



UNIVERSITY
of HAWAII®
MĀNOA

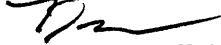
MEMORANDUM

RECEIVED

May 7, 2010¹⁰ MAY 21 09:02

TO: Virginia S. Hinshaw
Chancellor

MANOA CHANCELLOR'S
OFFICE

VIA: Reed Dasenbrock 
Vice Chancellor for Academic Affairs

FROM: Thomas R. Bingham 
Interim Dean, College of Arts and Humanities

SUBJECT: Reorganization Proposal for the Academy for Creative Media

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the Academy for Creative Media into the College of Arts & Humanities.

RECOMMENDED EFFECTIVE DATE:

July 1, 2010

ADDITIONAL COST:

There are no additional costs associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to move the Academy for Creative Media from the Office of the Assistant Vice Chancellor for Undergraduate Education to the College of Arts & Humanities.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws;
- b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;
- c) do not incur significant additional expenses; or
- d) do not have significant programmatic impact on the University

may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached proposal.


ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the Academy for Creative Media be approved.

Should you have any questions, please contact Interim Dean Thomas Bingham at X66460 or at bingham@hawaii.edu.

Attachments

APPROVED / DISAPPROVED:



Virginia S. Hinshaw
Chancellor

5-30-10
Date

Reorganization Proposal:

Academy for Creative Media

INTRODUCTION

The Academy for Creative Media (ACM) was established by the Board of Regents in January 2004 within the Colleges of Arts and Sciences at the University of Hawai'i at Mānoa (UHM) as an academic unit focusing on the study and production of cinematic and digital media. ACM has established an extensive curriculum and bachelor's degree requirements, approved by the Colleges of Arts and Sciences and the Vice Chancellor for Academic Affairs (VCAA). The Creative Media major, as a new program, has been administered through the Interdisciplinary Studies (IS) Program. The Bachelor of Arts degree in Creative Media was approved by the Board of Regents in May 2009. Eight faculty and two staff currently serve 120 majors and an additional 160 students per year. ACM courses satisfy general education distribution requirements in Humanities and Arts, and focus requirements for Writing, Oral Communication, and Ethics.

The College of Arts & Humanities (A&H) is one of four colleges comprising the Colleges of Arts and Sciences, with approximately 135 faculty and 38 staff serving 1,325 undergraduate and 415 graduate majors. A&H is home to the departments of American Studies, Art & Art History, History, Music, Philosophy, Religion, Speech, and Theatre & Dance. All A&H departments play important roles in UHM's General Education offerings. The three arts departments (Art & Art History, Music, Theatre & Dance) perform for or exhibit to over 80,000 people annually.

ACM currently falls within the Campus Wide Programs of the Office of Vice Chancellor for Academic Affairs under the direction of the Assistant Vice Chancellor for Undergraduate Education (AVCUE). With the approval of the bachelor's degree, it is appropriate for ACM to be reorganized into an academic college.

Bringing ACM into the College of Arts & Humanities will create new opportunities for collaboration and strengthen existing relationships among students and faculty in the Arts, further enhancing the presence of UHM and the Arts in the community. ACM students and faculty will have the academic support and representation by a dean's office and have access to a larger community of scholars. A&H programs will benefit from ACM's strong local, national, and international partnerships with film festivals, particularly the unique student exchange and filmmaking co-production program with Shanghai University and the Shanghai International Film Festival.

NARRATIVE

ACM grew out of a faculty-student-industry-community initiative begun in 2001 by then President Evan Dobelle to explore the needs for, and values of, a film school on the UHM campus. The current chair of ACM was the chair of this initiative group, appointed by then Chancellor Deane Neubauer. In 2002, the group submitted its final report, recommending a program be created to administer a major in Cinema and Digital Media by utilizing existing film and media studies courses and utilizing the existing Liberal Studies (later renamed Interdisciplinary Studies) program. An academic director would serve as program coordinator and advisor, and a creative director from the film industry would serve as a development

Reorganization Proposal
Academy for Creative Media
Page 2

director, coordinating fundraising and acting as industry liaison. The program started in Fall 2002 in the College of Arts and Humanities. Prof. Glenn Cannon of Theatre and Dance was named academic director, and Chris Lee, recently of Columbia and TriStar Studios was named creative director.

In Fall 2003, with an influx of private and state funding, the program was restructured by Chancellor Peter Englert to become its own academic unit, renamed the Academy for Creative Media, and placed under the supervision of the Office of Associate Dean of the Colleges of Arts and Sciences (CAS), which also included Interdisciplinary Studies. In January 2004 the Board of Regents approved the creation of ACM. New faculty positions were created with funding from the 2004 Legislature. When the office of the CAS associate dean was moved to the OVCAA to become the Office of Undergraduate Education, ACM also moved with it, with the understanding that once ACM developed its own BOR-approved degree program, it would move to an academic college. During that development period, the ACM major would continue to be administered by Interdisciplinary Studies, which also moved into the new Office of Undergraduate Education.

ACM built and developed faculty strength and curriculum over the ensuing academic years to its present eight faculty, two staff, and 39 courses. It received an Authorization to Plan for the Bachelor of Arts degree in Spring 2005 as well as its own curriculum alpha. Although the major was administered by IS, all requirements for the major, including core courses, track courses, and electives, were set by ACM. Each student had an ACM faculty advisor. The proposal for a BA Degree in Creative Media was first vetted by the OVCAA in Fall 2006, approved by the Colleges of Arts and Sciences Program and Curriculum Committee in Fall 2007, endorsed by the UHM Faculty Senate in Fall 2008, and approved by the UH Council of Chief Academic Officers in Spring 2009. The Board of Regents gave its final approval in May 2009.

From inception, the intent was for ACM to reside in an academic unit when a degree program was established. With approval of the Bachelor of Arts in Creative Media in 2009, the department is ready to move into an academic unit. The Bachelor of Arts in Creative Media has no connection to IS and thus is not an appropriate unit under AVCUE.

The AVCUE administers primarily campus-wide non-academic programs. The programmatic and support needs of ACM, including curriculum and faculty development, and tenure & promotion, can be addressed more efficiently by an established academic office. Placing ACM within an academic unit will allow AVCUE to continue its focus on supporting undergraduate education through academic service offices, such as advising and learning assistance centers across the campus.

Being part of A&H allows ACM faculty and students to interact more closely with colleagues who have similar experiences, interests, and needs. For example, films need music, actors, and design. Musicians, actors, and designers need additional venues in which to practice their craft. Tenure and promotion criteria and facility and equipment needs have much in common with the Arts, and like the Arts, ACM students and faculty present the results of their scholarship in public venues. The College is well-versed in supporting the activities of artistic faculty as well as faculty who publish. In addition, a closer relationship between ACM and A&H is consistent with the University's strategic mission "to preserve and contribute to the artistic and cultural heritage

Reorganization Proposal
Academy for Creative Media
Page 3

of the community” and “to prepare students for meaningful positions in the economy of Hawai‘i, the nation, and the Pacific.”

At peer institutions, film schools and creative media departments are often found in units housing the school of communication. They can also be found in the business school or aligned with computer information. Larger programs may stand alone, reporting directly to the chief academic officer. After consulting with the Shidler College of Business, the Colleges of Arts & Humanities, Social Sciences, and Natural Sciences, and the School of Pacific and Asian Studies, the faculty of ACM determined that the best fit for this program, based on factors noted throughout this document, is within the College of Arts & Humanities. While standalone status may be pursued at a future time, it is appropriate at this current stage of development for ACM to be within an established academic unit.

Those most directly impacted are the ACM faculty and staff, A&H dean’s office, A&H department chairs, and the Colleges of Arts and Sciences Student Academic Services (CASSAS).

- ACM faculty and staff will gain the support of a dean’s office well-versed in the policies, practices, and needs of what amounts to a performing arts department.
- Support functions will be shifted from AVCUE to A&H. The A&H administrative office is already understaffed. The additional personnel responsibilities can be handled by existing staff, but additional fiscal support is required to handle the complexity and level of activity in ACM (international travel, equipment, grants, insurance). To meet the additional workload, A&H will pursue an additional half-time fiscal officer.
- To meet the changing needs of ACM, the Computer Specialist PBC (95506F) has been established as an Instructional faculty (70283).
- An additional faculty position was appropriated in FB 2007-2009 as a specialist. This position has not yet been allocated to ACM due to budgetary constraints.
- A&H department chairs have discussed the positive impact of including ACM, a vibrant and visible program with established international relationships and the potential for dynamic collaborations into A&H, along with the challenges of adding a department with high operational costs to a college with scarce resources. To meet resource challenges the A&H dean will collaborate with the A&S Development Office to cultivate donors and reallocate college funds as necessary.
- CASSAS already advises ACM students as part of the IS program. As part of A&H and with the new BA degree, ACM students will have more frequent contacts with CASSAS advisors. The increased load can be handled by existing advisors.

The ACM budget will be transferred intact to A&H. No additional funds are required.

A&H and ACM faculty and staff have been consulted, and the Vice Chancellors for Academic Affairs and Administration, Finance & Operations have endorsed the reorganization.

Additional space is not required for the reorganization. ACM currently has office space in Crawford Hall and the Hawai‘i Public TV Building (KHET), and storage/programmatic space in KHET. The Vice Chancellor for Administration, Finance and Operations has stated that ACM will become the primary tenant in the KHET building to take advantage of its studio, set building,

Reorganization Proposal
Academy for Creative Media
Page 4

editing, and office space at the conclusion of UHM's present lease with Hawai'i Public TV in approximately 2014.

Record of Consultation and Concerns

A&H Department Chairs were concerned that adding a high-cost department to a college with a fragile budget would have a detrimental effect on their department allocations. Response: The ACM budget is being transferred intact to A&H. There will be no immediate negative impact on A&H operating budgets. The Chairs recognize the academic value of including ACM in the College.

ACM faculty & staff recognize the value of being part of an academic unit.

ACM students have expressed no concerns.

The following units and organizations have also been consulted, and responses are attached:

- Manoa Budget Office
- Manoa Finance and Accounting
- Manoa Human Resources
- Senate Executive Committee
- HGEA
- UHPA (no response)

A&H Dean's Office staff are concerned about the additional workload of an active department. Response: The Dean and Administrative Officer met with HGEA representatives and reaffirmed the College's intention to hire an additional .5 FTE fiscal officer to assist with the additional load. The College will monitor the impact of the reorganization and will consider increasing the fiscal officer position to full time if the budget permits.

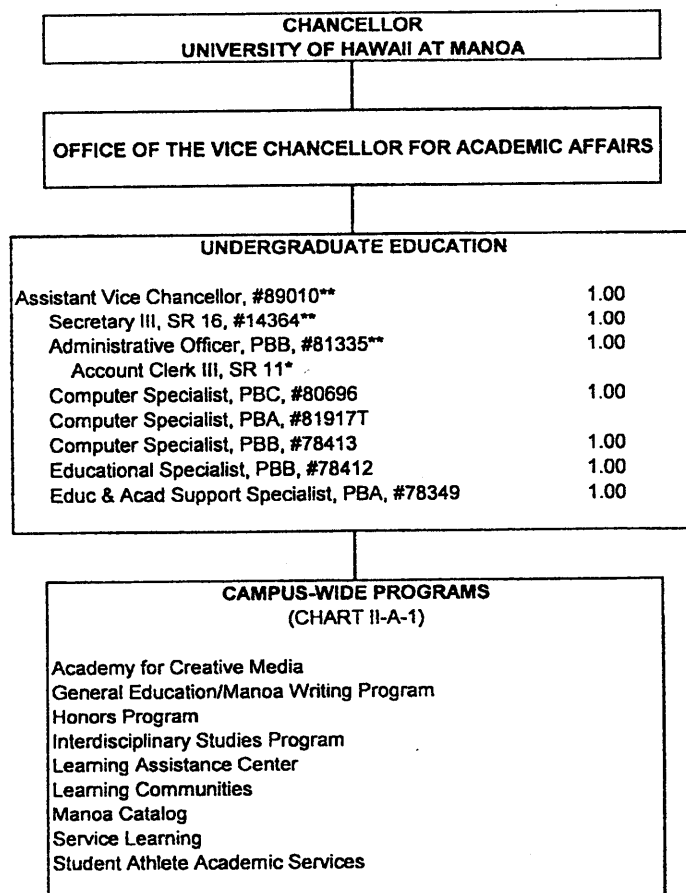
All typographical errors noted and organizational chart revisions suggested by the UHM Director of Human Resources and the Manoa Budget Director have been corrected.

CURRENT

CHART UPDATED

JUL - 1 2009

University of Hawai'i
at Mānoa



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION

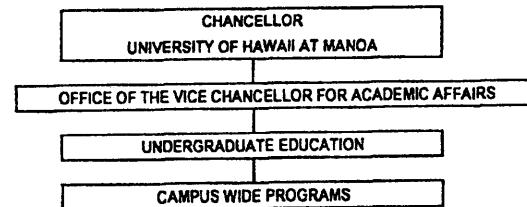
POSITION ORGANIZATION CHART
CHART II-A

GENERAL FUND FTE: 7.00
GENERAL FUND TEMP FTE: 1.00

* New position approved in 2/17/05 reorg, position
number to be determined
** Position to be redescribed

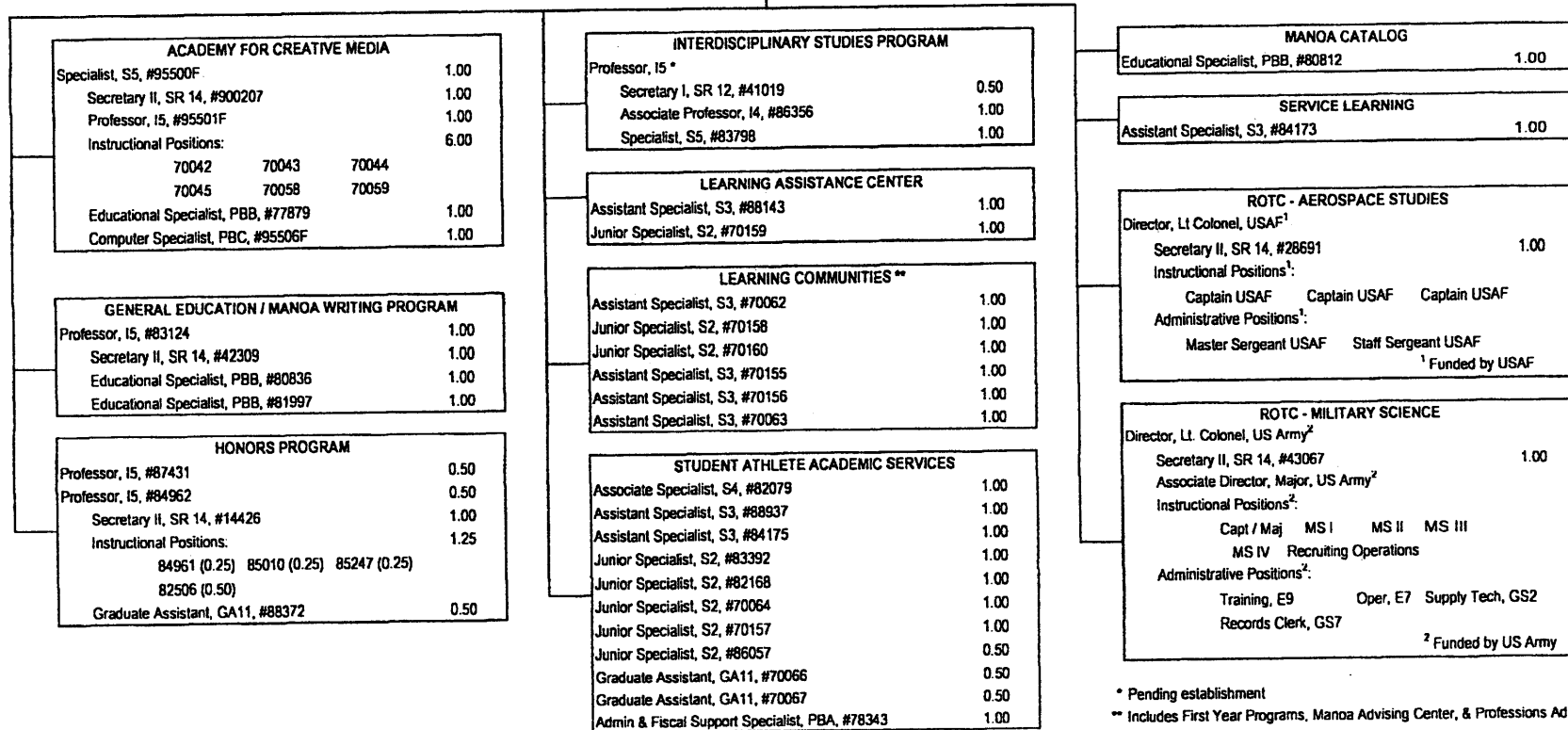
CHART UPDATED**JUL - 1 2009****University of Hawai'i
at Mānoa**

GENERAL FUND FTE: 42.75

**CURRENT**

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION
CAMPUS-WIDE PROGRAMS

POSITION ORGANIZATION CHART
CHART II-A-1



* Pending establishment

** Includes First Year Programs, Manoa Advising Center, & Professions Advising Center

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE EDUCATION

FUNCTIONAL STATEMENT

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai'i at Mānoa. It is led by the Associate Vice Chancellor of Undergraduate Education and has the following responsibilities:

- Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
 - Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
 - Creates a distinctive freshman year at Mānoa to facilitate students' transition into university life.
 - Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
 - Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
 - Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
 - Supports the implementation of the Mānoa general education requirements.
- Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
- Assists the Vice Chancellor for Academic Affairs and the Assistant Vice Chancellor for Enrollment Management in developing undergraduate campus enrollment goals and an enrollment management plan.
- Assists the Assistant Vice Chancellor for Enrollment Management in managing the Banner Student Information System and the STAR system, in collaboration with the Vice Chancellor for Academic Affairs and the Dean of the Graduate Division.
- Provides leadership for campus-wide programs.
- Works closely with the officers of the Associated Students of the University of Hawai'i regarding undergraduate education concerns.

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE EDUCATION
CAMPUS-WIDE PROGRAMS

FUNCTIONAL STATEMENT

These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Associate Vice Chancellor for Undergraduate Education.

Academy for Creative Media (previously located in the Colleges of Arts & Sciences)

- Seeks to provide a globally competitive media studies program, with instructional programs that span the entire academic spectrum, from certificates to associates, baccalaureate, masters, and doctoral programs. ACM engages all of the campuses within the UH system and works collaboratively, drawing upon programs, faculty, and students from across the system.

General Education Office/Mānoa Writing Program (previously located in the College of Languages, Linguistics, and Literature)

- Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
- Provides staff support to the various General Education Committees and Boards.
- Develops, supports, and maintains website for the General Education Program and the General Education Committee.
- Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
- Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
- Assists in the assessment of the general education program.
- Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.
- Administers the Mānoa Writing Placement Examination to all incoming undergraduate who have not met UHM's entry-level writing course requirement.

Honors Program (previously located in the Colleges of Arts & Sciences)

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with "honors," "high honors," or "highest honors."
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in Asections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the "Sophomore Honors" certificate program.

Interdisciplinary Studies Program (previously located in the Colleges of Arts & Sciences)

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

Learning Assistance Center (previously located in the Office of Student Affairs)

- Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

CURRENT**Learning Communities** (previously located in the Colleges of Arts & Sciences)

- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

Mānoa Catalog (previously located in the Colleges of Arts & Sciences)

- Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
- Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
- Oversees the development and maintenance of catalog websites.

ROTC Programs (previously located in the Office of Academic Affairs)

- **Aerospace Studies**
 - Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers' Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Associate Vice Chancellor of Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
 - The PAS manages the AFROTC program for the State of Hawai'i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai'i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai'i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
 1. Non-host cross-town institutions (degree granting)
 - a. Chaminade University of Honolulu
 - b. Hawai'i Pacific University (Downtown & Hawai'i Loa)
 - c. Brigham Young University of Hawai'i
 - d. UH West O'ahu
 - e. Wayland Baptist University of Hawai'i
 - f. University of Phoenix
 2. Non-host institutions—Honolulu Community College, Kapi'olani Community College, Leeward Community College, Windward Community College
 - The PAS administers the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai'i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.
- **Military Science**
 - The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

Service Learning (previously located in the Office of Student Affairs)

- Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.

CURRENT

- Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
- Coordinates grants received for service learning.
- Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
- Serves as the headquarters for Hawai'i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai'i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.

Student Athlete Academic Services (previously located in the Colleges of Arts & Sciences)

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
- Consults with coaches and Athletic Department staff regarding student-athlete concerns.
- Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
- Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
- Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
- Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

CURRENT

OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN	
DEAN, #89198	1.00
SECRETARY III, SR16, #35033	1.00
ASSOCIATE DEAN, #89260	0.50
SYSTEM PROGRAMMER, PBA, #81388	1.00
	<u>3.50</u>

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF ARTS AND HUMANITIES

Position Organization Chart

Chart I

ADMINISTRATIVE OFFICER, PBC, #80828	1.00
ADMINISTRATIVE OFFICER, PBB, #78625	1.00
ADMINISTRATIVE OFFICER, PBB, #81228	1.00
PERSONNEL OFFICER, PBB, #78313	1.00
PERSONNEL CLERK IV, SR11, #39227	1.00
	<u>5.00</u>

EIGHT DEPARTMENTS
Charts II-A through II-H

American Studies
Art and Art History
History
Music
Philosophy
Religion
Speech
Theatre and Dance

CHART UPDATED

JUL - 1 2009

University of Hawai'i
at Mānoa

General Funds 8.50
Grand Total by Fund: General Funds 199.00
Approved:



07/10/09

Thomas R. Bingham, Interim Dean
College of Arts and Humanities

**FUNCTIONAL STATEMENT
UNIVERSITY OF HAWAI'I AT MANOA
THE COLLEGE OF ARTS AND HUMANITIES**

Dean of the College of Arts and Humanities

The Office of the Dean of the College of Arts and Humanities directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation, and travel.

The College of Arts and Humanities consists of eight departments: American Studies, Art and Art History, Theatre and Dance, History, Music, Philosophy, Religion, and Speech.

The role of the college is to implement the mission statement of the university, which is:

- to provide all qualified people in Hawai'i an equal opportunity for high quality university education
- to create knowledge and gain insights through research and scholarship
- to preserve and contribute to the artistic and cultural heritage of the community
- to provide other public service through the dissemination of current and new ideas and techniques.

The college serves two broad constituencies: (1) students seeking general education subjects within and beyond the arts and sciences "Core" and (2) undergraduate and graduate majors within our eight departments and in the Honors and Liberal Studies programs. The college has over 1,424 majors and serves over 11,788 students each semester.

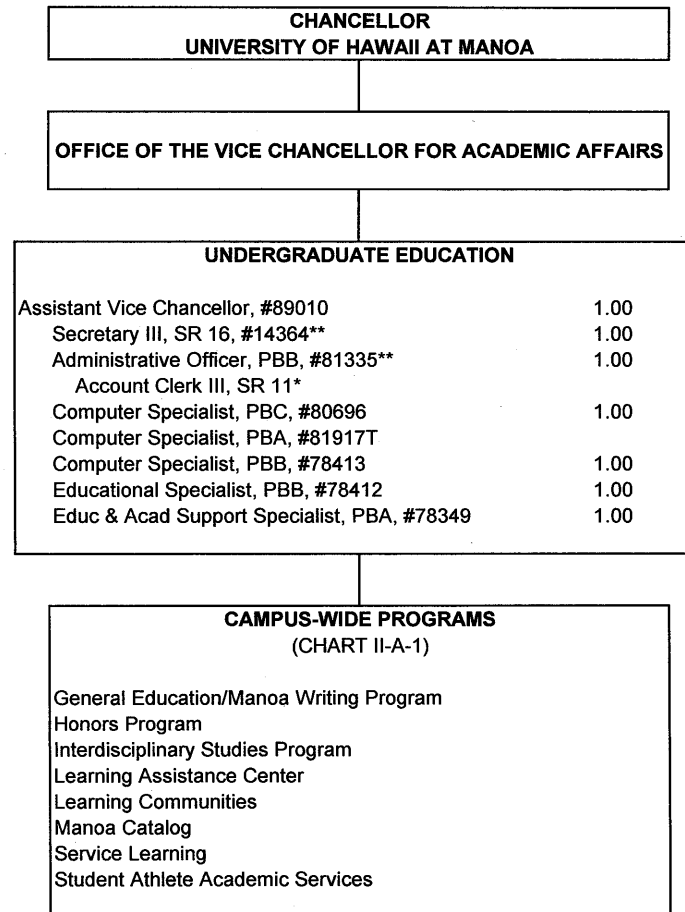
In concert with the role the college plays in implementing and enhancing state and university plans and in helping departments, faculty, staff, and students reach their goals, our mission is:

- to support the university's special interest in Asia and the Pacific
- to reaffirm the centrality of the arts and humanities in higher education
- to help students adapt to rapid cultural and technological change
- to reassert the value of personal involvement in and responsibility to society
- to prepare students for meaningful positions in the economy of Hawai'i, the nation, and the Pacific.

CURRENT

Because of the university's geographical position, the college and its departments are unusually conscious of the importance of the Pacific Basin nations and Asia, and many course offerings in proportion of the teaching and research in these areas has been done by faculty and students in our college. The college maintains a close relationship with the School of Pacific and Asian Studies (SPAS), because so many of our faculty are involved in the SPAS activities.

07/01/09

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION

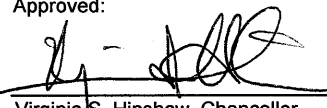
POSITION ORGANIZATION CHART
CHART II-A

GENERAL FUND FTE: 7.00
GENERAL FUND TEMP FTE: 1.00

* New position approved in 2/17/05 reorg, position
number to be determined

** Position to be redescribed

Approved:


Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa

Date

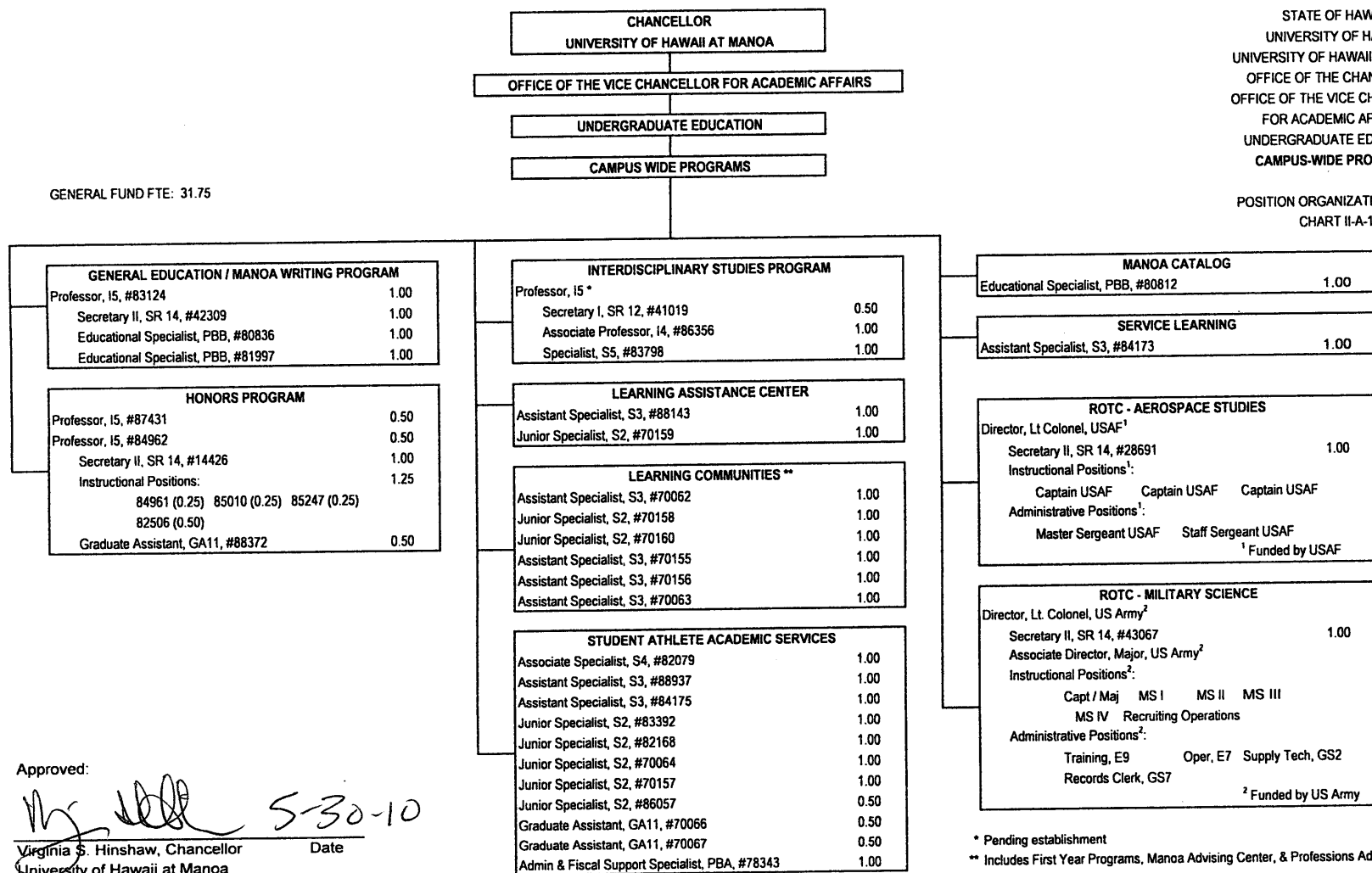
5-30-10

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION
CAMPUS-WIDE PROGRAMS

POSITION ORGANIZATION CHART
CHART II-A-1

GENERAL FUND FTE: 31.75



Approved:

Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa

Date

* Pending establishment

** Includes First Year Programs, Manoa Advising Center, & Professions Advising Center

PROPOSED

STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE EDUCATION

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 - Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
 - Supports the implementation of the Mānoa general education requirements.
- Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
- Assists the Vice Chancellor for Academic Affairs and the Associate Vice Chancellor for Enrollment Management in developing undergraduate campus enrollment goals and an enrollment management plan.
- Assists the Associate Vice Chancellor for Enrollment Management in managing the Banner Student Information System and the STAR system, in collaboration with the Vice Chancellor for Academic Affairs and the Dean of the Graduate Division.
- Provides leadership for campus-wide programs.
- Works closely with the officers of the Associated Students of the University of Hawai'i regarding undergraduate education concerns.

PROPOSED

STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
 OFFICE OF UNDERGRADUATE EDUCATION
CAMPUS-WIDE PROGRAMS

————— FUNCTIONAL STATEMENT —————

These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

General Education Office/Mānoa Writing Program (previously located in the College of Languages, Linguistics, and Literature)

- Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
- Provides staff support to the various General Education Committees and Boards.
- Develops, supports, and maintains website for the General Education Program and the General Education Committee.
- Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
- Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
- Assists in the assessment of the general education program.
- Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.
- Administers the Mānoa Writing Placement Examination to all incoming undergraduate who have not met UHM's entry-level writing course requirement.

Honors Program (previously located in the Colleges of Arts & Sciences)

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with "honors," "high honors," or "highest honors."
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the "Sophomore Honors" certificate program.

PROPOSED**Interdisciplinary Studies Program** (previously located in the Colleges of Arts & Sciences)

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

Learning Assistance Center (previously located in the Office of Student Affairs)

- Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

Learning Communities (previously located in the Colleges of Arts & Sciences)

- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

Mānoa Catalog (previously located in the Colleges of Arts & Sciences)

- Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
- Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
- Oversees the development and maintenance of catalog websites.

ROTC Programs (previously located in the Office of Academic Affairs)

- **Aerospace Studies**
 - Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers' Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Assistant Vice Chancellor of Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
 - The PAS manages the AFROTC program for the State of Hawai'i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai'i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai'i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
 1. Non-host cross-town institutions (degree granting)
 - a. Chaminade University of Honolulu
 - b. Hawai'i Pacific University (Downtown & Hawai'i Loa)

PROPOSED

- c. Brigham Young University of Hawai'i
- d. UH West O'ahu
- e. Wayland Baptist University of Hawai'i
- f. University of Phoenix
- 2. Non-host institutions—Honolulu Community College, Kapi'olani Community College, Leeward Community College, Windward Community College
- The PAS administers the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai'i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.
- **Military Science**
 - The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

Service Learning (previously located in the Office of Student Affairs)

- Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.
- Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
- Coordinates grants received for service learning.
- Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
- Serves as the headquarters for Hawai'i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai'i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.


Student Athlete Academic Services (previously located in the Colleges of Arts & Sciences)

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.


PROPOSED

- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
- Consults with coaches and Athletic Department staff regarding student-athlete concerns.
- Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
- Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
- Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
- Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

Approved:



Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa



Date

PROPOSED

OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN

DEAN, #89198	1.00
SECRETARY III, SR16, #35033	1.00
ASSOCIATE DEAN, #89260	0.50
SYSTEM PROGRAMMER, PBA, #81388	1.00
	<u>3.50</u>

ADMINISTRATIVE OFFICER, PBC, #80828	1.00
ADMINISTRATIVE OFFICER, PBB, #78625	1.00
ADMINISTRATIVE OFFICER, PBB, #81228	1.00
PERSONNEL OFFICER, PBB, #78313	1.00
PERSONNEL CLERK IV, SR11, #39227	1.00
	<u>5.00</u>

NINE DEPARTMENTS
Charts II-A through II-I

American Studies
Art and Art History
History
Music
Philosophy
Religion
Speech
Theatre and Dance
Academy for Creative Media


STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF ARTS AND HUMANITIES

Position Organization Chart

Chart I

General Funds 8.50
Grand Total by Fund: General Funds 210.00

Approved:


Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa

5-30-10
Date

PROPOSED

OFFICE OF THE DEAN

ACADEMY FOR CREATIVE MEDIA

SPECIALIST, S5, #70040 *	1.00
SECRETARY II, SR-14, #900207	1.00
PROFESSOR, I5, #70041 **	1.00
EDUCATIONAL SPECIALIST, PBB, #77879	1.00
INSTRUCTIONAL POSITIONS:	
Full Time: # 70042, 70043, 70044, 70045, 70058	7.00
70059, 70283 ***	
	11.00


STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF ARTS AND HUMANITIES

Position Organization Chart

Chart II-I

General Funds 11.00

Approved:


Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa

Date

5-30-10

- * Previously reflected as Pseudo #95500F
** Previously reflected as Pseudo #95501F
*** Previously reflected as Pseudo #95506F

**FUNCTIONAL STATEMENT
UNIVERSITY OF HAWAI'I AT MANOA
THE COLLEGE OF ARTS AND HUMANITIES**

Dean of the College of Arts and Humanities

The Office of the Dean of the College of Arts and Humanities directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation, and travel.

The College of Arts and Humanities consists of nine departments: American Studies, Art and Art History, Theatre and Dance, History, Music, Philosophy, Religion, Speech, and the Academy for Creative Media.

The role of the college is to implement the mission statement of the university, which is:

- to provide all qualified people in Hawai'i an equal opportunity for high quality university education
- to create knowledge and gain insights through research and scholarship
- to preserve and contribute to the artistic and cultural heritage of the community
- to provide other public service through the dissemination of current and new ideas and techniques.

The college serves two broad constituencies: (1) students seeking general education subjects within and beyond the arts and sciences "Core" and (2) undergraduate and graduate majors within our nine departments and in the Honors and Interdisciplinary Studies programs.

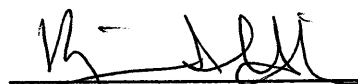
In concert with the role the college plays in implementing and enhancing state and university plans and in helping departments, faculty, staff, and students reach their goals, our mission is:

- to support the university's special interest in Asia and the Pacific
- to reaffirm the centrality of the arts and humanities in higher education
- to help students adapt to rapid cultural and technological change
- to reassert the value of personal involvement in and responsibility to society
- to prepare students for meaningful positions in the economy of Hawai'i, the nation, and the Pacific.

PROPOSED

Because of the university's geographical position, the college and its departments are unusually conscious of the importance of the Pacific Basin nations and Asia, and many course offerings in proportion of the teaching and research in these areas has been done by faculty and students in our college. The college maintains a close relationship with the School of Pacific and Asian Studies (SPAS), because so many of our faculty are involved in the SPAS activities.

Approved:



Virginia S. Hinshaw, Chancellor
University of Hawaii at Manoa

5-30-10

Date