AAAC Meeting Notes
February 7, 2014
Kuhina 106, 11:00 am to 12:30 pm

Convener: Ardis Eschenberg, Vice Chancellor of Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I, Paul Briggs, Social Science Chair, Letty Colmenares, Natural Science Chair, Deacon Hanson for Emi Troeger, Math and Business Chair, Ellen Nagaue, Academic Support, Paul Nash, Humanities Chair, Elizabeth Ratliff, Academic Support, Brian Richardson, Dean of Division II, Tara Severns, Academic Support, Michael Tom, Academic Support, Libby Young, Language Arts Chair

A. Service Learning
There was no faculty interested last fall to fill the Service Learning position vacated by Pam DaGrossa, so Sharon MacQuoid was hired as a Casual Hire for this year. While Sharon is doing a good job maintaining SL, she does not have much experience working with faculty on curriculum. We are interested in having an instructor or lecturer with curriculum development experience take over. Preference is for a full-time instructor, but lecturers will be considered. The faculty would receive six (6) credits teaching equivalencies for the work.

B. Department Chair Evaluation
While there will be no change to the evaluation sheet or process, suggestions for changes will be welcomed for the next round. Michael Tom suggested that the evaluation be put on Google Docs.

C. Scheduling

a. Fall
A handout was distributed with notes on scheduling for Fall 2014, freshman cohorts and a chart on learning communities. Ardis Eschenberg asked that a strong rough draft for Fall 2014 be in place by February 14. Brian Richardson said that webpage to input the classes is up and running. The DCs will meet on February 19 at 1:00 pm to go over the schedule.

Cohort classes are two classes back to back with the same students in both. Learning communities are two classes where instructors work together to integrate topics and materials to create a larger class. Faculty who are interested in participating should be referred to Winston Kong, Counseling Coordinator, and Ardis. They will also receive an additional credit for their efforts.

A handout was also distributed on capacity defaults. The enrollment caps listed will be entered into Banner, unless we are informed of corrections and/or additions to the list. If there are any variances, DC approval will be required.
The scheduling process will currently remain the same, but any suggestion for improving the process is welcome.

b. Summer Session
Only instructors are currently on the schedule. Lecturers will be added after their lecturer evaluation has assessed. Lecturer evaluations are due April 1. The DCs are encouraged to have a discussion with their lecturers to ask them to share their eCafe evaluations with them. The new lecturer evaluation policy require Step A to turn in an evaluation yearly, Step B to turn in an evaluation every other year and Step C to turn in an evaluation every four (4) years. Any lecturers who have had academic grievance filed against them in the past year should be asked by the DC to turn in an evaluation regardless of their step level.

Lecturers who teach summer session courses must be hired on a casual appointment basis. All casual appointments of three days or longer must be posted on the HireNet Hawai‘i system. You will be notified of all applications collected through the HireNet posting and all applications must be given consideration, including a review of applications and possible interviews.

Your assistance is requested in notifying your current lecturers who may be interested in teaching a summer session course of the HireNet process. If a current lecturer is interested in teaching a summer course, they must apply by one of the following methods:

1. Submit a memo to their respective department chair indicating interest in teaching a summer session course (form memo attached). This method is allowable only if the lecturer is in the active lecturer pool files in the Academic Affairs Office; or

2. Register with HireNet Hawai‘i at https://www.hirenethawaii.com/default.asp, to create an account to apply for the lectureship.

c. Faculty Teaching Load During Summer
Six (6) credits will remain as the default faculty load. Anything above that will be by exception only.

D. Start of Semester Textbook Shortages
A statement from Debra Goto, Bookstore Manager, was distributed. It listed several helpful suggestions. Other suggestions to deal with start of the semester book shortages from the group are:

- Use textbooks with electronic access, so temporary codes can be used;
- Use e-books;
- Put a copy on reserve at the library;
- Duplicate the first few chapters; and
- Allow students to use older editions.
E. Room Access for Lab Assistants During Breaks

Paul Nash asked that his lab assistants be allowed to have their keys remain activate during breaks. The current policy is that keys for lecturers and student assistants are deactivated during breaks. Ardis will take up the issue with Kevin Ishida, VC for Administrative Affairs.

F. Announcements, Reminders, Information Sharing

a. Hiring Lecturers for Summer – see attached memo to department chairs.

b. Teaching Equivalency (formerly Assigned Time) Applications – see attached memo to faculty that will be distributed via email to fastaff and hard copies in all faculty mailboxes – note that the applications form has been revised.


d. WCC Requisition Form – previously distributed and found on the Academic Affairs Forms webpage. The form needs to be filled out completely to aid in the efficient processing. Incomplete requisitions will be returned to the requisitioner. DCs are asked to watch out for incomplete request forms.

e. WCC Travel Request Form – found on the Academics Affairs Forms webpage and attached. Due to a change, the approval process of travel requests has become lengthier. Airfare and other expenses cannot be purchased prior to the approval of travel request being granted. Travel requests need to be submitted at least six (6) weeks prior to departure. The new WCC travel request form needs to be filled out completely to aid in the efficient processing of the request. Incomplete travel request forms will be returned to the traveler.

f. Kevin Ishida requested that names of new or returning committee members for MAPSAC be submitted to him by the department chairs.

g. Prior Learning Assessment – we received money to assist faculty members who are interested in creating an exam or task to assess whether a student should be given credit for a particular course. The meeting is on Monday, 2:30 pm – 3:30 pm in Ākoakoa 107-109.

h. Ardis would like to meet with all the department chairs, then with full-time faculty and then interested lecturers.

G. Next meetings: A scheduling meeting will be held on Wednesday, February 19, 2014 from 1:00 pm to 3:00 pm in Kuhina 106. The next AAAC meeting will be Friday, March 14, 2014, from 9:30 am to 11:00 am in Kuhina 106.
WINDWARD COMMUNITY COLLEGE
DEPARTMENT CHAIR EVALUATION

Department: 

Person being evaluated: 

For Academic Year: 

Directions:
Below you will find a list of typical Department Chair responsibilities, knowledges, skills, and abilities. Please note whether you Strongly Agree (SA), Agree (A), Disagree (D), or Strongly Disagree (SD) with each statement by circling the appropriate code.

If you do not feel qualified to rate your Department Chair in a category, please select the "Don't Know (DK)" response.

The last item is an open-ended question. If you have suggestions to improve your Department Chair's performance, please provide them here.

Respondent confidentiality is assured. Evaluations will be received, processed, analyzed, and transcribed by the staff in the Office of the Vice Chancellor for Academic Affairs. Printed summary reports will be provided to Department Chairs. Your comments will be typed, printed, and attached to the statistical report.

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating Scale</th>
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<tbody>
<tr>
<td>1 Demonstrates concern for the development and maintenance of quality instruction and service at Windward Community College.</td>
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<td>2 Understands his/her administrative role and assignment.</td>
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<td>3 Organizes and carries out acknowledged responsibilities.</td>
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<td>4 Facilitates departmental goals.</td>
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<td>5 Makes every reasonable effort to provide information, materials, or services required.</td>
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<td>6 Seeks appropriate faculty and/or staff input prior to implementation of policies.</td>
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<td>7 Communicates to others in clear, concise manner both orally &amp; in writing.</td>
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<tr>
<td>8 Provides timely dissemination of information (procedures, rules, deadlines).</td>
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<tr>
<td>9 Facilitates communication between faculty &amp; administration.</td>
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<tr>
<td>10 Facilitates communication within our department.</td>
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<tr>
<td>11 Responds in reasonable time to communicate from department.</td>
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<tr>
<td>12 Receptive to new ideas.</td>
<td></td>
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<tr>
<td>13 Is objective and appraises situation or problem impartially.</td>
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<tr>
<td>14 Facilitates problem resolution.</td>
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<tr>
<td>15 Demonstrates willingness to maintain an &quot;open door&quot; to encourage discussions for problem solving.</td>
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<tr>
<td>16 Generally makes sound decisions and accepts responsibility for them.</td>
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<td>17 Demonstrates fairness in working with others.</td>
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<td>18 Evaluates people perceptively and fairly.</td>
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<tr>
<td>19 Demonstrates integrity and courage to do what he/she thinks is &quot;right&quot;.</td>
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<tr>
<td>20 Encourages personal and professional growth.</td>
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<td>21 Inspires confidence in others.</td>
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<tr>
<td>22 Coordinates departmental schedules.</td>
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<tr>
<td>23 Coordinates curricular issues/catalog matters.</td>
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<tr>
<td>24 Facilitates discussions of departmental budget priorities.</td>
<td></td>
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<tr>
<td>25 Functions effectively under time constraints.</td>
<td></td>
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<tr>
<td>26 Plans effectively and imaginatively.</td>
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Continued →
I offer the following comments and suggestions to my Department Chair (e.g., What aspects, if not improved, might hinder effectiveness as a Department Chair? What aspects of performance stand out as exceptional and deserving of special recognition):
Fall

i. Timeline: enter now, 2/19?? meeting to consider conflicts, WI, edu etc.

ii. Capacity default – attached, any variance via DC authorization to Carol

iii. Entry process – experiences?

iv. Freshman cohorts:
   1. **Number:** ~200 incoming full-time freshman with dev ed needs, 8 cohorts
   2. **Types:** 2 Grant projects (Paipai o Ko‘olau, Hūlili), 6 other
   3. **Selection/scheduling:** selected by departments via DC,
      IS103 selected via Counselor Coordinator or Designee
   4. **Courses:** Math, English, IS103, Theme (Interest) Course
   5. **Timing:** concentrate M-Th 8am – 1pm, **Math & English** 2 days per week,
      **Theme + IS103** 2 days per week
   6. **Principles for Theme course choice:**
      a. Fulfills Degree Requirement: Written & Oral Comm (SP), Global &
         Multicultural (HIST/REL), Arts & Hum (ART, MUS, HWST), Natural
         Science (AG, BIO, GEOG), Social Science (PSY, SOC), HWST (supports
         AA HWST)
      b. No prerequisites
      c. General interest
      d. Full-time faculty taught
      e. Collaborative Learning focus
   7. **IS103 component:** scheduled by Counselor Coordinator or Designee, **please**
      
      try to leave room used for Theme class open for IS103 before or after
8. **LC training, designation, compensation**
   
a. Can be cohort with no LC designation

b. LC is if both instructors (Theme, IS103) desire & have training

c. 1 cr overload given for implementation, 2 cr given for training and curriculum design for first LC only.

d. **Workload/credit distribution:** remains as per listed (3 cr each instructor). Instructors choose how to distribute timing, materials etc.

e. LC are preferable to simple cohort due to increased student success

b. **Summer session** – Only FT entered so far, lecturers added after 4/1 evaluations turned in.

c. **Faculty teaching load during summer** – 6cr default, otherwise by exception VCSA
<table>
<thead>
<tr>
<th>Bold = meets or exceeds baseline</th>
<th>Paired Content Course</th>
<th>Retained in IS 103 class through semester</th>
<th>Semester Success (sem GPA 2.0+)</th>
<th>Average semester GPA</th>
<th>Credits Earned/ Credits Enrolled</th>
<th>Persisted to Semester 2 (registered as of 12.30)</th>
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<tbody>
<tr>
<td>Fall 2012 Baseline</td>
<td>NA</td>
<td>NA</td>
<td>67%</td>
<td>2.26</td>
<td>70%</td>
<td>58%</td>
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<tr>
<td>FT LC students in aggregate</td>
<td>NA</td>
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<td>LC students disaggregated by section</td>
<td></td>
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<tr>
<td>Ka'opua (64539, 23 students)</td>
<td>ART 101</td>
<td>89%</td>
<td>74%</td>
<td>2.70</td>
<td>73%</td>
<td>79%</td>
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<tr>
<td>Laychak</td>
<td>BOT 130</td>
<td>100%</td>
<td>23%</td>
<td>1.31</td>
<td>55%</td>
<td>62%</td>
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<tr>
<td>Doi</td>
<td>NA</td>
<td>100%</td>
<td>80%</td>
<td>2.80</td>
<td>88%</td>
<td>80%</td>
</tr>
<tr>
<td>Akiona (64545, 27 students)</td>
<td>HWST 107</td>
<td>96%</td>
<td>80%</td>
<td>2.52</td>
<td>72%</td>
<td>68%</td>
</tr>
<tr>
<td>Hodell (64549, 19 students)</td>
<td>ICS 101</td>
<td>100%</td>
<td>72%</td>
<td>2.31</td>
<td>73%</td>
<td>89%</td>
</tr>
<tr>
<td>Inouye</td>
<td>PSY 100</td>
<td>100%</td>
<td>70%</td>
<td>2.54</td>
<td>68%</td>
<td>74%</td>
</tr>
<tr>
<td>Lessary</td>
<td>HAW 101</td>
<td>100%</td>
<td>64%</td>
<td>2.41</td>
<td>81%</td>
<td>77%</td>
</tr>
<tr>
<td>Kong-1 (64547, 33 students)</td>
<td>HWST 107</td>
<td>100%</td>
<td>71%</td>
<td>2.15</td>
<td>71%</td>
<td>79%</td>
</tr>
</tbody>
</table>

1. *Not taught by a Counselor*
2. *Originally paired with HAW 101, unpaired due to low enrollment*
3. *Paipai o Ko'olau provides support to Native Hawaiian residents of Windward O'ahu.*
4. *Hüllihi is a WCC-UHM transfer bridge program for Windward O'ahu Native Hawaiian high school graduates.*
ENROLLMENT CAPS

Base enrollment: 35
Online: same as face-to-face

ART (studio): 20
ART (printmaking): 16
ANSC labs: 10
Computer classes: 24
ENG (developmental): 20
ENG 100: 23 (unless scheduled for Palanakila 122, which has only has 20 computers)
ENG (above 200): 20
ENG journalism, 209: 20
MATH (developmental): 25
MATH (transfer-level): 28
Languages (Hawaiian, Japanese, Spanish): 20
Literature courses not WI: 25
MUS (piano): 15
Science labs: 20
SP 151: 24
WI: 20
Textbook Response from DL Goto:

This Spring, there seemed to be more challenges because every teacher used different books. Some were different than what was used in Fall. In the past, several teachers used the same book. Especially with a book we've never used, I am leary of ordering a lot, because I've ordered books and the classes got cancelled due to low enrollment. Thus, I pay inbound and outbound shipping and don't get any sales. So, I watch enrollments and if it passes the 10 student mark, order is placed. At that point, I pay 2nd day air shipping to get it here in time. Occasionally, when I have done this, the publisher may be out of stock at the time, so it takes a while to get the book in.

Some suggestions:
1) If possible, have a couple of teachers use the same book. For example: Eng 22, in the past, they all used the same book. This year, 3 teachers, 3 different sets of books. Eng 100: 7 teachers, 6 diff sets of books.

2) If the teacher (or campus) will commit to using the book for at least 2 consecutive semesters, then I will gladly order a lot of books. Bookstore calculates how many to buy based on current inventory and past sales history for the title. Previous managers have had the departments agree to a minimum qty of sales for certain books and if the sales didn't make the minimum, then the department must buy the balance of the books.

3) If a teacher knows that they are using a print on demand book, they can put that into the notes when submitting their adoptions. Some print on demand books take a few weeks to be produced. If I am aware that a book is a print on demand book, I will order it ahead of time, to ensure timely delivery.

4) If teachers submit a textbook adoption and say that it is required, then they should use the book in class. A student just tried to return a book today because his teacher told him not to open it because they won't be using it and that there are older versions out there. At other times, I've had students return books because the teacher put everything they need on Laulima.

5) Teachers should submit their adoptions in a timely basis. Summer adoptions are due to Feb 28th. Fall adoptions will be due in April. Instructions were sent out last week for Summer adoptions. So far, I've only received 9 adoptions. If they need help doing the online adoptions, they can call me for help. The earlier that adoptions are completed, the better my chances of getting used books for the students.

6) If I e-mail an instructor with a question about the book wanted, please reply. I usually cc the dept chair to assist. Occasionally, I have emailed instructors because a title they want to use is out of print. Sometimes, I don't hear back from the instructor about changing the book. So I leave the adoption as submitted and have to explain to the students that the book is out of print. Many of times, it's hard to find it online anywhere.
MEMORANDUM

TO: Department Chairs

FROM: Ardis Eschenberg
Vice Chancellor for Academic Affairs

SUBJECT: HIRING SUMMER SESSION LECTURERS

All lecturers who teach summer session courses must be hired on a casual appointment basis. All casual appointments of three days or longer must be posted on the HireNet Hawai‘i system. You will be notified of all applications collected through the HireNet posting and all applications must be given consideration, including a review of applications and possible interviews.

Your assistance is requested in notifying your current lecturers who may be interested in teaching a summer session course of the HireNet process. Note that “current lecturer” is any lecturer currently teaching or who has a current application in the lecturer pool. If a current lecturer is interested in teaching a summer course, they may submit a memo to their respective dean indicating their interest (form memo attached).

1. Submit a memo to their respective dean indicating interest in teaching a summer session course (form memo attached). This method is allowable only if the lecturer is in the lecturer pool files in the Academic Affairs Office; or

2. Register with HireNet Hawai‘i at https://www.hirenethawaii.com/default.asp to create an account to apply for the lecturership.

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please contact your respective dean. If you would like more information on the HireNet process, please contact Personnel Office Karen Cho at 235-7404.

Attachment
MEMORANDUM

DATE: ________________________________

TO: ________________________________

FROM: ________________________________

RE: REQUEST TO BE CONSIDERED FOR SUMMER SESSION LECTURER POSITION

I would like to be considered to teach the following course(s) during Summer 2014:

____________________________________________________________________________________

My application (Form 27A) and transcripts are on file.
MEMORANDUM

TO: All Faculty

FROM: Ardis Eschenberg  
Vice Chancellor for Academic Affairs

SUBJECT: TEACHING EQUIVALENCY (FORMERLY ASSIGNED TIME)

The Teaching Equivalency (formerly Assigned Time) policy requires that by the end of February the Vice Chancellor for Academic Affairs notify all faculty that they may apply to this office for Teaching Equivalencies for next academic year. An application template and the policy may be found on the web page at Governance, Policies (Academic Affairs), Assigned time. Please be concise but complete. As the policy indicates, a Senate subcommittee will review all requests and make recommendations to the Chancellor.

Faculty receiving teaching equivalency for being a department chair, senate chair or Curriculum Committee chair need not apply. All other faculty members who wish to receive teaching equivalency for activities such as grant work, shop maintenance, departmental administrative activities etc., including those currently receiving teaching equivalency, must apply. You may apply for just the fall semester or for the full academic year.

APPLICATION DEADLINE: FRIDAY, FEBRUARY 28, 2014

WEBSITE URL: http://windward.hawaii.edu/Academic_Affairs/teaching_equivalencies
WCC Policies and Procedures
Teaching Equivalency (formerly Assigned Time) Application

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Title</th>
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<tr>
<td>Division</td>
<td>Period of Request (Semester/Year)</td>
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<tr>
<td>Semester or Equivalent Hours Requested</td>
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A. **Teaching Equivalency Objectives:** Provide a concise listing of the objectives: knowledge, experience, and/or expertise to be gained, or service to be provided and identify the benefits to students, applicant’s professional development, program/department, college, and community/state. Please limit description of objectives to ONE page, with no additional attachments, no letters, and no supporting documents.

B. **Description of Teaching Equivalency Activities:** Briefly describe the activities planned to accomplish the Teaching Equivalency Objectives. Provide an estimate of the number of hours needed to attain the objectives and include a statement regarding the impact of your absence on students, department/program, etc. Please limit description of activities to ONE page.

C. **Estimated Cost of Teaching Equivalency:** Describe any monetary costs to the college (e.g., 3 credits for a “B” lecturer equals $x) and a brief description of how the estimate was calculated.

D. **Outside Funding:** If outside funding is involved, please describe the source and amount.

E. **Routing:** Please submit your application to the Office of Academic Affairs.

**Statement of Understanding and Compliance**
I understand that assigned time is granted in accordance with University of Hawai‘i policy, and that should I be granted assigned time, I shall carry out my stated activities, and within one month after the end of the semester submit a written report on my assigned time activities and accomplishments.

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<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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☐ Recommend (Attach brief memo) ☐ Do Not Recommend

Department Chair Date

☐ Recommend (Attach brief memo) ☐ Do Not Recommend

Dean Date

☐ Recommend ☐ Do Not Recommend

SAT Convenor Date

☐ Recommend ☐ Do Not Recommend

Vice Chancellor or Director Date

Rev 1/2014
Independent Study Project Proposals

SPRING 2014

Deadline to add is March 11, 2014

Please Choose Start and End Dates from the List Below

Jan 13 to May 16 (full term)
Jan 13 to Mar 21 (10 weeks)
Jan 13 to Mar 14 (9 weeks)
Jan 13 to Mar 7 (8 weeks)
Jan 13 to Feb 28 (7 weeks)
Jan 13 to Feb 21 (6 weeks)
Jan 13 to Feb 14 (5 weeks)

Jan 27 to May 16 (13 weeks)

Feb 18 to Mar 21 (5 weeks)
Feb 24 to May 16 (10 weeks)

Mar 3 to May 16 (9 weeks)
Mar 17 to May 16 (7 weeks)
Mar 10 to May 16 (8 weeks)
Mar 31 to May 7 (5 weeks)

If your start and end dates do not fit one of the terms above, a new term will be created for you.
### WCC Office of Academic Affairs

**REQUISITION**

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Vendor</th>
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<td>Phone:</td>
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<td>Code:</td>
<td>Phone:</td>
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<td>Discipline:</td>
<td>Website:</td>
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<th>Item No.</th>
<th>Qty</th>
<th>Unit</th>
<th>Part No.</th>
<th>Description</th>
<th>Unit Price</th>
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**Tax**

**Shipping & Handling**

**Total:**

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**Justification / Comments (include special delivery instructions)**

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**Signatures**

**Department Chair and/or Principal Investigator**

**Division Dean or Vice Chancellor**

**For Office Use Only**

**Date Ordered:**

**Date Received:**

**Total Final Amount:**

**Initials:**
# WCC Office of Academic Affairs

## Travel Request

<table>
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<tr>
<th><strong>Traveler's Full Name:</strong></th>
<th><strong>Type of Travel:</strong></th>
<th><strong>DOB:</strong></th>
<th><strong>Email:</strong></th>
<th><strong>Phone Number:</strong></th>
<th><strong>Department:</strong></th>
<th><strong>Discipline:</strong></th>
<th><strong>Title:</strong></th>
<th><strong>Payroll Number:</strong></th>
<th><strong>UH Number:</strong></th>
<th><strong>Bargaining Unit:</strong></th>
<th><strong>Purpose/Justification for Travel:</strong></th>
<th><strong>Classes Missed:</strong></th>
<th><strong>Coverage of Duties:</strong></th>
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<tr>
<th><strong>Travel Advance (meals/lodging):</strong></th>
<th><strong>Depart Date/Time:</strong></th>
<th><strong>Return Date/Time:</strong></th>
<th><strong>Travel Advance (meals/lodging):</strong></th>
<th><strong>Account Code:</strong></th>
<th><strong>Account Title:</strong></th>
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<tr>
<td><strong>Yes</strong></td>
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<td><strong>No</strong></td>
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<th><strong>Type of Expense</strong></th>
<th><strong>Description/Details</strong></th>
<th><strong>Total Cost</strong></th>
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<tr>
<td>Meals &amp; Incidentals (M&amp;IE)**</td>
<td>Rate</td>
<td>#Days</td>
</tr>
<tr>
<td>Lodging**</td>
<td>Rate</td>
<td>#Days</td>
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<td>Airfare (attach itinerary)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Transportation:</td>
<td></td>
<td></td>
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<tr>
<td>Vehicle Rental****</td>
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<tr>
<td>Taxi/Bus/Subway/Train</td>
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<tr>
<td>Gasoline</td>
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<tr>
<td>Parking</td>
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<tr>
<td>Other</td>
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<tr>
<td>Registration/Conference Fee</td>
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</tbody>
</table>

<table>
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<tr>
<th><strong>Total:</strong></th>
</tr>
</thead>
</table>

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*If flight reservations are being made by department secretary, full name as listed on Government Issued ID and date of birth are required.

**Traveler must follow Federal Allowable Rates (FAR's) (http://www.defensetravel.dod.mil/site/perdiemCalc.cfm). If traveler has already selected a hotel, the quotation must be attached. If selected hotel exceeds FAR quotations for 2 other hotels (same area, same star rating, equal or higher rate), must also be attached, or a justification must be provided in the "Purpose/Justification for Travel" section.

***For Out-of-State / Foreign travel, a flight itinerary and quotations for 2 additional flight choices at an equal or higher rate must be attached, or a justification must be provided in the "Purpose/Justification for Travel" section.

****Vehicle Rentals are confined to compact and subcompact vehicles unless reasons exist that justify the need for larger vehicles (justification must be provided in the "Purpose/Justification for Travel" section). Please refer to APM 48.265, #2 (http://www.hawaii.edu/apis/apm/48200/proc/48265.pdf) for more detailed information.