




UNIVERSITY OF HAWAII

Linda K. Johnsrud
Interim Vice President for Academic Planning and Policy

May 17, 2006

MEMORANDUM

TO: President David McClain
and
Chancellors

FROM: Linda K. Johnsrud 
Interim Vice President for Academic Planning and Policy

**SUBJECT: INFORMATION ITEM: REPORT ON SMALL UNDERGRADUATE CLASSES,
FALL 2005**

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. 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 6.3%, increasing less than one percent (+0.3%) from the previous year. Enclosed you will find fall 2005 system/campus highlights and comparable data for prior years.

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 2005

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 2005 report represents a consolidation of responses received from the Vice Chancellors for Academic Affairs of UH Mānoa, UH Hilo, and UH West O'ahu, 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 2005, the percentage of small undergraduate classes in the UH system remained relatively stable at 6.3%, increasing less than one percent (+0.3%) from the previous year. Of the 6,916 total undergraduate classes offered, allowing for adjustments, the campuses report 438 undergraduate classes with fewer than 10 students enrolled. Mānoa and West O'ahu experienced an increase in the percentage of small undergraduate classes and Hilo and the Community Colleges experienced a decrease 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 189, or 6.7%, of its 2,802 fall 2005 offerings were small undergraduate classes, an increase of 1.5% from last year. Of the sixteen units at Mānoa, six experienced an increase in the number of small classes. The School of Nursing and Dental Hygiene and the College of Languages, Linguistics and Literature account for the bulk of Mānoa's small undergraduate classes—112 or 59%. The units with the largest proportion of small classes offered are the School of Nursing and Dental Hygiene, the School of Medicine, and the College of Arts and Sciences.
- Of the 652 classes offered at UH Hilo, 42 or 6.4% were small undergraduate classes, a 0.3% decrease from the previous fall semester. The College of Agriculture, Forestry and Natural Resource Management (CAFNRM) and Ka Haka 'Ula O Ke'elikōlani (College of Hawaiian Language) reported the largest shares of small classes, and Arts and Sciences reported the largest number (20).
- UH West O'ahu offered 85 classes in fall 2005. The campus's share of small classes (6 or 7.1%) increased 6.1% from the previous year.
- Of the 3,377 classes offered at the UH Community Colleges, 201 or 6.0% were small classes. Five of seven campuses reported decreases, with the largest decreases occurring at Kaua'i and Leeward. Honolulu experienced the largest increase at 2.1%. Overall, the Community Colleges percentage of small classes decreased 0.7% since fall 2004.

**University of Hawai'i
Small Undergraduate Classes
Fall 1995 – Fall 2005**

	System			Mānoa			Hilo			West O'ahu			Community Colleges		
	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 95	6,836	329	4.8	2,706	119	4.4	438	33	7.5	91	9	9.9	3,601	168	4.7
Fall 96	6,669	380	5.7	2,672	164	6.1	452	44	9.7	90	6	6.7	3,455	166	4.8
Fall 97	6,689	425	6.4	2,714	169	6.2	509	65	12.8	87	6	6.9	3,379	185	5.5
Fall 98	6,720	380	5.7	2,658	126	4.7	590	71	12.0	93	3	3.2	3,379	180	5.3
Fall 99	6,573	454	6.9	2,425	117	4.8	535	61	11.4	96	7	7.3	3,517	269	7.6
Fall 00	6,717	573	8.5	2,647	199	7.5	554	47	8.5	96	12	12.5	3,420	315	9.2
Fall 01	6,788	594	8.8	2,619	225	8.6	573	41	7.2	117	13	11.1	3,479	315	9.1
Fall 02	7,020	575	8.2	2,809	262	9.3	574	48	8.4	106	5	4.7	3,531	260	7.4
Fall 03	6,955	493	7.1	2,778	196	7.1	607	32	5.3	101	3	3.0	3,469	262	7.6
Fall 04	7,438	445	6.0	3,185	167	5.2	673	45	6.7	98	1	1.0	3,482	232	6.7
Fall 05 *	6,916	438	6.3	2,802	189	6.7	652	42	6.4	85	6	7.1	3,377	201	6.0

Note: In fall 2005, UH Mānoa Aerospace Studies and Military Science, were excluded from calculations. Both are supported by federal funds.