

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: July 9, 2012	Effective term of request (Semester-Year): Fall 2012
Name: Stuart Lau	Title: University Registrar
Campus: Manoa	Office/Department: Office of the Registrar
Phone: 956-5322	Email: stuartl@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: UH Manoa (MAN) <input type="checkbox"/>	College: 50	Department: EDCG
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: EDCG-MED		
Level: <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree: MED (Master of Education)	Certificate:	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
<small>Code</small>	<small>Description</small>	<small>Code</small> <small>Description</small>
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:	Description [30 char/space limit]:	
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

Should the old program code be available for use in Banner? Yes No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012
	Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2012

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

SUPPORTING DOCUMENTATION

Please see the **Code Request Guide** for the required supporting documents to be submitted. Documents submitted with this form:

- Board of Regents meeting minutes and supporting documents provided to the BOR
- Memo from UH President
- Memo from Chancellor
- Curriculum (required for requests for new programs/majors/minors/certificates)
- Gainful Employment Program notification to the US Department of Education
- Other: _____



UNIVERSITY
of HAWAII
MĀNOA

RECEIVED

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UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

May 1, 2012

MEMORANDUM

TO: M.R.C. Greenwood
President

VIA: Virginia S. Hinshaw
Chancellor

VIA: Reed W. Dasenbrock
Vice Chancellor for Academic Affairs

FROM: Donald B. Young, Acting Dean
College of Education

SUBJECT: Termination of the Master of Education in Counseling and Guidance
Degree Program

SPECIFIC ACTION REQUESTED:

It is requested that the President terminate the Master of Education in Counseling and Guidance degree program in the College of Education, University of Hawai'i at Mānoa.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

ADDITIONAL COST:

There are no additional costs related to this request.

PURPOSE:

The Master of Education (M.Ed.) degree in Counseling and Guidance currently has two programs that are unaccredited (school counseling and community counseling) and in which there are no students enrolled. The College has no plans to re-open the school and community counseling programs at this time nor is such an action part of the College's long term plans. Given that these tracks have been stopped out since 2007, and that there are no students currently enrolled in the M.Ed. in Counseling and Guidance, we respectfully request that the M.Ed. in Counseling and Guidance be terminated.

BACKGROUND INFORMATION:

Pursuant to the Board of Regents Policy 5-1 (g), provisional and established programs deemed out-of-date or nonproductive based on a program review or other internal assessments may be terminated by the President.

The Master of Education (M.Ed.) degree in Counseling and Guidance was established by the Board of Regents to prepare counseling professionals in the areas of school counseling, community counseling and rehabilitation counseling. The school counseling track was first accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) in 2001; the community counseling track in 2005. The rehabilitation counseling track is currently accredited by the Council on Rehabilitation Education (CORE).

In January 2008, owing to a number of issues, the College of Education was informed that the school counseling and community counseling tracks would lose their CACREP accreditation. A stop-out of admission to these two tracks was approved in December 2007, and the final cohort of students graduated in summer 2008 prior to programs' loss of accredited status. The rehabilitation track, which remains fully accredited by CORE, was moved to the Master of Science program in the Department of Kinesiology and Rehabilitation Science.

The College of Education has no plans to re-open the school counseling and community counseling tracks, the two remaining tracks of the Counseling and Guidance degree program, and respectfully requests that the Master of Education in Counseling and Guidance be terminated.

ACTION RECOMMENDED:

It is recommended that the President terminate the Master of Education in Counseling and Guidance degree program in the College of Education, University of Hawai'i at Mānoa.

Attachments:

- A. Stop-Out of Admission to the Counselor Education Program, December 2007
- B. CACREP Letter to Chancellor Hinshaw, January 2008
- C. Proposal to Reorganize One Department in the College of Education, July 2008

APPROVED/DISAPPROVED:



M.R.C. Greenwood
President

6-25-12
Date

cc: Beth Pateman, Interim Associate Dean for Academic Affairs, College of Education
Julienne Maeda, Chair, Department of Kinesiology and Rehabilitation Science



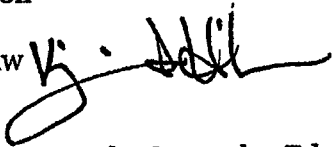
UNIVERSITY OF HAWAII AT MANOA

VIRGINIA S. HINSHAW
CHANCELLOR

December 11, 2007

MEMORANDUM

TO: Christine Sorensen, Dean
College of Education

FROM: Virginia S. Hinshaw 
Chancellor

SUBJECT: Stop-Out of Admission to the Counselor Education Program

As authorized by Executive Policy E5.202 "Review of Established Programs," section III.6, and as referenced in Board of Regents Policy 5-1.b(2), I am approving your request of November 27, 2007 to continue the stop-out of admission to the school counseling and community counseling tracks of the M.Ed. in Counselor Education. Through a separate memorandum, I approved the removal of the stop-out of admission for the rehabilitation track effective Fall 2008. The major issue identified is for the department to obtain re-accreditation status from the Council of Accreditation of Counseling and Related Educational Programs for the school and community counseling tracks before admitting new students in the program.

The stop-out will end in Spring 2009. Removal of this stop-out will occur upon your request after the Chancellor's Office has received your review and recommendation on the future of the program. Please consult with the Office of the Vice Chancellor for Academic Affairs should you have further questions on the procedures for stop-out removal. In order to inform the Board of Regents of the status of this stop-out, we ask that you submit your report, via the Graduate Division, to this office before the end of January 2009.

c: Vice President and Interim Vice Chancellor Linda Johnsrud
Vice Chancellor Gary Ostrander
Dean Peter Garrod



Council for Accreditation of Counseling and Related Educational Programs

1001 North Fairfax Street, Suite 510 • Alexandria, VA 22314 • (703) 535-5990 • fax (703) 739-6209 • www.cacrep.org
CACREP is a corporate affiliate of the American Counseling Association (ACA).

January 28, 2008

Dr. Virginia S. Hinshaw
Office of the Chancellor
University of Hawai'i at Manoa
2500 Campus Road, Hawai'i Hall 202
Honolulu, HI 96822

Dear Chancellor Hinshaw:

The Board of Directors of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) met January 17-19, 2007, for the purpose of reviewing accreditation reports and rendering decisions on those reports. At this meeting, the Board carefully reviewed the documents sent to us by both your office and the counseling programs at the University of Hawai'i at Manoa. Specifically, these documents included an October 25, 2007 letter with attachments from you to the CACREP Executive Director's office and a two-volume (paper copy) report from the College of Education that was developed to address how the currently accredited School Counseling and Community Counseling programs comply with specific standards outlined in CACREP's August 21, 2007 letter.

As stated in the August 2007 letter, the Board's review of the university's response to the standards specified in that letter would "determine the next steps to be taken with regard to the continued accreditation of the counseling programs at the University of Hawai'i at Manoa." This letter also suggested that the program should consider notifying "both current and future students in the accredited programs that, at this point in time, the ability for the programs to maintain CACREP accreditation is being reviewed and that it is possible that continued accreditation could be denied."

With this as background information, the Board has requested the institution be notified of the following actions and information.

Re: Chancellor Hinshaw's request for an extension of accredited status through May 2009

After careful review of the information provided by the College of Education, the request for an extension of the current accreditation cycle of the School and Community Counseling programs until May 2009 was denied. The Board understood the request's intention to allow enough time for students who are currently enrolled in these two programs to graduate from a CACREP accredited program and acknowledged the University's desire to try to develop safeguards that might insure that students received the type of education required by CACREP; however, current faculty resources appear to be a primary impediment to this solution.

Re: The College of Education's Response to CACREP's August 2007 letter, which was reviewed in conjunction with Chancellor Hinshaw's letter

Given the lack of documented evidence to substantiate the program's ability to meet several of the cited standards, most notably in the areas of faculty qualifications (Standards III.A, IV.A, IV.F and the program areas standards in School Counseling) and current program maintenance requirements (Standards II.A.4, II.B.3, II.F, III.C.1-2, III.D.3-4, III.E. and VI.A-G) and given that the faculty member listed as the instructor for a large percentage of the courses that had attached content violations (II.K.1.e,h, II.K.3; II.K.5d and the program area standards for School Counseling) is not currently active in the program and, as per Chancellor Hinshaw's October 25th letter, "has been assigned to work at home, until disciplinary issues regarding this faculty member have been resolved," the Board could not determine sufficient compliance with the cited standards to warrant either an extension of accreditation or a site visit.

As noted in the August 2007 letter, a complete self-study and application for the programs is already past due in order to allow adequate time for an initial review of the documents to occur and for a site visit to be scheduled, if warranted, prior to the June 30, 2008 expiration date of the current accreditation cycle. Thus, at this point in time, the Board's decision to deny the request for an extension to the programs means that the accreditation will lapse in less than six months or on June 30, 2008. Students need to be notified immediately of this situation and, if possible, CACREP encourages the University of Hawai'i to work with students on alternative placements in other accredited programs in the United States when possible.

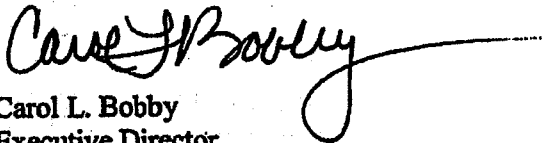
Please note that the University may apply for CACREP accreditation of these programs at any time in the future. Loss of a current accreditation does not impede the ability of programs to re-apply, but it is important to understand that any future applications will go through a full review process. It is also important to share a policy that was passed at the January 2008 meeting with regard to CACREP's recognition of graduates of accredited programs. This policy is cited below:

Students in a program seeking accreditation shall be considered graduates of a CACREP program if they receive their degree within one (1) academic year prior to when accreditation is conferred, and if the program can validate that the student completed the CACREP program requirements.

Should the University of Hawai'i at Manoa reapply for CACREP accreditation and successfully complete the process, this new policy would apply to any students as defined above. Please let me know if you need any clarification of how this policy may be implemented by the programs.

In closing, please note that CACREP will also be notifying the original complainant of the final outcome of the review process that has occurred.

Sincerely,



Carol L. Bobby
Executive Director

cc: Dr. Linda K. Johnsrud, Interim Vice Chancellor for Academic Affairs
Dr. Christine Sorenson, Dean, College of Education
Dr. Brenda Cartwright, Department Chair
CACREP Board of Directors

07/25/08

State of Hawai'i
University of Hawai'i
University of Hawai'i at Mānoa
Office of the Vice Chancellor for Academic Affairs

**Proposal to Reorganize One Department
in the College of Education**

A. Present Organization

The College of Education is and has been a major preparer of teachers and other educational personnel for the state of Hawai'i. Currently, we produce more than 400 new teachers each year in addition to providing professional development opportunities for hundreds of teachers and other educational professionals. The majority of the College's programs are targeted to serving the needs of K-12 education.

The College of Education presently has nine separate academic departments: (1) Counselor Education (CE), (2) Curriculum Studies (CS), (3) Educational Administration (EA), (4) Educational Foundations (EF), (5) Educational Psychology (EP), (6) Educational Technology (ET), (7) Institute for Teacher Education (ITE), (8) Kinesiology and Leisure Science (KLS), and (9) Special Education (SE). The individual departments vary in size and complexity (see Table 1). There also are two organized research units: (1) Center on Disability Studies (CDS), and (2) Curriculum Research & Development Group (CRDG). Each academic department has an assigned department chair who reports directly to the Dean of the College. Each chair is appointed from faculty instructional positions. Each research unit has a director who reports directly to the Dean. The Dean reports to the Vice Chancellor for Academic Affairs.

The College's count, in its permanent staff, is 129 faculty and 57.50 administrative and clerical positions across its nine academic departments, two research units and its student services and administrative areas. Faculty and staff in the academic units serve more than 1,500 students enrolled in undergraduate, post-baccalaureate, and graduate programs. Currently, the smallest academic department is CE with four instructional lines and one civil service Secretary II. Table 1 shows a comparison of CE with other academic departments (does not include CDS, CRDG, and administrative unit data). The four FTE in CE includes one vacant position. Since the last organizational chart update which showed six FTE instructional positions in CE, one FTE position was swept and one faculty member has requested to be moved to another department (as explained later in this document). Currently, there are three filled instructional positions. As a consequence of accreditation issues, student numbers will decline from the Spring 2008 numbers indicated in Table 1 (reported by Banner) with an anticipated CE majors count of 13 projected for Fall 2008. Student Semester Hour (SSH) production also will decline further; 2007 data indicated the lowest by far SSH production in the College was in CE.

Table 1: Current (07-08) Department Information (permanent counts only for personnel)

Department	# J faculty 07-08	# S faculty 07-08	# Civil Service 07-08	# GA 07-08	# Programs (BS/BEEd, PBC, MS/MEd, PhD)	# Enrollment Spring 2008	# SSH Fall 2007
CE	1.00		1.00		1	32	518
CS	12.00	6.00	1.00	.50	2	328	3,084
EA	5.00		1.00	.50	2	116	2,002
EF	3.00		1.00		2	50	1,849
EP	9.00		1.00	.50	2	43	2,171
ET	6.00	3.00	1.00		2	64	1,591
ITE	21.00	7.00	3.00	.50	4	654	13,165
KLS	3.00		1.00		4	115	8,758
SE	12.00		1.00		4	197	3,227

B. Proposed Reorganization

The proposed reorganization will reduce the number of academic departments in the College to eight (8). Specifically, the reorganization will: (1) move four tenured FTE faculty instructional lines (82333, 82820, 85256, and 82710 – vacant) to a different department, (2) relocate one master's degree program (M.Ed. in Counseling and Guidance) to the same department as the reallocated faculty lines, (3) reassign one FTE clerical line to a different unit - CRDG, (4) reassign one FTE temporary budgeted GA line (85188T) to the same department as the faculty and program. The Department accepting the faculty and program (KLS) also has requested a change in department title to reflect the new configuration. These changes are based on the July 2007 organizational chart which is the chart currently in effect.

No new units or departments would be established. The Counselor Education program and faculty would be absorbed into another existing department. Thus, the faculty and programs currently in Counselor Education would become part of Kinesiology and Leisure Science, which would be renamed Kinesiology and Rehabilitation Science (KRS). No other departments would be impacted.

C. Background/Nature of the Proposed Reorganization.

The College of Education is the state's only nationally accredited teacher preparation institution. When Dr. Christine Sorensen became Dean (August 10, 2007), she was faced with a number of challenges related to the accreditation of various programs within the College. Maintaining healthy departments with accredited programs is a priority for the College. How this priority intersects with this request for reorganization will be described in more detail in section D: Reasons for Proposing the Reorganization. This reorganization is a redistribution of positions and functions in the College.

The impact on staffing and resources for the College is described below.

Impact on Personnel

Reassign Position #s 82333, 82820, & 85256, all currently held by tenured instructional faculty, from the Department of Counselor Education to the renamed Department of Kinesiology and Rehabilitation Science. The duties of these personnel would not change (i.e. responsibilities for teaching, research, and service in the College). Tenure is held in the College and no change in tenure status would occur.

Reassign Position #82710, currently unoccupied, from the Department of Counselor Education to the Department of Kinesiology and Rehabilitation Science. Position #85283T, a temporary position, was recruited (closed June 30, 2008) as a result of a failed search for position #82710. The temporary position would reside in KRS until a permanent hire.

Reassign Position #21475, a Secretary II position, currently occupied, from Counselor Education to the Curriculum Research & Development Group. A secretary II position has been unfilled in CRDG for the past 2 years with several unsuccessful attempts to fill it. Emergency hires have been used, but a more permanent staff member is needed. This reassignment would provide needed clerical services in CRDG. The CRDG unfilled secretary position #05270 will be held in the Dean's office in anticipation of further organizational changes in the College next year.

Reassign the budgeted temporary graduate assistant position #85188S to KRS.

No additional positions are required.

Two instructional positions listed on the last revised organizational chart would not be impacted by this reorganization for the following reasons. First, the faculty member in position #84129 requested in March 2008 to be moved to another department. That request was granted following consultation and agreement with the receiving department (Educational Psychology) and will be effective August 1, 2008. Second, position #85249 was previously swept, but on June 12, 2008 it was reallocated back to the College for a spousal hire.

Impact on Programs

The Master of Education (M.Ed.) degree in Counseling and Guidance would be housed in Kinesiology and Rehabilitation Science (KRS) and all courses associated with the degree would be moved to KRS. The current track available within the counseling degree (rehabilitation counseling) would continue to be offered. Students would remain in their degree program being taught by current faculty. Existing KLS faculty would add to the expertise in rehabilitation areas available to the students. One KLS faculty member has a minor in rehabilitation.

Impact on Space

Offices are available within the current KLS assigned space in the Physical Education/Athletic Complex (PE/A Complex) to accommodate the three existing tenured faculty. Space also is available should the temporary position be filled. One of the three tenured faculty members is on home assignment and that individual's current office space (in Everly Hall) would likely remain intact pending resolution of other matters.

Space is available in CRDG to accommodate the secretarial position.

The move will allow reallocation of space in Everly Hall, which will help meet some of the space challenges currently being experienced by the College following the fire loss of the University Elementary School building in 2006.

Impact on Fiscal Resources

The reorganization will save some fiscal resources. Because there will be a need for one less department chair, the College will save the monthly chair stipend and the difference between the nine- and eleven-month salary for the chair, and will gain additional teaching capacity because two course releases for that chair will not be needed.

D. Reasons for Proposing the Reorganization

The Counselor Education department is home to the Master of Education (M.Ed.) degree in Counseling and Guidance, which for the past few years has had three sub-tracks for preparing counseling professionals: school counseling, community counseling, and rehabilitation counseling. The Counselor Education department has, over the past several years, grappled with internal conflict, resulting in loss of faculty, resignation or termination of department chairs, and the need for an external mediator. Over the course of five years, the number of tenure/tenure-track faculty went from seven to four in Fall 2007. Three of the faculty members remaining in Fall 2007 were most closely affiliated with school counseling and one with rehabilitation counseling. One of the faculty members affiliated with school counseling has been on home assignment with no teaching assignment and no access to college facilities for more than one year. During the 2006-2007 and 2007-2008 academic years, admissions were temporarily halted for the program.

An additional result of the lack of internal harmony in CE is that important reports necessary for accreditation were not completed in a timely manner. Specifically, a report for continuing accreditation was due in Spring 2007 from the school and community programs to the Council for Accreditation of Counseling and Related Educational Programs (CACREP). However, because of the turmoil in the department at that time, no report was written or submitted.

In early Summer 2007, the then department chair (whose term was not renewed for 2007-2008) requested a one-year extension from CACREP. That request was denied. In addition, in early Fall 2007, CACREP sent a letter to the College indicating that a complaint had been filed related to the UH program and requested that the program respond to a number of

standards, all of which were standards that were part of the required report for continuing accreditation. The College indicated that it would respond to the request and simultaneously again requested an extension of time to submit the full report. CACREP denied the second request for the extension. However, CACREP indicated that it would reconsider the request for extension after receipt and review of the response to the standards. The faculty developed a response, which was submitted on time in October to CACREP, and then continued to work on the full report. However, CACREP subsequently indicated that it would not consider the full report, even if submitted, because the original deadline was not met and no extension had been granted.

The CACREP Board reviewed the College's response at its January 2008 meeting and determined it was not satisfied with the evidence presented and indicated its belief that professional standards were not met. The Board then reiterated its statement that no extension would be granted and the program would cease to be accredited in June 2008. Because of an agreement between the Hawai'i Teacher Standards Board (HTSB) and the National Council for the Accreditation of Teacher Education (NCATE), under which the College is accredited, the loss of CACREP status results in the inability of candidates from the UH program to be recommended for licensure in Hawai'i as school counselors.

The loss of accredited status negatively impacted two tracks within the Counselor Education master's program: school counseling and community counseling. A decision was made to halt admissions to those two tracks within the degree indefinitely and to re-open admission to the rehabilitation track, which is accredited under a different national organization (CORE, Council on Rehabilitation Education). Because of the CACREP decision, the university took considerable efforts to ensure that students in the existing school and community tracks had options that would allow them to complete their degree programs by the summer 2008 session and prior to the program's loss of accredited status. As of Fall 2008, we anticipate there will only be 13 rehabilitation students enrolled in the M.Ed. program in Counseling and Guidance.

Following the CACREP response (received by the university the first week in February 2008), and the university's decision to halt admissions to the school and community counseling tracks for the foreseeable future, the Dean talked with each of the three faculty members with current teaching assignments to ask them their preferences for the future. One faculty member requested to be moved to another department and, following consultation with the other department (Educational Psychology) and a unanimous vote of their faculty, that request was granted, effective August 1, 2008. The second faculty member requested no change and indicated a desire to remain in Counselor Education. The third faculty member, currently serving as department chair, asked that both her faculty position and the rehabilitation program and students be moved to a larger department. She indicated her intent to resign as chair at the end of the term. She expressed concerns about the ability of the rehabilitation program to be viable in the current department structure.

The rehabilitation track within the program is scheduled for CORE accreditation review in spring 2009 with a self study report due to be submitted in December, 2008. In order to maintain the degree itself, every effort should be made to sustain CORE accreditation. Report writing is currently underway. The CE faculty member whose expertise is in

rehabilitation serves at the national level on CORE accreditation panels and is familiar with the requirements.

In Spring 2008, there were four faculty members in the CE department, one of whom remains on home assignment with no teaching responsibilities and no access to College of Education facilities. The Spring 2008 search for an additional tenure-track faculty member in rehabilitation failed. A search for a temporary instructor was undertaken, but ended June 30, 2008. No candidates that met all criteria and were considered acceptable by the committee were identified.

As noted previously, the current chair will step down at the end of July 2008. Two members of the faculty have volunteered to serve as chair, one of whom is on home assignment and not allowed access to College facilities. No consensus recommendation has come forward to the Dean from the department faculty as a whole. The two who have volunteered also seem to fit the definition of "relatives" as noted in UH Administrative Procedures (A9.335), *Employment of Relatives, Section 4*: which states, "As used in this procedure, "relative" includes husband, wife, parent-child, sibling, and any other familial relationship, including domestic partners." The faculty members who have volunteered to serve as chair share the same address and co-parent a child. A9.335 goes on to state the following concerning supervisory relationships:

6. c. Supervisory Relationships

In the event there is a supervisory relationship between relatives:

- 1) There shall be guarantees that the familial relationship will not inhibit the free and open conduct of business of the other members of the unit.*
- 2) The relative in the supervisory position must disqualify himself/herself from all deliberations and actions affecting economic benefits of the relative and other actions where appropriate involving the relative in the nonsupervisory position; and*
- 3) Evaluation of performance and professional competence shall be carried out objectively and fairly through committees and outside review; and*
- 4) At no time shall the relative in the supervisory position unduly influence:
 - (1) the outcome of any deliberations which result in additional remuneration or benefit to the relative or*
 - (2) investigations or decisions related to disciplinary actions, misconduct, work assignments, etc.**

A faculty member who serves in a department chair role is responsible for work assignments of faculty, making recommendations on personnel actions, approving overload and other compensatory activities, and responding to investigations, etc., involving faculty. Two of the three remaining faculty in the department as of Fall 2008 would appear to meet the

definition of "relative" as noted above. This context, would, on its face, suggest a situation in which the remaining member of the faculty might feel inhibited in the free and open conduct of business and in which the chair would not be able to conduct the work functionally necessary in the chair role. The faculty in Counselor Education had earlier expressed their desire not to have a CE chair appointed from outside the CE faculty.

This context has led the College to conclude that continuing the Department of Counselor Education in its current configuration is not in the best interests of the College, the students, or the remaining rehabilitation program. Maintaining a department with a faculty of three and only about a dozen students, all in rehabilitation, does not seem to be a reasonable use of College resources or a practical solution for the future of the rehabilitation track.

To enhance the functionality of the program, most efficiently use College resources, and ensure the viability of the M.Ed. degree into the future, moving the Counseling and Guidance degree and all faculty affiliated with the degree into a larger department appears to be a reasonable and sound solution. Making this move by Fall 2008 allows the faculty to better describe the context of the rehabilitation program and its operation, and to be better integrated into the new department prior to the CORE accreditation review scheduled for Spring 2009.

The above context was discussed with the College Council in Spring 2008 and their recommendation was to merge the Counseling and Guidance program into another department. At the College Council retreat on April 24, 2008, a recommendation was made to consider merging the Counseling and Guidance degree and all CE faculty into another department in the College. Three departments were considered. After additional discussions the Council endorsed the plan to move the program into the renamed Kinesiology and Rehabilitation Science department. A formal vote on moving forward with this reorganization plan was taken at the June 26, 2008 College Council meeting. The COE Council voted unanimously to pursue merging CE into the KLS department as outlined in this proposal. The COE Council is composed of 20 members. Fourteen of those members are faculty members (UHPA) and include the 8 department chairs, the 3 ITE directors who co-chair the ITE department, the CDS director, the COE Faculty Senate chair, and the director of Technology and Distance Programs. The remaining six members include three executives (the Dean and two associate deans) and three professional staff (the assistant to the dean, the development director, and the COE chief administrative officer). The COE Council functions as a leadership team for the College.

The concept of merging the counseling and guidance program into another academic department also was presented to the COE Faculty Senate on April 25, 2008 (see approved COE Senate minutes from April 25), with a request for other ideas for potential solutions. A specific department was not discussed at the April meeting. No other solutions were suggested.

The KLS faculty discussed the potential merger on April 30, 2008 and were supportive of the idea. The KLS Department Chair reported this to the Dean on April 30. The Dean then met with the CE faculty on May 2, 2008 to discuss the possibility of merger with KLS. The CE faculty requested a meeting with the KLS department chair. The KLS faculty had a

formal vote on May 5, 2008 and voted unanimously to accept the CE program and faculty into their department. The meeting with the CE faculty and the KLS department chair and two KLS faculty representatives occurred on May 7, 2008. The Dean requested each CE faculty member to provide feedback via email. Feedback indicated a split in the CE faculty regarding support for the merger.

The Dean made an announcement at the COE Congress meeting on May 9, 2008 that we were considering merging Counselor Education into another department and why (see highlighted script from Congress meeting). In June, the COE Senate Executive Committee discussed the proposed plan to merge counselor education with KLS and unanimously endorsed the merger (see letter). A special meeting of the full COE Senate was held July 9, 2008 to ask for a formal vote of the COE Senate. Thirty-one (31 of 39) faculty members attended the July 9 COE Senate meeting and voted unanimously to accept the reorganization plan.

E. Other Alternative Considered

As described, one alternative was to continue the department in its current configuration. For the reasons articulated, this was not determined to be a reasonable solution.

Moving the degree program in Counseling and Guidance to a variety of departments was considered. In reviewing the departments in the College, it appeared that there was potential for folding counseling and guidance into: Educational Psychology (fit with counseling in general), Special Education (fit with rehabilitation counseling), or Kinesiology and Leisure Science (fit between rehabilitation and health and adaptive physical education tracks). Each of the three departments was asked to consider this option. Faculty input was sought. Two of the departments indicated they were unwilling to consider merging the program and all affiliated faculty into their department. One of those departments indicated it would be willing to consider accepting only the rehabilitation track and rehabilitation faculty, but not the entire degree and all faculty. The KLS department voted unanimously to accept both the degree program and all affiliated faculty. They also voted unanimously to change the name of the department to Kinesiology and Rehabilitation Science (KRS), noting that both terms were broad and would cover all areas in the newly reconfigured department. Kinesiology broadly encompasses physical aspects and movement, while rehabilitation encompasses restoration of health and useful activity.

The third option considered was to move only the rehabilitation courses and the rehabilitation faculty member under an alternative degree in a different department. It was determined that such a choice might lead to the loss of the M.Ed. in Counseling and Guidance degree as it would no longer have any open tracks nor enrolled students. That would then restrict later options of perhaps either re-opening tracks after re-conceptualization of programs or of developing new tracks under counseling and guidance.

Conclusion

Given the context described, the College of Education requests that this reorganization proposal be approved and implemented by August 2008 with the current KLS department renamed Kinesiology and Rehabilitation Science (KRS).

Timeline of Reorganization Planning

1. February 2008 - - CACREP notifies university of decision not to extend accreditation
2. March 2008 - - Discussions with CE faculty on program status and individual requests
3. April 2008 - - Current CE Chair indicates intent to step down at end of term in July
4. April 24, 2008 - - COE Council recommends merging CE into another department (3 considered) during its retreat
5. April 25, 2008 - - Dean indicates to COE Senate at regular meeting that the Council has recommended merging CE into another department and that three departments have been asked to consider such a merger. No departments are named.
6. April 30, 2008 - - KLS Department Chair meets with faculty and reports to dean that there is positive support for accepting CE faculty and program (other departments report a negative response).
7. May 2, 2008 - - Dean meets with CE faculty to discuss the merger option and CE faculty request to meet with KLS chair.
8. May 5, 2008 - - KLS faculty vote unanimously to accept all CE faculty and programs into KLS and to rename the department Kinesiology and Rehabilitation Science (KRS).
9. May 7, 2008 - - CE faculty meet with KLS Chair and two KLS faculty to discuss the possible merger. KLS faculty report overwhelming support. CE faculty are asked to submit email feedback to the dean.
10. May 8-9, 2008 - - Dean receives feedback from CE faculty.
11. May 9, 2008 - - Dean announces at COE Congress meeting a possible merger of CE into another department and indicates that one department has stepped forward and is willing to accept the CE program and faculty.
12. Early June 2008 - - Dean consults with staff in VCAA and HR offices about proceeding and they review initial plans and provide feedback on the reorganization document.
13. Mid June 2008 - - COE Senate Executive Committee review the proposed reorganization plan (merging CE into KLS and renaming the department KRS) and unanimously endorse proceeding.
14. June 26, 2008 - - COE Council (20 members) unanimously approves proceeding with the reorganization plan (merging CE into KLS and renaming the department KRS).
15. July 9, 2008 - - COE Senate (31 of 39 members) unanimously approve accepting the reorganization plan (merging CE into KLS and renaming the department KRS).

Attachments

COE Senate Minutes (April 25, 2008)

COE Congress Script (May 9, 2008)

COE Council Summary (June 26, 2008)

COE Faculty Senate Chair's Letter (July 1, 2008)

COE Senate Minutes (July 9, 2008)

COE Proposed Organizational Charts & Functional Statements

COE Approved Organizational Charts & Functional Statements (2007)