

October 8, 1998

MEMORANDUM

TO: Senior Vice President and Chancellor Rose Tseng

FROM: Rodney Sakaguchi

**SUBJECT: APPROVED COPY OF REORGANIZATIONAL PROPOSAL TO
ESTABLISH THE COLLEGE OF HAWAIIAN LANGUAGE**

Enclosed for your files is a complete copy of the reorganizational proposal approved by the Board of Regents on September 11, 1998 to establish the College of Hawaiian Language. Please ensure that copies of this approved reorganization are distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes.

Attachment

c: Interim Vice Chancellor Kerwin Iwamoto (w/attachment)

A-3 Proposed Establishment of a College of Hawaiian Language at the University of Hawai'i at Hilo

The Senior Vice President and Chancellor of the University of Hawai'i at Hilo recommends the establishment of a College of Hawaiian Language at the University of Hawai'i Hilo. The College of Hawaiian Language will grant baccalaureate and master's degrees as well as certificates to students who fulfill the requirements for these degrees or certificates.

In 1997, the Legislature passed Act 315 which, in part, called for the establishment of a college devoted to the Hawaiian language. In response to that mandate, the University of Hawai'i at Hilo proposes to establish the College of Hawaiian Language through a reorganization transferring the Hawaiian Studies and Hale Kuamo'o budget, functions and personnel from the Humanities Division of the College of Arts and Sciences to this new college.

Currently, the Hawaiian Studies Department (Hawaiian Studies) and the Hale Kuamo'o Center for Hawaiian Language (Hale Kuamo'o) at the University of Hawai'i at Hilo are located in the Humanities Division of the College of Arts and Sciences. There are five faculty positions, one administrative, professional and technical (APT) position, and one clerical position in Hale Kuamo'o. In April 1998, two faculty positions were transferred from the University of Hawai'i System to UH-Hilo to enhance the Hawaiian Language program. In addition, Act 315 authorized five positions for the College of Hawaiian Language. The 1998 Legislature approved the establishment of two faculty positions and one secretarial position.

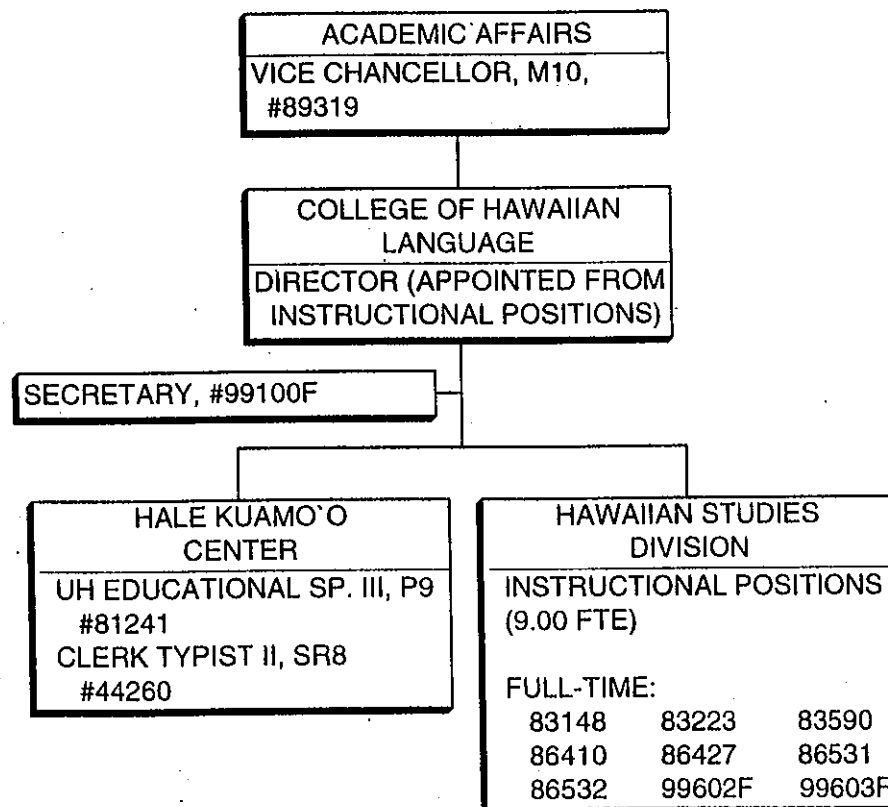
There will be an additional cost of approximately \$180,000 when filling the four new faculty positions and one secretarial position. Approximately \$61,000 of this estimated cost will be offset by a five year grant from the Office of Hawaiian Affairs (OHA) with a matching allocation from the University's budget. The remaining \$58,000 will come from anticipated tuition revenues. In addition, markets will be sought for the curriculum material developed by Hale Kuamo'o. No other additional costs are anticipated.

This proposal was discussed with the chairs of the two faculty senates at the University of Hawai'i at Hilo and there were no objections to the proposal.

RECOMMENDATION: That the Board establish the College of Hawaiian Language at the University of Hawai'i at Hilo as reflected in the attached organizational chart subject to the Regents' policy on provisional academic programs.

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF HAWAIIAN
LANGUAGE
POSITION ORGANIZATION CHART



APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
SEP 11 1998

Date

9/11/98



UNIV OF HAWAII
U.H BUDGET OFFICE
SEP 2 10 20 AM '98

UNIVERSITY OF HAWAII

August 27, 1998

PRESIDENT, UNIVERSITY OF HAWAII
AND CHANCELLOR, UNIVERSITY OF HAWAII AT MĀNOA

MEMORANDUM

TO: Mr. Donald C.W. Kim
Chairperson, Board of Regents

FROM: Kenneth P. Mortimer
President, University of Hawai'i and
Chancellor, University of Hawai'i at Mānoa

SUBJECT: PROPOSED REORGANIZATION TO ESTABLISH A COLLEGE OF
HAWAIIAN LANGUAGE AT THE UNIVERSITY OF HAWAII AT HILO

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to organizationally establish a College of Hawaiian Language (CHL) within the University of Hawai'i at Hilo (UHH).

RECOMMENDED EFFECTIVE DATE

It is requested that this reorganization be effective upon approval by the Board of Regents.

PURPOSE/NATURE OF THE PROPOSAL

Approval of this reorganization is being requested to comply with Act 315, A Bill for an Act Relating to a Hawaiian Language College, which became effective as of July 1, 1997. Act 315 requires the establishment of a Hawaiian Language College at the UHH which will provide a Hawaiian liberal education program to include services for indigenous language outreach and Hawaiian medium teacher training, as well as a Hawaiian language support center. The Hawaiian Studies Department (HSD), and the Hale Kuamo'o Center (HKC) for Hawaiian language will be reassigned from the Humanities Division in the College of Arts and Sciences to the proposed CHL. Current funding, personnel and functions for these programs are included in this reassignment.

Chairperson Donald Kim
August 27, 1998
Page 2

IMPACT ON STAFFING AND RESOURCES

A staff of 12 positions is proposed for the CHL. This total includes seven positions currently assigned to the HSD and HKC, three positions appropriated by the 1998 State Legislature, and two positions recently reallocated to the Hawaiian language program from the University system. The current budget of \$303,500 for the HSD and HKC will be transferred to the CHL. If all five of the recently acquired positions are filled, approximately \$180,000 annually will be required to fund these positions. Funding for this will come from the Office of Hawaiian Affairs (\$61,000), \$61,000 from the University to match the funding from the Office of Hawaiian Affairs, and \$58,000 from UHH tuition revenues.

CONSULTATION WITH EXCLUSIVE EMPLOYEE COLLECTIVE BARGAINING REPRESENTATIVES

The UHH has informed the University of Hawai'i Professional Assembly (UHPA) and the Hawai'i Government Employees' Association (HGEA) of this reorganization. The HGEA has no concerns regarding this reorganization and the UHPA has not expressed any concerns to date. An August 5, 1998 deadline to submit questions or concerns on this reorganization was requested by the UHH.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for the establishment of the College of Hawaiian Language in order to comply with provisions of Act 315, Session Laws of Hawai'i, 1997.

Attachment

- c: Board Secretary David Iha (w/attachment)
- Senior Vice President Eugene Imai (w/attachment)
- Senior Vice President/Chancellor Rose Tseng (w/attachment)
- ✓ Director Rodney Sakaguchi (w/o attachment)

August 27, 1998

MEMORANDUM

TO: President/Chancellor Kenneth P. Mortimer

VIA: Senior Vice President Eugene Imai

FROM: Rodney Sakaguchi

SUBJECT: REQUEST TO ESTABLISH A COLLEGE OF HAWAIIAN LANGUAGE AT THE UNIVERSITY OF HAWAI'I AT HILO (UHH)

Enclosed for your review and concurrence is a proposal from the UHH to establish a College of Hawaiian Language (CHL) in accordance with provisions of Act 315, A Bill for an Act Relating to a Hawaiian Language College, Session Laws of Hawai'i 1997. This act requires the creation of a CHL within the UHH that will provide a Hawaiian liberal education program to include services for indigenous language outreach and Hawaiian medium teacher training, as well as a Hawaiian language support center. Under the current UHH organization, the Hawaiian Studies Department (HSD) and the Hale Kuamo'o Center (HKC) are part of the Humanities Division in the College of Arts and Sciences. These programs will be reassigned to the proposed CHL along with their current funding, personnel and functions.

The CHL will initially have a staff of 12 positions which includes three positions appropriated by the 1998 legislature, and two positions reallocated from the University system. As mentioned above, current funding (\$303,500) for the HSD and HKC will be transferred to the CHL. Approximately \$180,000 will be required to fund the three new positions provided by the Legislature and the two positions from the University system. Sources of funding for this cost will come from the Office of Hawaiian Affairs (\$61,000), \$61,000 from the University to match the funding from the Office of Hawaiian Affairs, and \$58,000 from UHH tuition revenues.

The UHH has informed the University of Hawai'i Professional Assembly (UHPA) and the Hawai'i Government Employees' Association (HGEA) of this reorganization. The HGEA has no concerns regarding this reorganization and the UHPA has not expressed any concerns to date. Since the deadline to respond to the UHH on this consultation was August 5, 1998, the UHH has assumed that the UHPA has no questions or concerns.

It is recommended that this request to create the CHL be forwarded to the Board of Regents for approval. A memorandum to Chairperson Kim regarding this request is enclosed for your review and consideration.

Attachment

EXECUTIVE SUMMARY

In 1997, the State of Hawai'i Legislature approved Act 315, Senate Bill 1683 which established the College of Hawaiian Language. This Bill prompts the University of Hawai'i at Hilo to reorganize by establishing the College of Hawaiian Language. This reorganization transfers the Hawaiian Studies and Hale Kuamo'o budget, functions and personnel from the Humanities Division of the College of Arts and Sciences to this new college.

Currently, the Hawaiian Studies Department (Hawaiian Studies) and the Hale Kuamo'o, Center for Hawaiian Language (Hale Kuamo'o) at the University of Hawai'i at Hilo are located in the Humanities Division of the College of Arts and Sciences. There are five (5) faculty positions, numbers 83148, 83223, 83590, 86410 and 86427 in Hawaiian Studies. There is one (1) administrative, professional and technical (APT) position, number 81241 and one (1) clerical position, number 44260 in the Hale Kuamo'o. In April 1998, President Kenneth Mortimer transferred two (2) faculty position counts from the University of Hawai'i System to the University of Hawai'i at Hilo to enhance the Hawaiian Language program. These positions were established as Assistant Professors, numbers 86531 and 86532. In addition, Act 315 authorizes five (5) positions for the College of Hawaiian Language; these may be hired without regard to chapters 76 and 77 of the Hawai'i Revised Statutes. The 1998 Legislature approved the establishment of two (2) faculty position counts and one (1) secretarial position count. These positions have pseudo numbers 99602F, 99603F and 99100F respectively.

The College of Hawaiian Language will grant baccalaureate and master's degrees and certificates to students that fulfill the requirements for the degrees or certificates.

There will be potential costs of approximately \$180,000 for costs associated with filling of the additional four (4) faculty positions and one (1) secretarial position allocated by the President and State Legislature. Approximately \$61,000 of these costs will be offset by the Office of Hawaiian Affairs (OHA) grant for five (5) years. Another \$61,000 allocated by President Mortimer as a match to the OHA funding, and the remaining \$58,000 will come from increased tuition collected from the graduate program, and the increased enrollment at the undergraduate level. Also, markets will be sought for the curriculum materials developed by Hale Kuamo'o. Other than costs associated with the growth projected by the University of Hawai'i strategic plan, there will be no other costs.

This proposal was discussed with the chairs of the two faculty senates at the University of Hawai'i at Hilo and there were no objections to the proposal.

University of Hawai'i at Hilo
Reorganization of the College of Arts & Sciences and
Establishment of the College of Hawaiian Language

Reorganization Proposal Request

A. Present Organization

As it exists at present, the Hawaiian Studies Department (Hawaiian Studies) and the Hale Kuamo'o, Center for Hawaiian Language (Hale Kuamo'o) are located in the Humanities Division of the College of Arts & Sciences. Hawaiian Studies is one of ten (10) departments in the Humanities Division. There are three (3) divisions and one (1) school in the College of Arts & Sciences. These are the Social Science, Natural Science and Humanities Divisions and the School of Business. Hale Kuamo'o was established as a center within the Humanities Division.

Hawaiian language courses and programs and services are presently provided by the Hawaiian Studies faculty and the Hale Kuamo'o through the medium of Hawaiian. There are five (5) faculty positions, numbers 83148, 83223, 83590, 86410 and 86427 in Hawaiian Studies. There is one (1) administrative, professional and technical (APT) position, number 81241 and one (1) clerical position, number 44260 in the Hale Kuamo'o. In April 1998, President Kenneth Mortimer transferred two (2) faculty position counts from the University of Hawai'i System to the University of Hawai'i at Hilo to enhance the Hawaiian Language program. These positions were established as Assistant Professors, numbers 86531 and 86532. In addition, Act 315 authorizes five (5) positions which may be hired without regard to chapters 76 and 77 of the Hawai'i Revised Statutes. In 1998, the State Legislature approved the establishment of two (2) faculty position counts and one (1) secretarial position count. These positions have pseudo numbers 99602F, 99603F and 99100F respectively and will be established with regular position numbers.

B. Proposed Organization

In 1997, the State of Hawai'i Legislature approved Senate Bill 1683 (Act 315) which established the College of Hawaiian Language at the University of Hawai'i at Hilo to "provide a Hawaiian liberal education program providing education primarily through the Hawaiian language." Under the proposed reorganization, the College of Hawaiian Language will be established and the Hawaiian Studies and Hale Kuamo'o budget, functions and personnel will be incorporated into this new college. The Hawaiian Studies Department will become division within the college. Hale Kuamo'o will remain a center.

C. Background/Nature of the Proposed Reorganization

1. Conditions/Factors Prompting the Proposed Reorganization

The University of Hawai'i at Hilo has played a leadership role in revitalizing the Hawaiian language and in providing education through the Hawaiian language as well as in developing Hawai'i's leadership nationally in indigenous language revitalization. The further development of these strengths has been hampered by lack of an entity in Hawai'i analogous to the federally funded tribal colleges found elsewhere in the United States.

In response to the recommendations of a legislatively established task force, the 1997 legislature established the College of Hawaiian Language at the University of Hawai'i through Act 315. The functions section of Act 315 reads as follows:

"In addition to providing a quality education primarily through the medium of the Hawaiian language, the college shall:

- (1) Provide an indigenous language outreach program to involve indigenous language scholars and to maintain and develop the program's Polynesian language database;

- (2) Provide a Hawaiian medium teacher training program incorporating Nāwahīokalani‘ōpu‘u school and other schools as appropriate, as laboratory schools; and
- (3) Maintain a Hawaiian language support center with educational specialists in the areas of research, curriculum development, language development, archival work, and educational technology.”

2. Details of the Proposed Reorganization

a) Reassignment of existing positions and functions

The Hawaiian Studies and Hale Kuamo‘o functions, personnel and operating budget will be incorporated in the College of Hawaiian Language. The Hawaiian Studies and Hale Kuamo‘o budget, consisting of salaries and operating expenses equating to \$303,500, will be transferred along with functions and personnel. The college will report directly to the Vice Chancellor for Academic Affairs. The director will be appointed from the instructional staff.

b) The addition of new positions, functions and programs.

Depending on the growth of the present Hawaiian language baccalaureate and master’s programs as well as new programs mandated in Act 315, new faculty and staff positions may be needed.

c) Whether position variances and replacement positions will be required.

No position variances and/or replacement of positions are foreseen due to the reorganization.

d) How operational, organizational, functional, and programmatic relations will be affected, including the impact services to the program’s target group(s).

The establishment of the College of Hawaiian Language will greatly improve the operational, organizational, functional, and programmatic relationships among the various segments to be included in the college. The new college will allow for new resources to be appropriated, especially from the federal government, which will greatly improve services to the college’s target groups including undergraduate and graduate students, the community of Hawaiian medium and immersion schools, and the general population of the State of Hawai‘i and the indigenous people of the world.

Using administrative units and administrators developed within a model based on Anglo-American language and culture, the University of Hawai‘i has had difficulty in providing services to the Hawaiian speaking population, a population with special rights and needs recognized by state and federal law. For example, the College of Hawaiian Language will be able to assist Hawai‘i’s public and private schools to develop courses to teach through the medium of Hawaiian; teacher education programs to provide teacher certification training totally through Hawaiian; and outreach courses in Hawaiian to be provided to the large Hawaiian communities living outside Hawai‘i.

e) The impact of the reorganization on existing positions, e.g., reclassification or redescription.

No changes to current positions are expected. Positions will be reassigned to the College of Hawaiian Language from Hawaiian Studies and Hale Kuamo‘o with no change in classifications.

- f) The need and availability of office space and/or other requirements.

The establishment of the college represents a significant step forward in meeting the long-range plans for Hawaiian language programs for the University of Hawai'i at Hilo as articulated in the 1994 Long Range Plan of the UH-Hilo Department of Hawaiian Studies and the Report to the 1997 Hawai'i State Legislature - Establishing a College of Hawaiian Language at the University of Hawai'i at Hilo. A major feature of both plans is the construction of a facility to house the various activities of the college. The University of Hawai'i at Hilo Long Range Development Plan (LRDP) calls for new academic buildings to be built. One of these buildings could be designated for the College of Hawaiian Language. At present there is inadequate space for the current activities of the college. Until such time as additional space and resources are available, the college will continue to occupy the current space and share resources with the College of Arts and Sciences, Humanities Division.

- g) Estimated additional cost of reorganization.

The report to the 1997 Hawai'i State Legislature - Establishing the College of Hawaiian Language College at the University of Hawai'i at Hilo, details costs to develop the college over a ten-year period. Non-construction costs are \$3,932,708, while construction costs are \$13-15 million. Act 315 urges cooperation between the University of Hawai'i system, the Office of Hawaiian Affairs, the federal government and the private 'Aha Pūnana Leo in meeting these costs. Initially, the college will operate on a budget equivalent to that spent by the college of Arts and Sciences on the operation of the Hawaiian Studies and the Hale Kuamo'o. The operating budget of the Hawaiian Studies and the Hale Kuamo'o will be transferred from the College of Arts & Sciences to the College of Hawaiian Language.

Act 315 states that "notwithstanding any law to the contrary, general funds shall not be appropriated to fund the continuation of the Hawaiian language college at the UHH if initial funds are deemed inadequate or become unavailable." No additional general fund appropriations were made to fund the continuation of the Hawaiian Language College. The cost to fill the four (4) faculty positions and one (1) secretarial position allocated by the President and State Legislature will be approximately \$180,000. These costs will be offset by a grant from the Office of Hawaiian Affairs (OHA) for \$61,000 for each of the next five (5) years; a matching \$61,000 reallocated by President Mortimer, and the remaining \$58,000 coming from the increased tuition collected from the graduate program, and by increased enrollment at the undergraduate level.

D. Reasons for Proposing the Reorganization

1. Basis in law or policy which supports the reorganization.

Act 315 of the 1997 Hawai'i State Legislature mandates the establishment of the College of Hawaiian Language.

2. Explanation of the reasons for proposing the reorganization and why an organizational solution is being advocated.

The establishment of the College of Hawaiian Language was passed by the 1997 State of Hawai'i Legislature. In order to provide the dedicated resources for the development of the Hawaiian language, a separate college is needed. The Hawaiian Studies program is part of the larger College of Arts & Sciences. Monetary, supervisory, and programmatic resources for the College of Arts & Sciences must be divided among the four (4) major divisions. It is difficult for the Hawaiian language program to excel in an environment that does not provide the necessary undivided attention that is

needed.

3. How the problem or conditions which exist will be either eliminated or improved upon and why the existing organization is inadequate.

The College will allow for programs based in the Hawaiian language and culture to be united and administered as a single entity directly focused on unique needs that are not adequately addressed when combined with other programs typically administered by individuals with no experience with the distinctive linguistic and cultural features of education through Hawaiian.

4. Benefits and desired results which will be achieved by reorganizing.

With the establishment of the College, Hawaiian language programs will be administered within a Hawaiian linguistic and cultural context on the same model as the State's Hawaiian medium public schools for which it will provide tertiary education services. A separate college will allow for more rapid expansion to meet demand.

5. Qualitative and quantitative data which will support the reorganization.

As indicated in the Report to the 1997 Legislature Establishing a College of Hawaiian Language at the University of Hawai'i at Hilo, Hawaiian language programs at UH-Hilo as a group are quite comparable to Tribal Colleges and the UH-Hilo College of Agriculture, Forestry and Natural Resource Management in terms of enrollments and breadth of programs and services provided.

6. Explanation of why functions are being grouped as they are under the proposed organization.

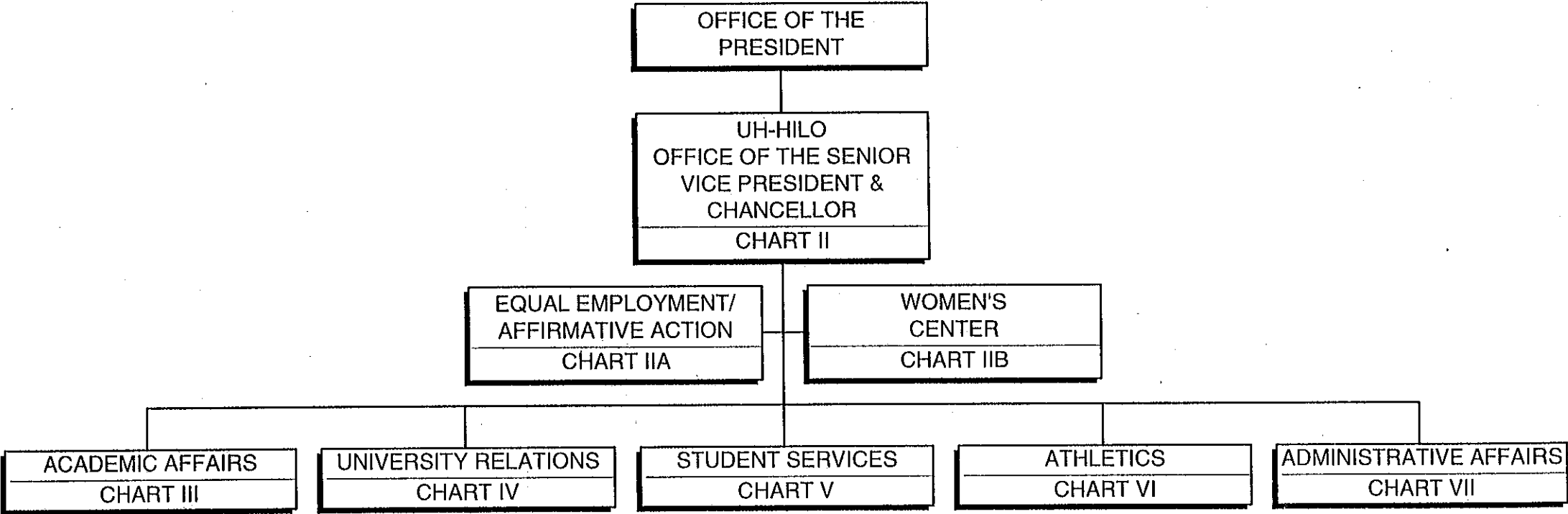
The grouping of functions is the least complex grouping for a college of this size. It will be similar to the University of Hawai'i at Hilo, College of Agriculture, Forestry and Natural Resource Management. The two divisions of the college are based on the current distinction between Hawaiian Studies and Hale Kuamo'o.

E. Other Alternative Considered

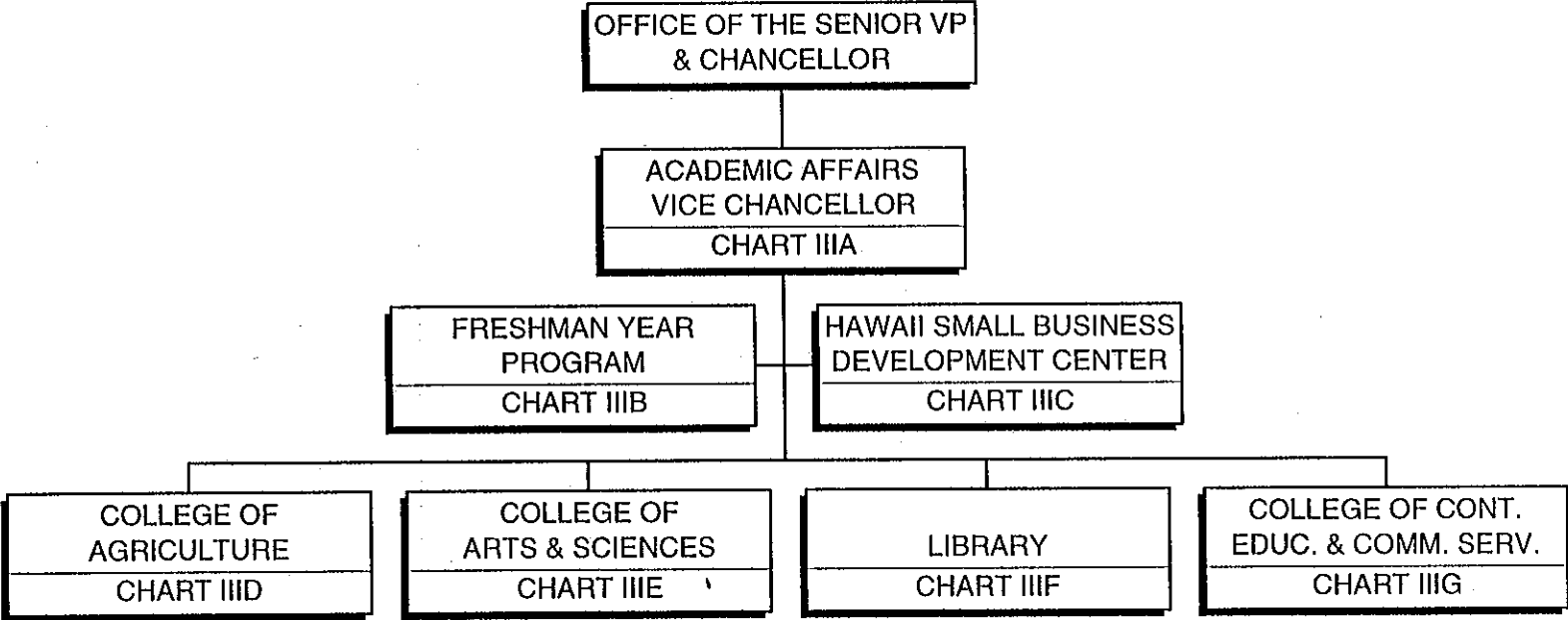
The alternative is maintaining the status quo. This will cause two problems. We would be in violation of Act 315 which established the College of Hawaiian Language and the ability for the Hawaiian Language program to move ahead with its baccalaureate and master's programs will be hampered by the current organizational structure.

**CURRENT ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

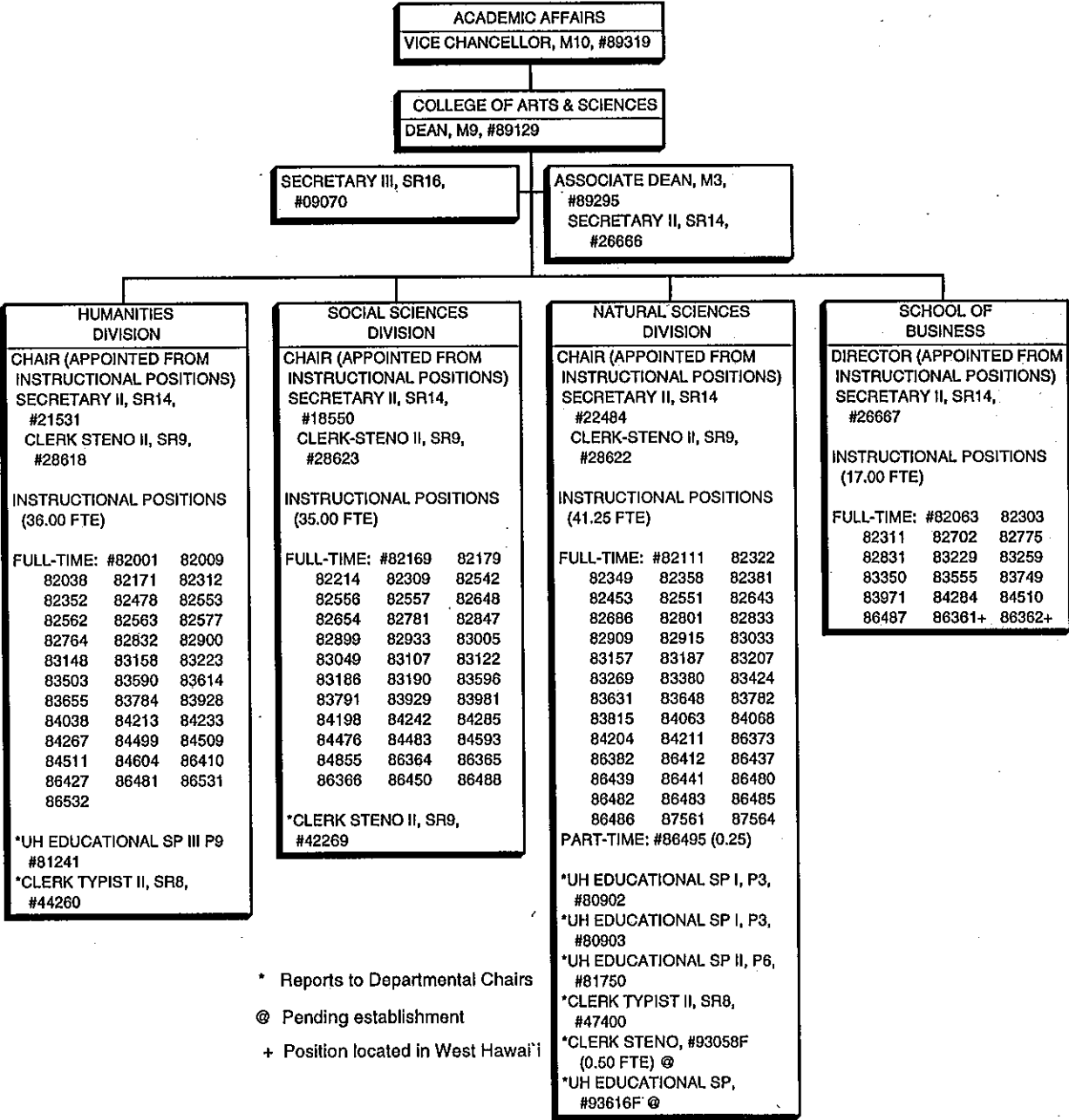
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
POSITION ORGANIZATIONAL CHART
CHART I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS & SCIENCE
POSITION ORGANIZATION CHART
CHART IIIIE



CURRENT

STATE OF HAWAII UNIVERSITY OF HAWAII UNIVERSITY OF HAWAII AT HILO

MAJOR FUNCTIONS

The University of Hawai'i at Hilo is comprised of three (3) major educational delivery units: College of Arts & Sciences, the College of Agriculture, and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai'i offered through the University of Hawai'i Center, West Hawai'i managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice-President and Chancellor:

- * Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- * Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- * Provides executive leadership in the administration of the instructional, research, and public service programs;
- * Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, UH-West Oahu, and the Community Colleges;
- * Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service and;
- * Provides, through an assistant, timely responses to information and data requests from the system, state, and federal governments and the administration of programs to enhance the functions of the University.

CURRENT

OFFICE OF ACADEMIC AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Senior Vice-President and Chancellor in all academic matters.

- * Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;
- * Directly supervises the personnel responsible for the: College of Agriculture, College of Arts and Sciences, Library, and the College of Continuing Education and Community Services;
- * Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and
- * Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.

CURRENT

COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities, Natural Sciences and Business Administration.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- * Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- * Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Senior Vice-President and Chancellor.
- * Responsible for overall curriculum development and long-range planning.

DIVISIONS

(Humanities, Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- * Coordinate curricular offerings among the disciplines.
- * Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

SCHOOL OF BUSINESS

Administer the Bachelor of Business Administration degree program.

- * Offer courses in Business Administration and Economics.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

CURRENT

COLLEGE FOR CONTINUING EDUCATION AND COMMUNITY SERVICE

OFFICE OF THE DEAN

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

CREDIT PROGRAM

Acts as liaison with UHH College of Arts & Sciences and the College of Agriculture in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Hilo and UH-Manoa in offering extended graduate programs.

SENIOR PROGRAM

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM

Plans, develops, implements and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

INTERNATIONAL PROGRAM

Plans, develops, implements and evaluates international short-term Travel/Study to Hawai'i Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

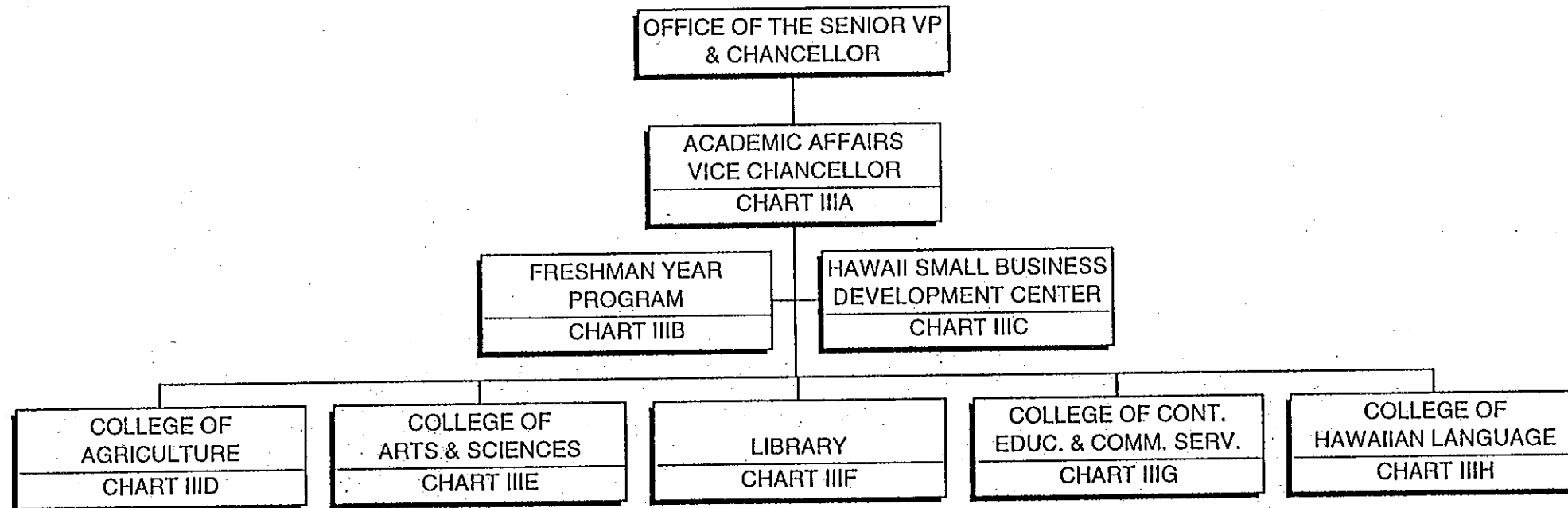
CONFERENCE PROGRAM

Plans, develops, implements and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.

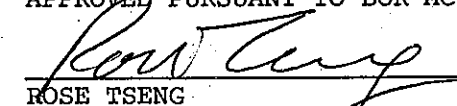
PROPOSED ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III



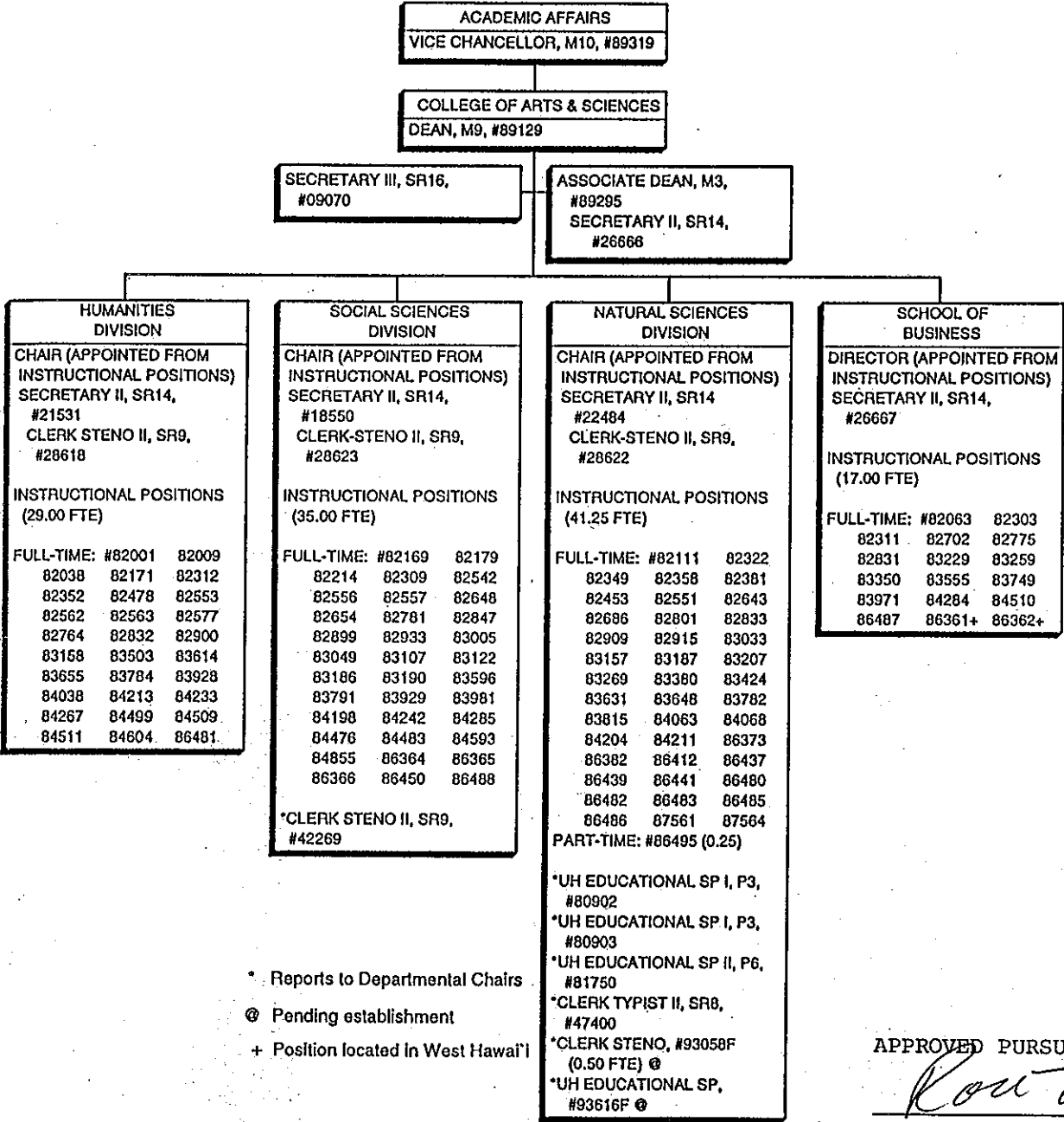
APPROVED PURSUANT TO BOR ACTION:



ROSE TSENG
SENIOR VICE PRESIDENT AND CHANCELLOR
UNIVERSITY OF HAWAII AT HILO

DATE: SEP 1 1 1998

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS & SCIENCE
POSITION ORGANIZATION CHART
CHART III E



APPROVED PURSUANT TO BOR ACTION:

Rose Tseng

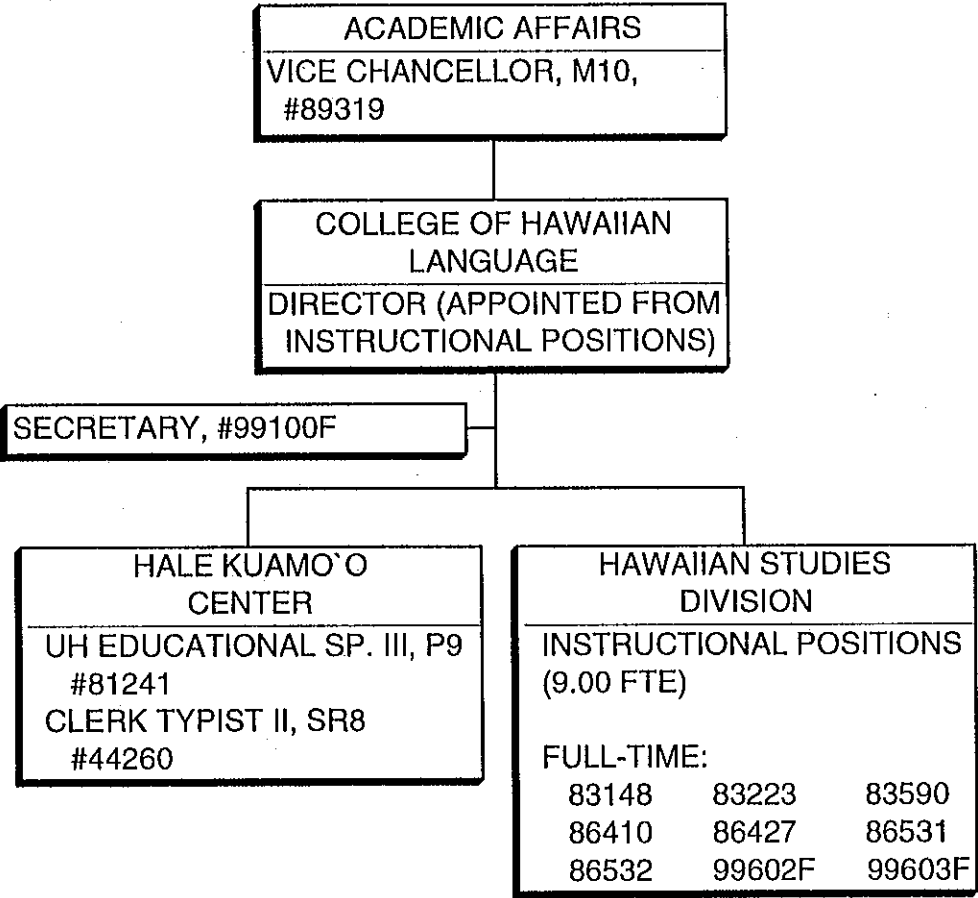
ROSE TSENG

SENIOR VICE PRESIDENT AND CHANCELLOR
UNIVERSITY OF HAWAII AT HILO

DATE: SEP 11 1998

POSITIONS
GENERAL FUND - 139.75

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF HAWAIIAN
LANGUAGE
POSITION ORGANIZATION CHART
CHART IIIH



APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
SEP 11 1998
Date

PROPOSED

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

MAJOR FUNCTIONS

The University of Hawai'i at Hilo consists of four (4) major educational delivery units: College of Arts & Sciences, the College of Agriculture, the College of Hawaiian Language and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai'i offered through the University of Hawai'i Center, West Hawai'i managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice-President and Chancellor:

- * Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- * Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- * Provides executive leadership in the administration of the instructional, research, and public service programs;
- * Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, UH-West Oahu, and the Community Colleges;
- * Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service and;
- * Provides, through an assistant, timely responses to information and data requests from the system, state, and federal governments and the administration of programs to enhance the functions of the University.

PROPOSED

OFFICE OF ACADEMIC AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Senior Vice-President and Chancellor in all academic matters.

- * Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;
- * Directly supervises the personnel responsible for: the College of Agriculture, the College of Arts and Sciences, the College of Hawaiian Language, the Library, and the College of Continuing Education and Community Services;
- * Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and
- * Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.

PROPOSED

COLLEGE OF HAWAIIAN LANGUAGE

Provides for baccalaureate and master's degree programs leading to the Bachelor of Arts and Master's of Arts in Hawaiian Language.

OFFICE OF THE DIRECTOR

Directs activities, curricula, and personnel in the College of Hawaiian Language.

- * Coordinates instructional activities.
- * Recruits and retains qualified faculty and research staff members.
- * Formulates and defends financial plans.
- * Allocates funds to various programs.
- * Controls the expenditure of funds.
- * Develops and maintains quality instructional, research, and community service programs.
- * Maintains communications with governmental agencies, client groups, and the general public.

HAWAIIAN STUDIES DIVISION (Instruction and Support)

Prepares students with broad and full understanding of the basic factors involved in the study for undergraduate and graduate degrees in the Hawaiian language.

- * Provides courses and training for students.
- * Ensures that students complete a core of basic courses and substantial courses in general education.
- * Provides for teacher training.

HALE KUAMO'O CENTER (Language Support and Outreach)

Maintain a Hawaiian language support center (Hale Kuamo'o) and other outreach programs.

- * Provides research, curriculum development, language development, archival work, and educational technology.

**PROPOSED COLLEGE FOR CONTINUING EDUCATION AND
COMMUNITY SERVICE**

OFFICE OF THE DEAN

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

CREDIT PROGRAM

Acts as liaison with the UHH College of Arts & Sciences, College of Agriculture and the College of Hawaiian Language in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Hilo and UH-Manoa in offering extended graduate programs.

SENIOR PROGRAM

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM

Plans, develops, implements and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

INTERNATIONAL PROGRAM

Plans, develops, implements and evaluates international short-term Travel/Study to Hawai'i Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

CONFERENCE PROGRAM

Plans, develops, implements and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.

September 16, 1998

MEMORANDUM

TO: Senior Vice President and Chancellor Rose Tseng

FROM: Rodney Sakaguchi

SUBJECT: COPY OF ORGANIZATIONAL CHART APPROVED BY THE BOARD OF REGENTS

Enclosed for your files is a copy of the organizational chart which was approved by the Board of Regents (BOR) on September 11, 1998 for the reorganization to establish the College of Hawaiian Language. Please be advised that two of the organizational charts in this reorganizational proposal were not actually approved by the BOR because they were not included in BOR agenda item A-3. As such, your approval of proposed organizational charts III and IIIE with a September 11, 1998 effective date is required.

Please sign and return the two attached organizational charts to us so that we may distribute the complete reorganizational proposal to you. Revision of chart III is suggested so that it reflects the new name of the College of Agriculture.

If there are any questions regarding this matter, please feel free to call me or Ronald Saito of this office.

Attachment

c: Interim Vice Chancellor Kerwin Iwamoto (w/attachments)



UNIVERSITY
OF HAWAII
HILO

UNIV OF HAWAII
UH BUDGET OFFICE
Oct 6 2 09 PM '98

October 2, 1998

MEMORANDUM

TO: Rodney Sakaguchi
Director, UH Budget Office

FROM: Kerwin Iwamoto 
Interim Vice Chancellor for Administrative Affairs, UH at Hilo

SUBJECT: **Organization Charts - College of Hawaiian Language**

Enclosed are the original proposed charts relating to the reorganization to establish the College of Hawaiian Language. Chancellor Tseng has signed Charts III and IIIE.

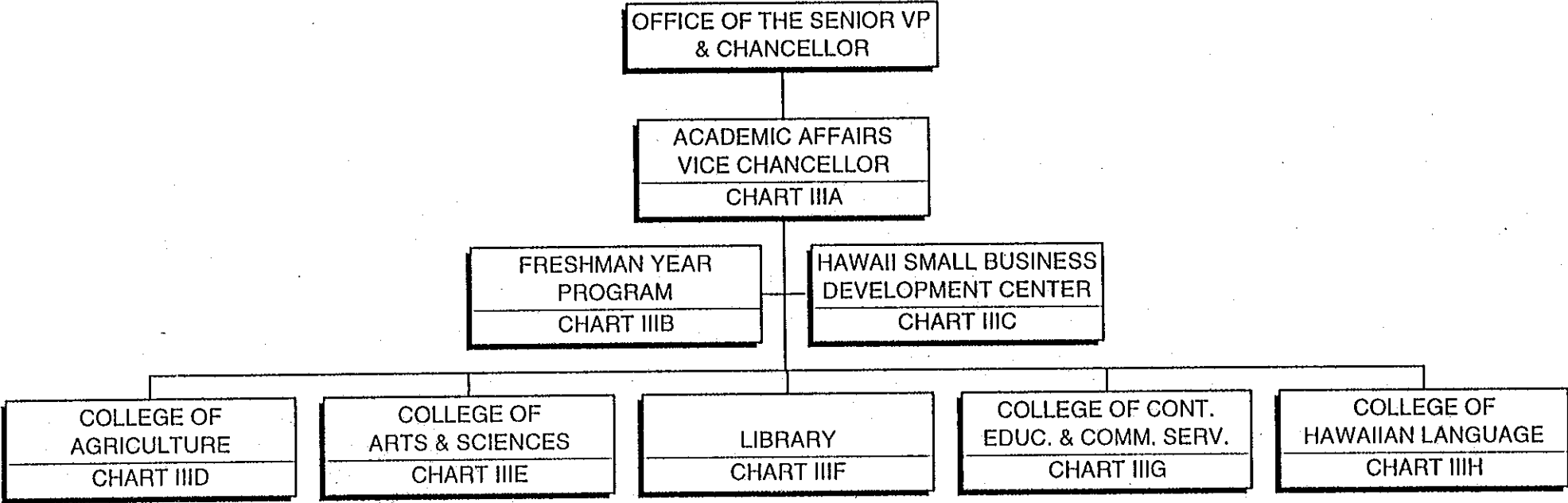
If you have any questions, please contact me at (808) 974-7445 or e-mail me at kerwini@hawaii.edu.

Enclosures

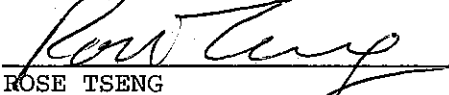
Administrative Affairs

200 W. KAWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7445
FAX: (808) 974-7622

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III



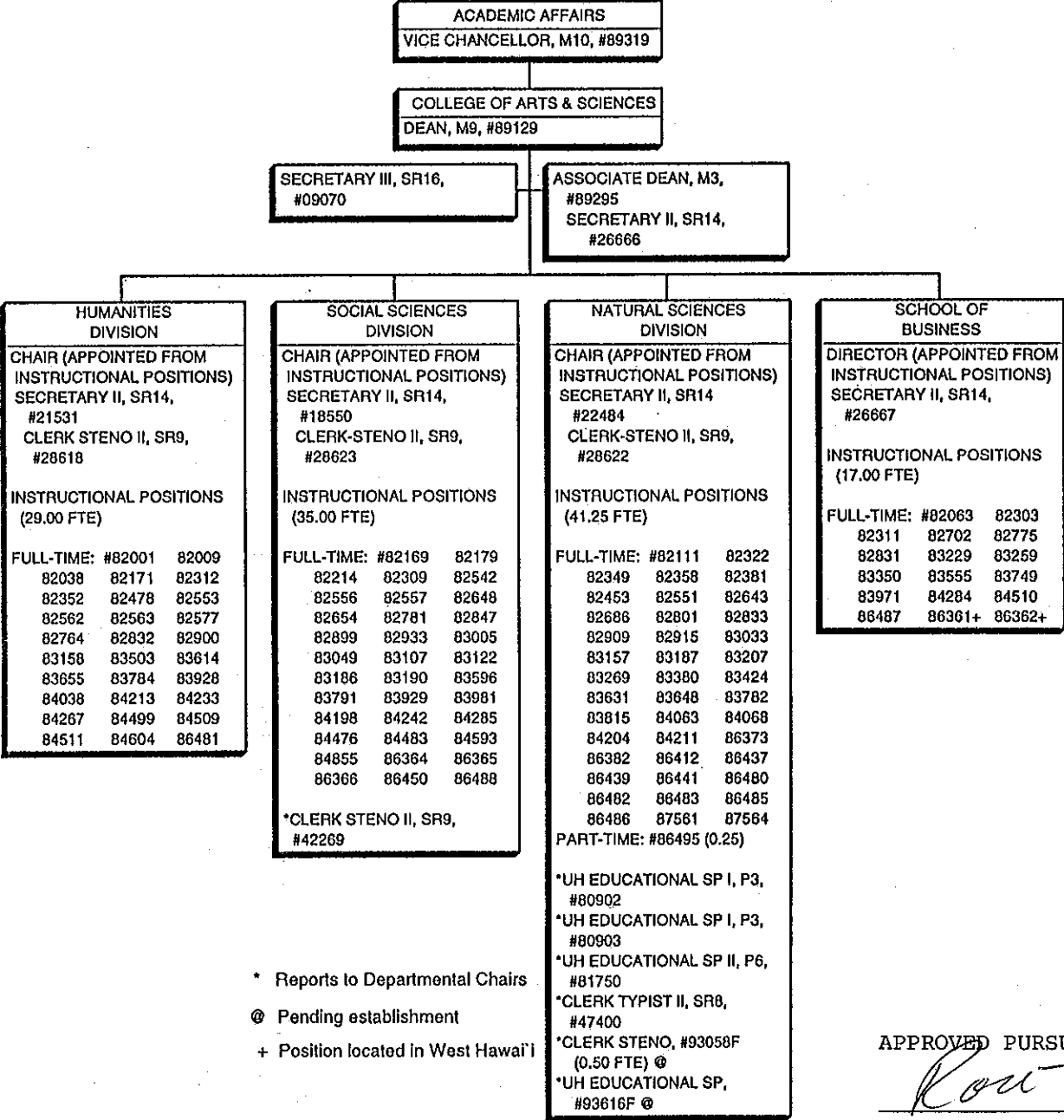
APPROVED PURSUANT TO BOR ACTION:


ROSE TSENG

SENIOR VICE PRESIDENT AND CHANCELLOR
UNIVERSITY OF HAWAII AT HILO

DATE: SEP 11 1998

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS & SCIENCE
POSITION ORGANIZATION CHART
CHART IIIIE



APPROVED PURSUANT TO BOR ACTION:

Rose Tseng

ROSE TSENG

SENIOR VICE PRESIDENT AND CHANCELLOR
UNIVERSITY OF HAWAII AT HILO

DATE: SEP 11 1998