Memorandum

To: Counselors
Division Chairs

Copy: Manuel Cabral
Chris Manaseri
James Goodman
Ron Umehira
Mike Wong

From: Michael H. Pecsok

Subject: Implementation of Program Counseling Proposal

During Spring 2010 Counselors, Division Chairs, and Administrators had extensive conversations on a proposal from the Instructional Division Chairs on Program Counseling. At the end of these discussions, we decided to proceed with the implementation of the Proposal for Program Counseling (January 28, 2010) with some modifications. This memorandum summarizes the agreement and provides a timeframe.

The original Program Counseling Proposal of January 28, 2010 discussed the following organizational changes:

Organizational Changes
While Program Counselors will remain under the general supervision of the Dean of Student Services, they will be assigned to a specific program/division and report to the Chair of that Division. The last recruiting narrative used for a general Counselor described counselor duties as follows: "plan, organize, and carry out instructional and non-instructional assignments; be responsible for academic advising and counseling of students, including but not limited to outreach, recruitment, admissions advising, orientation, placement testing, academic or educational planning, graduation and transcript evaluations, general financial aid information, and vocational and career exploration/testing, counseling; personal counseling especially to students at risk. Assignments may include day, evening, and/or weekend work on-campus or off-campus." These generic duties will remain the same except they will be targeted towards a specific program/division. As provided for in the UHPRUHBOR Agreement Article IV.B.3, the Instructional Division Chair, in consultation with the Counselor and using the planned professional objectives and activities of the Counselor as well as the needs and objectives of the division, will determine specific duties and assignments for the Counselor.
In our discussions, we agreed that one change from the original proposal was that instead of Program Counselors being evaluated by the Instructional Division DPCs, they will continue to be evaluated by the Counseling DPC provided that two faculty from the Instructional Division's DPC are added. We also agreed that the specific duties and expectations for the Program Counselor will be sent to the DOSS for approval. These measures were in response to Counseling concerns that peer evaluation requires Counselor involvement in the process and that duties and expectations of the Program Counselors should maintain the integrity of the counseling profession.

Given the above discussion, the following actions are effective August 1, 2010:

1. The positions in the table below will report to the respective Instructional Division Chairs and be deemed Program Counselors:

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Incumbent</th>
<th>Division/Program</th>
<th>Division Chair/Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>86632</td>
<td>Erin Loo</td>
<td>Social Science/AAT</td>
<td>Wesley Teraoka</td>
</tr>
<tr>
<td>74866</td>
<td>Joy Lane</td>
<td>Business</td>
<td>Shelley Ota</td>
</tr>
<tr>
<td>86608</td>
<td>Jean StavRue</td>
<td>LCC-Waianae</td>
<td>Laurie Lawrence</td>
</tr>
<tr>
<td>82465</td>
<td>Jayson Corrales</td>
<td>LCC-Waianae</td>
<td>Laurie Lawrence</td>
</tr>
<tr>
<td>74867</td>
<td>Piikea Hardy</td>
<td>Native Hawaiian</td>
<td>Auli Silva</td>
</tr>
<tr>
<td>84525</td>
<td>Ann Dorado</td>
<td>Professional Arts &amp; Technology</td>
<td>Jake Darakjian</td>
</tr>
<tr>
<td>82731</td>
<td>Under recruitment</td>
<td>Math &amp; Science Remedial/Developmental</td>
<td>Janice Ito</td>
</tr>
<tr>
<td>87141</td>
<td>Under recruitment</td>
<td>Language Arts Remedial/Developmental</td>
<td>Kay Caldwell</td>
</tr>
</tbody>
</table>

2. Counselors not assigned to a specific Division or Program will focus on students enrolled in Liberal Arts and students not associated with any specific program.

3. All Counselors will continue to be supervised by the Dean of Student Services.

4. Program Counselors' duties will be focused on the Division(s) or Program(s) to which the Counselors are assigned. General duties and responsibilities for Program Counselors will be as described in the Proposal for Program Counselors: "plan, organize, and carry out instructional and non-instructional assignments; be responsible for academic advising and counseling of students, including but not limited to outreach, recruitment, admissions advising, orientation, placement testing, academic or educational planning, graduation and transcript evaluations, general financial aid information, and vocational and career exploration/testing, counseling; personal counseling especially to students at
risk. Assignments may include day, evening, and/or weekend work on-campus or off-campus.” If there are other duties and responsibilities stated in a Counselor’s unique recruiting narrative, these duties and responsibilities will be in addition to the above description.

5. Specific duties, responsibilities, and performance expectations for the Program Counselor will be developed by the Instructional Division Chair in consultation with the Program Counselor using the planned professional objectives and activities of the Counselor as well as the needs and objectives of the Division and College and transmitted to the Dean of Student Services for approval.

6. For tenure, promotion, and contract renewal, the Student Services Division Personnel Committee will be responsible for evaluation and recommendations as provided for in the Collective Bargaining Agreement (CBA) with the inclusion of two members of the DPC from the Division in which the Counselor is assigned. It is recognized that this stipulation will require amendments to the Counseling DPC procedures and also potentially to the Instructional Division DPC procedures. Changes must be completed by October 1, 2010.

7. For tenure, promotion, and contract renewal, the Instructional Division Chair will be responsible for evaluation and recommendation as provided for in the CBA.

8. Administrative review of tenure, promotion and contract renewal will be through the Office of the Vice Chancellor for Academic Affairs. The final decision will be made by the Chancellor.

9. The Dean of Student Services (DOSS) will provide for professional development and engagement of all Counselors including but not limited to regular meetings, workshops, and conferences.

10. The DOSS, in consultation with the appropriate Instructional Division Chair, may assign when necessary Program Counselors to duties such as general counseling activities, New Student Orientation, First Year Experience, etc.

11. This memorandum will be subject to review in 2014 at which time, based on the review, the memorandum will be extended, modified, or rescinded.