completed the general education Diversification/Area requirements at one UH campus before transferring will be considered upon transfer to have satisfied the general education Diversification/Area requirements at any UH campus. Fulfillment of the general education Diversification/Area requirements will be verified by the campus at which the student completed the requirements. The courses used to fulfill those requirements will be evaluated by the receiving campus so as to show that the general education Diversification/Area requirements at the receiving campus have been fulfilled. Students must satisfy all other requirements of the campus from which they wish to graduate.”

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