December 5, 2014

This Memorandum of Understanding is the final step of the Program Review for the Social Sciences Division. The MOU memorializes the shared understanding of the Division and the Vice Chancellor of Academic Affairs (VCAA) concerning the actions that will be taken to address the issues and recommendations that arose from the Program Review. The signers agree to make their best efforts to take the actions set forth in this MOU and to be accountable for the fulfillment of this agreement in a spirit of shared responsibility to one another, and to the students and the University. This agreement was informed by input from the following documents:

Social Sciences Program Review Internal Report (Fall 2013)
External Review of the Division of Social Sciences (August 6, 2014)

Based on these two reports, nine concerns were identified that need to be addressed in this MOU with the Social Sciences Division:

1. Lack of Faculty Collegiality: The external review made several comments about the seriousness of faculty tension in the division and its impact on the faculty making decisions that reflect the interests of the Division. In particular, concern was raised that a lack of divisional collegiality was impacting the ability of the faculty to plan for transitioning from concentrations to majors.

2. Writing Intensive courses: Courses with WI designations are only infrequently offered by faculty of the Social Sciences Division.

3. Methods requirements: Some divisional faculty feel that students need both quantitative and qualitative methods exposure in completing their Social Sciences degree.

4. Capstone pre-requisites: Concern was raised that students are taking their senior capstone concurrently with pre-requisite requirements for the capstone course (i.e., statistics and methods pre-requisites).

5. Online course quality: Concern was raised about the quality of online courses in the Social Sciences Division.

6. Psychology practicums: Concern was raised about the Psychology program not offering a senior practicum as a capstone option in addition to senior project.

7. The divisional role of BASS: The division needs to decide on the role that the BASS program will serve as concentrations increasingly become available online and move to majors.
8. Divisional staffing: The external reviewer noted that there is a need for additional faculty lines in Psychology and Economics, as well as faculty staffing for the transition to majors.

9. Administrative support: The Social Sciences division requires clerical support for conducting essential divisional functions.

Based on discussion of the two program review reports, the Social Sciences Division, as represented by the Division Chair and the VCAA agree to the following as ways to address these nine concerns.

**Lack of Faculty Collegiality**

The Social Sciences Division agrees to:

a. Foster open discussions of all nine concerns identified through the program review process.

b. Conduct anonymous votes to make all divisional decisions in general, and for the relevant concerns (i.e., those that require a final decision of the division’s faculty) identified through the current program review process.

c. Develop a divisional planning document for transitioning to majors by November 1, 2015.

The VCAA agrees to:

a. Provide clerical support to receive, count and report back to the division the results of anonymous voting that will be conducted by email.

b. Conduct meetings with each concentration during the Spring of 2015 regarding the collegiality concern raised in the program review.

c. Provide a written summary to the division of the findings that result from the VCAA’s concentration meetings on collegiality by April 1, 2015.

d. Provide the division with clear planning specifications by April 1, 2015 for when and how the concentrations may transition to independent majors (i.e., numbers of program students needed for a major, curricular developments needed for majors, a timeline for implementation of plans for transitioning to majors, a list of approvals needed for transitioning to majors, and options for programs that cannot meet the criteria for lack of students or other resources).

**Writing Intensive courses**

The Social Sciences Division agrees to:

a. Conduct an audit of divisional syllabi to evaluate the amount of writing that is required by the courses in each concentration.

b. Provide a report of the syllabus writing audit to the VCAA by April 1, 2015.

c. Work to increase writing assignments or the development WI sections for appropriate courses in concentrations that do not provide writing assignments.
The VCAA agrees to:
a. Provide access to divisional syllabi that are collected each semester so that the writing audit can be conducted by the Social Sciences Division.

Methods requirements
The Social Sciences Division agrees to:
a. Have an open discussion of the qualitative and quantitative methods issue and make a good faith effort to achieve a consensus on this matter.
b. Hold an anonymous binding vote by email if the division cannot reach a consensus on the methods concern through discussion.

The VCAA agrees to:
a. Accept the outcome of the division’s deliberations on the qualitative and quantitative methods concern.

Capstone pre-requisites
The Social Sciences Division agrees to:
a. Review and discuss data on how many students in each concentration are completing their capstone concurrently with the capstone pre-requisite requirements (SSCI 210, SSCI 300 and disciplinary methods).
b. Work to ensure that students do complete the pre-requisite requirements before they enroll in their senior capstone course.

The VCAA agrees to:
a. Provide the faculty of the division with data on the number of Social Sciences students in each concentration who have completed their capstone concurrently with one or more pre-requisites in last two years.

Online course quality
The Social Sciences Division agrees to:
a. Establish an online instructor support group that ensures quality online experiences for students. A faculty coordinator will be responsible for distributing relevant materials and information, as well as organizing informal meetings to share ideas, experiences and concerns. The coordinator will also serve as liaison with the UHWO online course designer and consultant. Professor Masahide Kato has volunteered to serve as the first coordinator.
b. Explore the feasibility, cost and usefulness of adopting software to lock computers from online searches while a student is taking an exam.

The VCAA agrees to:
a. Hire in Fall 2014, a full-time instructional design person to consult with campus faculty (including Social Sciences) on online course design.
b. Support the division's decision regarding the adoption of software that can lock computers from online searches during an exam. If the division decides that adopting such software is worthwhile, the Social Sciences may use funds in its divisional budget to purchase the software. In the event that the divisional budget cannot completely fund the purchase of this software, the VCAA will strongly recommend to the Chancellor/Fiscal Office to fund the difference.

**Psychology practicums**

The Psychology concentration faculty agrees to:

a. Discuss and make a decision regarding adding the option of a senior practicum course as a capstone for the Psychology program.

The VCAA agrees to:

a. Support the decision of the Psychology faculty regarding the issue of offering a senior practicum as a capstone in the psychology concentration.

**The role of BASS**

The Social Sciences Division agrees to:

a. Have an open discussion about the divisional role of the BASS program as the concentrations increasingly become available online and move to majors.

b. Incorporate the outcome of the divisional discussion about BASS into the divisional plan for transitioning to majors (identified above under faculty collegiality).

The VCAA agrees to:

a. Support the division's decisions and plans regarding BASS.

b. Assist the Social Sciences faculty with the development of online concentrations (i.e., hiring lecturers, online course development training with instructional designers). The VCAA will also recommend to the appropriate administrative counterparts (i.e., Student Affairs, Chancellor) to provide support in advisement and recruitment for online Social Sciences concentrations.

**Divisional staffing**

The Social Sciences Division agrees to:

a. Conduct searches for faculty lines allocated to the division in a timely and professional manner.

b. Hire additional lecturers as needed to staff the concentrations sufficiently to meet campus growth until permanent faculty lines can be appropriated through legislative action.
The VCAA agrees to:

a. Follow the hiring schedule articulated in the ADP for the Social Sciences Division in so much as this is possible.
b. Provide administrative support for hiring lecturers (i.e., advertising, clerical work associated with lecture hires, maintaining an up-to-date divisional lecturer pool).
c. Provide additional faculty staffing to concentrations as necessary to support the transition to majors and/or the online delivery of concentrations. While the establishment of new permanent lines for majors and/or online program delivery is beyond the scope of VCAA authority, the VCAA will support the hire of additional lecturers for new sections that meet minimum enrollments and which are required for delivering majors and/or online programs.
d. Use best effort to secure a total of two full-time Economics positions (tenure track or Instructor) to stabilize the economics program and to service the course requirements of Business Administration majors.

Administrative support
The Social Sciences Division agrees to:

a. Use administrative clerical support for conducting anonymous votes by email and for other divisional functions that require clerical support.

The VCAA agrees to:

a. Provide up to 10 hours per week of administrative assistance to the Social Sciences Division by April 2015. This assistant will communicate with the Division Chair to receive all administrative tasks and projects. This assistant will not assist with budgetary/fiscal division matters.

Agreed to by:

Dr. Mark Hanson, Division Chair

[Signature]

12/10/2014
Date

Linda Randall, VCAA

[Signature]

12/11/2014
Date

c: Chancellor's Office