



UNIVERSITY
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SYSTEM

September 30, 2021

MEMORANDUM

TO: Council of Chancellors
Council of Chief Academic Officers
Council of Senior Student Affairs Officers
Faculty Senates
UH Student Caucus

FROM: Debora J. Halbert 
Associate Vice President for Academic Programs and Policy

Hae Okimoto 
Associate Vice President for Student Affairs

SUBJECT: Consultation on New EP and AP Related to Minors on Campus

The University of Hawai'i campuses engage in a wide range of academic, recreational, and community outreach service programs that involve minors. In response to this, we have drafted the attached Minors Policy and companion Background Check process. The purpose of the policy is to set out the University's commitment to providing a safe and secure environment for minors on the University's campuses and in its programs, in compliance with applicable state and federal laws, rules, and regulations. Attached are copies of the proposed new policy and procedure.

In order to comprehensively apply to the University's many and varied programs, the policy has expansive definitions of a "Covered Program Minor" and "Covered Program." Importantly, Covered Program Minor does not include: persons enrolled as University students (e.g. the 14 year old genius) or minors participating in any early college or minors in dual enrollment programs where they are registered in regular college courses ("unsheltered classes").

The key to the Policy is the Responsible Campus Official (RCO) defined as the executive employee of the University designated by the Chancellor or CEO of each campus to be responsible for the oversight of the covered minor's programs. The RCO responsibilities include reviewing and approving covered programs, ensuring that all required screening has occurred, and monitoring the covered programs compliance with the Policy.

In its Appendices, the Policy includes Guidelines for Interacting with Minors. These Guidelines include directives on being mindful of boundaries, limiting physical contact with minors, prohibiting physical discipline, and avoiding demeaning speech and behavior. The companion Background Check Process follows the Hawaii Department of Education's background check process and maps it to the University's administrative structure.

Informal Consultation

Over the past several years, administration has engaged in informal consultation with a variety of individuals and groups across the System. These include providing draft copies of the policy revisions and receiving feedback from:

- UH Officers
- Council of Chief Academic Officers
- Council of Senior Student Affairs Officers
- Colleges Currently Hosting Programs for Minors (CTAHR and COE)
- UH Professional Assembly

Feedback from these groups has been integrated into the current draft of the policy. Attached is a copy of the policy and associated documents.

Please send comments or questions on the attached form to ovpas@hawaii.edu by **November 10, 2021**. Thank you.

Attachments