



UNIVERSITY  
of HAWAII®  
SYSTEM

April 3, 2009

**MEMORANDUM**

**TO:** President David McClain  
and  
Chancellors

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

**SUBJECT: INFORMATION ITEM: REPORT ON SMALL UNDERGRADUATE  
CLASSES, FALL 2008**

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 grew slightly to 8.9% compared to the previous fall semester. Enclosed you will find fall 2008 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](mailto: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 HAWAI‘I  
SMALL UNDERGRADUATE CLASSES, FALL 2008**

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 2008 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 2008, the percentage of small undergraduate classes in the UH system was 8.9%, an increase of 0.2% from the previous year. Of the 6,501 total undergraduate classes offered, allowing for adjustments, the campuses report 576 undergraduate classes with fewer than 10 students enrolled. The baccalaureate campuses experienced increases in the percentage of small undergraduate classes while the UH Community Colleges experienced a decrease.

Policy guidelines and factors considered by campuses in authorizing small undergraduate classes include: curricular requirements for graduation; new courses in the early stages of development; caps due to professional accreditation requirements; facility and/or equipment limitations; program agreements for courses offered at a distance; and specialized courses such as topics courses, experimental courses, one-time offerings, and those taught by visiting faculty.

### **CAMPUS HIGHLIGHTS**

- UH Mānoa reported that 258, or 13.2%, of its 1,957 fall 2008 offerings were small undergraduate classes, an increase of 4.2% from fall 2007. It should be noted fall 2008 figures are based on a different data source from prior years. The unit with the largest proportion of small classes was the School of Nursing and Dental Hygiene with slightly more than half (53.9%) of its course offerings registering small enrollments. The Colleges of Languages, Linguistics and Literature held the largest number of small classes—85 or 33.0% of total small classes at UH Mānoa.
- Of the 652 classes offered at UH Hilo, 69 or 10.6% were small undergraduate classes, a 1.5% increase from the previous fall semester. The College of Arts and Sciences' University 101/Interdisciplinary Studies and the College of Agriculture, Forestry and Natural Resource Management reported the largest shares (37.5% and 27.6%, respectively) of small classes offered. The College of Arts and Sciences' Natural Sciences and Humanities Divisions reported the largest numbers (24 and 20, respectively).
- UH West O‘ahu offered 142 classes in fall 2008. The campus's share of small classes (19 or 13.4%) increased 1.4% from the previous year. Eight of its low enrolled classes were part of the continued development of the campus's lower division.
- Of the 3,750 classes offered at the UH Community Colleges, 230 or 6.1% were small classes. Five of seven campuses reported decreases, with the largest decreases occurring at Maui (-4.0%) and Kapi‘olani (-3.7%). Honolulu and Kaua‘i experienced slight increases. Overall, the Community Colleges percentage of small classes decreased 2.1% from fall 2007.

**University of Hawai'i  
Small Undergraduate Classes  
Fall 1998 – Fall 2008**

	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 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 <sup>1</sup>	6,916	438	6.3	2,802	189	6.7	652	42	6.4	85	6	7.1	3,377	201	6.0
Fall 06	7,314	505	6.9	3,083	225	7.3	701	42	6.0	101	4	4.0	3,429	234	6.8
Fall 07	6,735	583	8.7	2,443	220	9.0	636	58	9.1	117	14	12.0	3,539	291	8.2
Fall 08 <sup>2</sup>	6,501	576	8.9	1,957	258	13.2	652	69	10.6	142	19	13.4	3,750	230	6.1

<sup>1</sup> From fall 2005, UH Mānoa Aerospace Studies and Military Science have been excluded from calculations. Both are supported by federal funds.

<sup>2</sup> UH Mānoa's fall 2008 data was generated through the STAR system. Priors years' data were self-reported by schools/colleges.