January 27, 2004

MEMORANDUM FOR DISTRIBUTION

Subj: MILITARY CAMPUS PROGRAMS (MCP) PROGRAM CHAIR AND CURRICULUM AREA LIAISON ORGANIZATION

Refs: (a) Servicemembers Opportunity Colleges (SOC) Principles and Criteria 2003-2005 (Revised 7/8/03)
(c) WASC Handbook of Accreditation (January 2001)

Encl: (1) Program Chair and Curriculum Area Liaison Roster

1. **Purpose:** This memorandum describes the Military Campus Programs (MCP) program chair and curriculum area liaison organization.

2. **Background:**

   a. Servicemembers Opportunity Colleges (SOC) operating guidelines, contained in reference (a), are viewed as desired institutional behavior for SOC institutions. Hawaii Pacific University is a SOC affiliated institution. Under the “Institutional Commitment” operational guideline, “Demonstrating their understanding of and commitment to servicemembers, SOC institutions … ensure the comparability of off-campus courses to on-campus, while recognizing and accommodating programs to the particular needs of the adult learner.”

   b. Principle 2 of reference (b) states: “Education programs and services provided on military installations are comparable in quality with those provided on the home campus, even if different in kind and method of instructional delivery.”

   c. The purpose of the Military Campus Program (MCP) Program Chair and Curriculum Liaison Organization is to address educational effectiveness on the military campuses using references (a) through (c) as guidelines. More specifically, this initiative is designed to assist in MCP educational planning, assessment, and maintaining program quality with emphasis on maintaining
appropriate comparability between programs and courses offered both on the home campus and on military installations.

3. **Organization:**

a. **Program Chair**

- **Role:** The MCP Program Chair is normally a full time faculty member who volunteers to assist with coordination between MCP and the home campus. The Program Chair will coordinate the work of the Curriculum Area Liaisons (defined below) to address standards relating to “comparability” between MCP and home campus courses and programs. The role of the Program Chair includes information exchange about new courses and revisions to programs conducted on military installations. The MCP Program Chair is equivalent in position to Academic Program Chairs assigned to University colleges. However, the Program Chair’s scope and responsibility is broad compared to college program chairs, thus requiring the assistance of other faculty in the performance of the position’s duties and responsibilities.

- **Duties and Responsibilities:**
  - Coordinate Curriculum Area Liaison activities.
  - Assist the MCP Dean in management of academic, curricular, and faculty matters.
  - Represent MCP in University education planning and assessment activities.
  - Assist the MCP Dean in recruitment and hiring of adjunct faculty.
  - Coordinate MCP Mentorship Program.
  - Develop and maintain MCP Adjunct Faculty Handbook Addendum.
  - Develop and manage MCP Adjunct Faculty Peer Evaluation Program.
  - Assist in faculty orientation and professional development.
  - Assist in review of MCP syllabi.
  - Coordinate with Academic Program Chairs for academic support to MCP.
  - Coordinate MCP faculty representation on standing committees of the Faculty Assembly.
  - Plan and execute semi-annual MCP Faculty Forum and Development Days.

- **Appointment and tour of duty:** Any MCP faculty member (full time or adjunct) may fill the position. Appointment to the position
will be made in May of each year. An incumbent may serve consecutive tours as program chair.

b. Curriculum Area Liaisons:

- **Role:** MCP primary and alternate Curriculum Area Liaisons are faculty (full time or adjunct) from MCP curriculum areas listed below who will establish communication with Program and Program Review Chairs in the various schools and colleges. They are to address standards of “comparability” between MCP and home campus courses and programs as well as represent MCP with the schools and colleges. They will represent MCP at various forums/meetings.

- **Duties and responsibilities:**
  
  o Maintain regular ongoing communications with Academic Program Chairs and Program Review Chairs
  o Represent MCP in academic program review for the discipline assigned
  o Conduct adjunct faculty peer review as assigned by the MCP Program Chair
  o Serve as Mentors for new adjunct faculty
  o Represent MCP at home campus program chair or discipline curricular meetings involving, but not limited to, syllabi assessment, textbook selection, curricula modifications, etc.
  o Provide a summary report of meetings attended and decisions rendered to the MCP Dean and Program Chair
  o In representing MCP at any meeting, policy decisions rendered should be made contingent on approval of the MCP Dean. This policy is not meant to constrain curriculum liaisons’ active participation in any forum. However, an individual curriculum liaison may not be aware of all factors that may have an impact on a decision.
  o Attend MCP faculty meetings, forums, retreats as scheduled.
  o Assist the MCP Dean, Assistant Dean, and Program Chair in their responsibilities as assigned.
  o Meet periodically with MCP adjunct faculty teaching in assigned discipline to ensure both general and discipline specific information is disseminated and understood.

- **Appointment and Tour of Duty:** MCP faculty members (full time or adjunct) will fill the positions based on their disciplines. Appointment of reappointment will normally be made in July of each year. An individual may serve consecutive tours as a Curriculum Area Liaison.
• **Curriculum Area Liaison Discipline areas:**
  - Computer Science
  - Economics
  - Finance
  - Accounting
  - Management
  - Marketing
  - Law and Justice Administration
  - Political Science
  - Writing
  - Literature
  - Mathematics
  - Psychology
  - Sociology
  - Social Work
  - History
  - Humanities
  - Physical Sciences
  - Life Sciences
  - Diplomacy and Military Studies (History and Political Science discipline Curriculum Area Liaisons cover)

Note: Some of the above areas may be combined as necessary.

4. Enclosure (1) assigns MCP full time and adjunct faculty to the positions of Program Chair and Curriculum Liaison Positions.

Robert E. Cyboron
Dean, Military Campus Programs

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President, Faculty Assembly
Director, Teaching and Learning Center
Colleges and Schools Program Chairs (Undergraduate)
MCP Coordinators/Academic Advisors
MCP Faculty (Full Time and Adjunct)
# MCP PROGRAM CHAIR & CURRICULUM AREA LIAISONS

as of 23 January 2004

<table>
<thead>
<tr>
<th>Area</th>
<th>Chair(s)</th>
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<tr>
<td>Program Chair</td>
<td>Bob Popp</td>
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<tr>
<td>CSCI</td>
<td>George McOuat</td>
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<td>Mary Kelly (Pri) Binsheng Li (Alt)</td>
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<td>Binsheng Li (Pri) Mary Kelly (Alt)</td>
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