




UNIVERSITY OF HAWAII

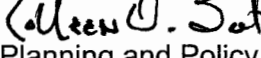
VICE PRESIDENT FOR PLANNING AND POLICY

July 16, 2003

MEMORANDUM

TO: President Evan Dobbelle
and
Council of Chancellors

VIA: David McClain 
Vice President for Academic Affairs

FROM: Colleen O. Sathre 
Vice President for Planning and Policy

**SUBJECT: INFORMATION ITEM: REPORT ON SMALL UNDERGRADUATE CLASSES,
FALL 2002**

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 remains relatively stable at 8.2%, decreasing less than one percent (-0.6%) from the previous year. Enclosed you will find system/campus highlights, comparable data for prior years, and a summary presentation for fall 2002.

Questions on the enclosed report may be referred to my office, attention Sandra Furuto (956-7487; yano@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 2002**

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 2002 report represents a consolidation of responses received from the Chancellor of UH West O'ahu and the Vice Chancellors for Academic Affairs of UH Mānoa, UH Hilo, and the 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 2002, the percentage of small undergraduate classes in the UH system remained relatively stable at 8.2%, decreasing less than one percent (-0.6%) from the previous year. Of the 7,020 total undergraduate classes offered, and allowing for adjustments, the campuses report 575 undergraduate classes with fewer than 10 students enrolled. Mānoa and Hilo experienced slight increases in the percentages of small undergraduate classes, the Community Colleges experienced a slight decrease, and West O'ahu experienced a significant decrease from the prior year. Of some concern is the slight but generally steady increase since 1998 in the share of small undergraduate classes for the UH system.

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 262, or 9.3%, of its 2,809 fall 2002 offerings were small undergraduate classes, an increase of less than one percent (+0.7%) from last year. Of the sixteen units at Mānoa, eight experienced a decrease in the number of classes, seven an increase, and one remained the same. The College of Languages, Linguistics and Literature, the School of Nursing and Dental Hygiene, and the College of Social Sciences account for the bulk of Mānoa's small undergraduate classes—175 or 67%. The School of Nursing and Dental Hygiene and School of Medicine continue to offer the highest proportion of small to total number of classes.
- Of the 574 classes offered at UH Hilo, 48 or 8.4% were small undergraduate classes, which reflect a 1.2% increase from the previous fall semester. The College of Agriculture, Forestry and Natural Resource Management (CAFNRM) and Ka Haka 'Ula O Ke'elikolani (College of Hawaiian Language) reported the largest shares of small classes.
- UH-West O'ahu offered 106 classes in fall 2002, slightly below last year's high of 117 classes. The campus' share of small classes decreased noticeably by 6.4% compared to the previous year.
- Of the 3,531 classes offered at the UH Community Colleges, 260 or 7.4% were small classes. Five of seven campuses reported decreases, with the largest reductions at Leeward, Maui, and Windward. Kapi'olani remained stable, and Kaua'i reported a 4.9% increase. Overall, the Community Colleges experienced a 1.7% reduction from fall 2001.

**University of Hawai'i
Small Undergraduate Classes
Fall 1992 – Fall 2002**

	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 92	NO DATA			507	51	10.1	79	6	7.6	3,572	294	8.2	4,158	351	8.4 ¹
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

¹ System-wide totals exclude Mānoa (data unavailable).