Executive Summary

Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate.

I. Purpose:

The proposal seeks to streamline all advising and other student services within the context of the UH-Manoa Institutional Learning Objectives, which can help provide students with a sense of how the entire degree fits together. The reorganization will add a functional unit within Support Services under the Dean’s Office entitled Office of Student Academic Services. The addition of this unit will serve the College’s 12 academic units providing the following services, including but not limited to: admissions, scheduling, pre-major and major advising, student engagement opportunities, service learning opportunities, graduate, post-graduation and alumni activities under one office. This will improve learning and success for students within the College.

II. Major Elements of the Proposal:

This reorganization proposes to:

- Create a functional unit within the Dean’s Office to be named Office of Student Academic Services. This unit will be headed by a Director who will be from among its faculty and serve on a three-year rotation appointment.
- Move the following reporting lines for the following positions from their respective departments to the Office of Student Academic Services.

  #82188 Assistant Specialist from Sociology
  #84891 Associate Specialist from Ethnic Studies
  #84944T Assistant Specialist from Psychology
  #84875T Associate Specialist from Dept. of Urban & Regional Planning
  #79702T Academic Support from Dean’s Office

III. Resource Impact:

A. Budget

1. What is the estimated cost of the reorg?
No additional funds are required. The reorganization will reallocate funds internally. In anticipation, the College has funded two permanent positions totaling $137,436. In addition, temporary positions are funded through a cost-share of Department and College Outreach funds, totaling $246,137(salary plus fringes). Temporary positions involve both new positions and a redescription of duties for existing staff. We anticipate a reorganization of the Colleges of Arts and Sciences Student Academic Services (CASSAS) that will further supplement advising resources.

2. Are additional funds needed:
   With CASSAS, the professional advisor load lags significantly below national standards set by the National Academic Advising Association (NACADA). However, UH-Manoa must still address the significant shortfall in advisors within Arts & Sciences units and beyond. The College intends to operate within existing resources until new resources become available.

3. Will the reorg result in cost savings or be cost neutral?
   This reorganization will supplement existing advising staffing levels and will utilize resources more efficiently to the degree that major and general education advising efforts are more integrated. As this reorganization will improve student retention and progress to degree, it will generate student tuition funds. Thus the reorganization will be cost neutral.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?

   The proposed change will reflect a change in locus. Student academic services for the College will be consolidated into one unit. There should be no impact on faculty and staffing responsibilities.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization?

   None, College already funds two permanent positions and three temporary positions.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation?

   There is no reduction in faculty/staff.

4. Identify faculty/staff positions impacted by the anticipated changes.

   #82188 Assistant Specialist, move from Sociology
#84891 Associate Specialist, move from Ethnic Studies
#84944T Assistant Specialist, move from Psychology
#84875T Associate Specialist, move from Dept. of Urban & Regional Planning
#79702T Academic Support, move from Dean’s Office

C. Space

1. Will additional space outside own resources /allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted?

Space has been committed by the Vice Chancellor for Academic Affairs.

IV. Consultation:

At a Chair’s Council retreat on August 29, 2012, the consensus was that student academic services was a priority item for the College given the disconnect of student academic services for our majors. A faculty-driven task force was formed to prepare a proposal on how to address student academic services. The findings were summarized in a document entitled “Student Service Proposal – Beyond Advising: The College of Social Sciences Hub” and submitted to the Dean in May 2013. The proposal was also published on the College’s website in May 2013. In September 2013, at the annual Chair’s Council Retreat, the report was presented outlining the recommendations to the Chairs and Directors of the College. The Chairs and Directors were asked to share these materials and the reorganization proposal with their units and to engage in a conversation about enhancing the overall student experience in the College. A synthesis of the comments from each academic unit was forwarded to the Dean’s Office. The proposal was distributed electronically to the CSS faculty and staff and comments were solicited. There were two College-wide Dean’s Hours giving faculty and staff opportunity to discuss and give their feedback.

The overall reaction to the reorganization proposal has been very supportive.

I. Implementation

The reorganization will be implemented upon approval and this will formalize and reflect how the functions will operate.