



UNIVERSITY OF HAWAII

INTERIM ASSOCIATE VICE PRESIDENT

May 12, 2004

MEMORANDUM

TO: President Evan Dobbelle
and
Council of Chancellors

VIA: David McClain *David McClain*
Vice President for Academic Affairs

FROM: Linda K. Johnsrud *Linda K. Johnsrud*
Interim Associate Vice President

**SUBJECT: INFORMATION ITEM: REPORT ON SMALL UNDERGRADUATE CLASSES,
FALL 2003**

In accordance with the requirements of Executive Policy E5.207, I am forwarding the University's annual report to the President on small undergraduate classes. In past years, the report was completed in late March; however, with the conversion to the new Banner Student Information System (SIS), campuses encountered difficulties with data reporting. Reports on small undergraduate classes were submitted by UH Mānoa, UH Hilo, UH-West O'ahu, and the UH Community Colleges. These reports focus on classes that are supported by state general funds and have less than ten students enrolled in a classroom mode of instruction after the campus "add" deadline.

The reports from the campuses indicate the percentage of small undergraduate classes in the UH system decreased slightly from 8.2% in 2002 to 7.1%, down about one percent (-1.1%). Enclosed you will find system/campus highlights, comparable data for prior years, and a summary presentation for fall 2003.

Questions on the enclosed report may be referred to me at 956-7075 or johnsrud@hawaii.edu. Detailed campus reports are on file and available upon request.

Enclosures

c: Vice Presidents
Council of Chief Academic Officers
Sandra Furuto

UNIVERSITY OF HAWAII SMALL UNDERGRADUATE CLASSES, FALL 2003

Executive Policy E5.207 provides for the continued monitoring and annual reporting of small undergraduate classes using common definitions, reporting format, and policy guidelines. The fall 2003 report represents a consolidation of responses received from the Chancellor of UH West O'ahu, the Vice Chancellors for Academic Affairs of UH Mānoa and UH Hilo, and the Associate Vice President for Academic Affairs (UH Community Colleges).

The number and percentage of small undergraduate classes reflect adjustments for canceled/cross-listed classes and non-classroom instruction, such as practice teaching, cooperative education, and individualized instruction for which special fees are paid. Sections of a course with less than ten students are not considered small if the average enrollment per section is ten or greater.

SYSTEM SUMMARY

In fall 2003, the percentage of small undergraduate classes in the UH system decreased slightly from 8.2% in 2002 to 7.1%, down about one percent (-1.1%). Of the 6,955 total undergraduate classes offered, allowing for adjustments, the campuses report 493 undergraduate classes with fewer than 10 students enrolled. Mānoa, Hilo, and West O'ahu experienced slight decreases in the percentages of small undergraduate classes and the Community Colleges remained about the same from the prior year.

Policy guidelines and factors considered by campuses in authorizing small undergraduate classes include: centrality of class for majors; curricular requirements for graduation; new courses in the early stages of development; classes taught by faculty on a voluntary, non-compensated basis; and specialized courses such as topics courses, experimental courses, one-time offerings, and those taught by visiting faculty.

CAMPUS HIGHLIGHTS

- UH Mānoa reported that 196, or 7.1%, of its 2,778 fall 2003 offerings were small undergraduate classes, a decrease of 2.2% from last year. Of the seventeen units at Mānoa, eight experienced a decrease and eight experienced an increase in the number of classes. The College of Languages, Linguistics and Literature, the College of Natural Sciences, the School of Nursing and Dental Hygiene, and the College of Tropical Agriculture and Human Resources account for the bulk of Mānoa's small undergraduate classes 145 or 74%.
- Of the 607 classes offered at UH Hilo, 32 or 5.3% were small undergraduate classes, which reflects a 3.1% decrease from the previous fall semester. The College of Agriculture, Forestry and Natural Resource Management (CAFNR) and Ka Haka 'Ula O Ke'elikolani (College of Hawaiian Language) reported the largest shares of small classes.
- UH-West O'ahu offered 101 classes in fall 2003. The campus's share of small classes (3 or 3.0%) decreased by 1.7% compared to the previous year.
- Of the 3,469 classes offered at the UH Community Colleges, 262 or 7.6% were small classes. Four of seven campuses reported decreases, with the largest decrease occurring at Kaua'i. Honolulu experienced the largest increase of 3.0%. Overall, the Community Colleges percentage of small classes remained about the same since fall 2002.

**University of Hawai'i
Small Undergraduate Classes
Fall 1993 – Fall 2003**

	Mānoa			Hilo			West O'ahu			Community Colleges			System		
	Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes		Total Classes	Small Classes	
		No.	%		No.	%		No.	%		No.	%		No.	%
Fall 93	2,788	172	6.2	588	54	9.2	81	3	3.7	3,721	227	6.1	7,178	456	6.4
Fall 94	2,883	172	6.0	499	44	8.8	87	3	3.4	3,710	127	3.4	7,179	346	4.8
Fall 95	2,706	119	4.4	438	33	7.5	91	9	9.9	3,601	168	4.7	6,836	329	4.8
Fall 96	2,672	164	6.1	452	44	9.7	90	6	6.7	3,455	166	4.8	6,669	380	5.7
Fall 97	2,714	169	6.2	509	65	12.8	87	6	6.9	3,379	185	5.5	6,689	425	6.4
Fall 98	2,658	126	4.7	590	71	12.0	93	3	3.2	3,379	180	5.3	6,720	380	5.7
Fall 99	2,425	117	4.8	535	61	11.4	96	7	7.3	3,517	269	7.6	6,573	454	6.9
Fall 00	2,647	199	7.5	554	47	8.5	96	12	12.5	3,420	315	9.2	6,717	573	8.5
Fall 01	2,619	225	8.6	573	41	7.2	117	13	11.1	3,479	315	9.1	6,788	594	8.8
Fall 02	2,809	262	9.3	574	48	8.4	106	5	4.7	3,531	260	7.4	7,020	575	8.2
Fall 03	2,778	196	7.1	607	32	5.3	101	3	3.0	3,469	262	7.6	6,955	493	7.1