GROUP A:  LOW MAINTAIN
Chair: Don Young
Members: Charles Kinoshita; Jackie Graessle; Peter Tanaka

TASK: To prepare recommendations to the VCAA to deal with prioritization of all academic programs at UHM.

PROCESS: Our Advisory Committee will be divided into six smaller groups, each lead by a team leader. Each group will be assigned area of the larger task, such as reviewing the Low Maintain list (3 groups), review of the Investment list, reviewing the Re-Organize / Restructure list, and finally review the Elimination lists. The primary task of each smaller group will be to review, then to agree, modify or support dean’s decisions, and finally to recommend to the OVCAA.

TIMEFRAME: Each group will be given two working days, Friday and Saturday to complete the task. By the end of the Saturday session, the results of the smaller group discussions and the recommendations will be collected, collated, and prepared for redistribution for a larger discussion next week. All of the groups’ work will be shared with the other groups next week for a larger review and discussion. The details of how we will proceed next week will be explained on Saturday. We are targeting next Friday, March 27th, as the last day of the summarizing and reviews, and a smaller OVCAA staff, with group leaders, to prepare everything for the VCAA for Monday, March 30th.

SMALL GROUP DIRECTIONS: Each small group will have list of questions to use as a means of conducting your review. The questions are intended to generate conversation and analyses. OVCAA staff will also prepare background data for your reference, and any other Institutional Data which might be helpful.

PLACE: All future meeting of this group will take place in Campus Center 220. Please reference your email from Avis on 3/17/09.

CRITERIA for Low Maintain Groups: Groups A, B and C will focus on the Low Maintain lists. Each group will receive a third of the Low Maintain list to review and analyze. The primary task of these groups is to decide if the unit or program should remain in the Maintain list, moved to the Re-Organize/Restructure list or be on the Eliminate List. Criteria for moving the program might include a higher than average cost of SSH, consistently weak demand from students, few faculty members in the academic specific area, heavy lecturer costs, and whether program is seen as “central” or “primary” to mission of the department. Other criteria might include projected future demand and costs.
GROUP B: LOW MAINTAIN

Chair: Tom Ramsey
Members: Tom Bingham; Jerris Hedges; Dave Rockwood

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GROUP C: LOW MAINTAIN
Chair: Juanita Liu
Members: Bob Valliant.; Jon Matsuoka; Bee Kooker

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GROUP D: INVEST

Chair: Manette Benham
Members: Song Choi; Mike Peters; Dick Dubanoski

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CRITERIA for Investment: Group D will focus on the list of programs identified for future growth and investment of personnel and resources. The criteria for this category includes the identification these programs are considered “essential” to the University=s basic operation, or a support program that compliments essential programs necessary to insure the success of the essential program or unit, either in meeting the state land grant commitments, the strategic plan or accreditation requirements identified in official university documents. A program in this category must be considered a critical part of student success as identified in the Institutional WASC Report.
GROUP E: Re-Organize / Restructure
Chair: Joseph O’Mealy
Members: Beth Pateman; Peter Garrod; Bruce Liebert

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CRITERIA for Re-Organize/Restructure/Merge/Consolidate: Group E will focus on the list of programs identified for re-organization, restructuring that might conclude with a merger or consolidation with other existing programs. A program that has not maintained its level of expected productivity, student interest and stated goals due to a number of basic challenges such as funding, lack of positions, changes over time that have not been incorporated into its fundamental mission would fall in this criteria. Programs in this category are not necessarily stated for closure unless they cannot by design find a method of adjusting their central goals, re-line fundament needs with other similar programs, or simply consolidate needs as a method of addressing fundamental targets that currently cannot be met. The group might ask if basic changes in personnel, funding or clarity of mission offer an opportunity for this program to flourish and grow? Can this program be rebuilt inside out with responsiveness and purpose, or is this program too valuable to consider eliminating unless fundamental structural changes are made? Are some or total parts of the curriculum of this program duplicated or overlapped in fundamentally stronger
units? Are courses goals similar to those offered in other units? As a result of these discussion, this group will also be tasked with dealing with larger issues of restructuring, and asked questions such as does UHM have the right number and balances of colleges, and if not what would a more effective model look like. Are there too many programs per college to be effective, and where would changes likely occur? Are the number of degrees and certificates offered properly balanced and why? Is the proportion of graduate and undergraduate enrollments appropriate? Why? Do the costs of the graduate division seem appropriate given the current and future revenue sources?
GROUP F: Eliminate
Chair: Ned Shultz
Members: Trish Kimura; Nalani Minton; Bill Chismar;

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CRITERIA for Elimination: Group F will deal with focusing on the Elimination list. The basic questions for consideration are: has this program lacked in student interest and attraction, does this program graduate majors in a timely manner? Is this program plagued by retention and high drop out ratios? Is this program lacking specific purpose or goals that can clarify its need for resources and their use? If this program was eliminated, would any external consistencies be able to demonstrate a several disservice to the community? Is this program considered an extra use of resources that distracts from the fundamental mission of the campus? To what extent will the elimination of this program prevent students from meeting academic goals considered State needs?