MEMORANDUM

To: M. R. C. Greenwood
   President, University of Hawai’i

Via: John Morton
     Vice President for Community Colleges

Via: Douglas Dykstra
     Chancellor, Windward Community College

From: Richard Fulton
      Vice Chancellor for Academic Affairs, Windward Community College

ACTION REQUESTED:

It is requested course fees be established for field courses in Geology and Geophysics offered by Windward Community College.

ADDITIONAL COST:

No additional costs to the university are associated with this request.

RECOMMENDED EFFECTIVE DATE:

Fall, 2012 semester or as soon as possible thereafter.

PURPOSE:

The purpose of this fee is to enable the college to provide effective on-site learning activities for students by offering 1-credit Geology and Geophysics field courses to geological sites around the state of Hawai‘i, including Kaua‘i, Lana‘i, O‘ahu, Moloka‘i, and the Big Island. The fees will be based on the actual costs of the student participating in the fieldtrip course, which may include transportation and accommodation where required.
BACKGROUND:

Pursuant to Board of Regents' Policy, Chapter 6, Tuition, Scholarships, and Fees, the Board of Regents is vested with the authority to establish tuition, fees, and other charges in accordance with law. Section 6-3, Fees, provides that students enrolled in select courses that have unique costs in comparison to standard offerings may be assessed a fee. Further, Section 6-3.c. (1) provides that fees covered may include unique costs in comparison to standard offerings. The President is delegated authority to approve such fees.

In accordance with the above-cited sections of the Board of Regents' Policy, this request will enable the College to charge fees to organize collective expenditures for Geology and Geophysics (GG) field courses, allowing the College to secure the appropriate transportation, accommodation, and other resources in a way that will ensure that students can effectively participate in the course.

Windward Community College offers five 1-credit classes that expose students to field geology on the islands around the state. The O'ahu course takes place over a semester. The other courses take place over a week of intensive on-site study.

The table below provides the estimated costs for each of the field classes offered at Windward Community College that would be covered by the course fees. However, given changes in fees, the total costs would change from year to year. The variability will be much greater for fieldtrips that visit Moloka'i, Lana'i, Kaho'olawe, Kaua'i, and Ni'ihau.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>lab fees</th>
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<tbody>
<tr>
<td>GG 210</td>
<td>O'ahu Field Geology</td>
<td>$50</td>
</tr>
<tr>
<td>GG 211</td>
<td>Big Island Field Geology</td>
<td>$400</td>
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<tr>
<td>GG 212</td>
<td>Maui Field Geology</td>
<td>$400</td>
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<tr>
<td>GG 213</td>
<td>Moloka'i, Lana'i, and Kaho'olawe Field Geology</td>
<td>$700</td>
</tr>
<tr>
<td>GG 214</td>
<td>Kaua'i and Ni'ihau Field Geology</td>
<td>$400</td>
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</tbody>
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The costs include shipping costs for field and lab equipment, on-island transportation (vans, cars, gasoline), entry fees, and professional participants and guides. Because GG 213 is focused on Lana'i, the cost also includes paying for accommodations and chartering aircraft. Except for the specific situation noted for the latter course, these costs do not include student transportation to and from an outer island, nor accommodation costs on a neighbor island; thus these costs would not be part of the fee schedule proposed here.

Many informal solutions have been attempted but no workable solution has been found. The result is that the course suffers from significant logistical and financial issues that undermine the basic curricular goals.
While logistically difficult, the courses are an important part of the college's curriculum and have been valuable learning experiences for our students. The choice of outer islands changes from one year to the next on a rotating basis; the O'ahu course is usually offered during the fall semester.

IMPLEMENTATION PLAN:

The Business Office, the Admissions and Records Office, and the Financial Aid Office at Windward CC have been consulted in developing this implementation plan. Prior to the students being able to register for the semester, the following steps would be taken:

1. The Office of Academic Affairs, in consultation with the instructor, will estimate the costs for the field course.
2. Costs are link fees to CRN numbers in Banner.
3. Students will be charged this amount when they sign up for the course.
4. Fees will be administered by the Windward CC Business Office and allocated to Office of Academic Affairs.
5. Refund policies for drops would follow the standard schedule defined by the university.

ACTION RECOMMENDED:

It is recommended that the President authorized to establish course fees for Geology and Geophysics field courses at Windward Community College.

Approved / Disapproved

M.R.C. Greenwood  
President, University of Hawai'i

5/2/12
Date