The Deans and VCAA from each campus met to discuss the proposed actions specified in the January 26, 2021 UHCC Organizational and Resource Planning document (Plan #3). The main task ahead for the AALA program is to improve course-scheduling efficiency by establishing a structure and process for coordination across campuses.

**Structure**

AALA program (transfer) administrators from the community colleges will serve as points-of-contact for exploring opportunities for cross-campus scheduling. For reference, this group will be called the AALA Council of Transfer Administrators (AALA-CTA).

**Tasks**

Pilot and assess possible methods of collaborative scheduling which would involve (a) referrals and input from division/department chairs, (b) consideration of staffing needs, and (c) demand for courses on each campus.

**Points of Collaboration**

- Focus on collaborative scheduling of underfilled (low-enrolled) courses.
- Prioritize filling full-time faculty workloads.
- Work towards more efficiently scheduling lecturers to teach courses.
- Include AALA division/department chairs in improving scheduling efficiency and staffing.
Appendix: Executive Summary for Arts & Sciences (Transfer) Programs
Charles Sasaki, VCAA WCC, A&S Leadership Team Convener
March 12, 2021

Together, the three Arts & Sciences programs (AA in Hawaiian Studies, AA in Liberal Arts, AS in Natural Sciences) constitute the single largest set of academic offerings in the UHCCs. These programs include over 60 academic disciplines and account for well over half of the students and full-time instructional faculty on each of the seven campuses. A&S courses are also integrated into most CTE disciplines and thus serve foundational, transfer, as well as workforce-related programs.

Given the enormous size and scope of these programs, cross-campus work to support organizational and resource planning has necessarily followed a different path from other academic program/unit convenings. The report to which this is attached provides a summary of program-specific actions taken. This Appendix is intended to provide a summary of additional actions taken.

Points of Collaboration: Spring 2021
Campuses continue to seek solutions for low-enrolled and difficult to staff courses. Spring 2021 saw new collaborative course enrollment management solutions implemented:

- Course is overenrolled on campus A with no available faculty and an insufficient Lecturer pool. Campus A asks other UHCCs with available instructors to offer an additional section of the overenrolled course and refers its students to those new sections.
- Identical courses scheduled on campus B and C are each too small to be viable. In aggregate, however, their enrollment is sufficient to offer the course at one of the campuses. Employment is maintained for the Lecturer at campus B and students are cross-referred to that class section.
- Campus D uses their grant funds to cover the total cost of instruction for an additional section of a course. Students from all UHCCs are able to enroll in the new course section tuition-free.

Coordinated efforts such as those listed above will continue in order to facilitate cross-referrals of students, articulation of courses and programs, and more planful/predictable course scheduling.

Repositioning for the Future
Unlike the CTE programs, Arts & Sciences program faculty and administrators frequently do not know each other well or sometimes at all. Non-parallel organizational structures for A&S on each campus further complicate cross-campus collaboration. The formation of the AA Liberal Arts Council of Transfer Administrators and the ASNS Coordinators’ Council has helped to identify points of contact on each campus. These new stakeholder groups will help enhance cross-campus communication, identify and creatively solve shared enrollment issues, and better facilitate connections between UHCCs. Early AALA-CTA and ASNS-CC discussions have focused around full-time staffing/workload, curricular gaps and needs analysis, Lecturer availability, and difficult-to-staff courses.

Through these efforts, the three Arts & Sciences programs will be well positioned to work together to realize the full potential of their economies of scale.