Memorandum of Agreement between
Windward Community College
and
Hawaii Community College
and
University Center at Palamanui
October 10, 2016

As one of ten campuses in the University of Hawaii (UH) System, Windward Community College (WCC) is guided by the four principles stipulated in the University of Hawaii Strategic Directions, 2013-2021 document. Goal One calls on UH campuses to, “increase the educational capital of the state by increasing the participation and completion of students, particularly Native Hawaiians, low-income students and those from underserved regions and populations, and preparing them for success in the workforce and their communities. Hawaii Island as well as the Windward region of Oahu are considered “underserved regions” by the UH System.

Launched in 2009, Windward CC’s Certificate of Achievement in Veterinary Assisting (CAVETA) is the only program of its kind in the State of Hawaii. Windward CC has been offering the CAVETA in partnership with the University of Hawaii Maui College since January of 2016 and now seeks to deliver the CAVETA to students on Hawaii Island to specifically address employer requests for suitably trained personnel in Kona, Hilo, and Waimea. Other sources of evidence were consulted in order to determine a need for the Certificate of Achievement in Veterinary Assisting on Hawaii Island:

- There are 29 active Veterinarians on Hawaii Island. Site visits and meetings with several of these Veterinarians confirmed an ongoing need for properly trained Veterinary Assistants on Maui. For several years now, the Hawaii Island Humane Society has reported having several openings for Veterinary Assistants which have gone unfilled due to a lack of qualified personnel. Maui clinics frequently recruit Veterinary Assistants from the continental U.S. or hire untrained personnel and provide training only through on the job experiences.
• The Bureau of Labor Statistics reports that employment for Veterinary Assistants is expected to grow at a rate of approximately 10 percent between 2012 and 2022. (Note that as an emerging professional field in Hawaii, the Department of Labor and Industrial Relations (DLIR) does not currently provide growth or demand statistics for this profession.)

Geographically separated from the island of Oahu by several hundred miles of ocean with no access to affordable inter-island “commute” options, students and employers on Hawaii Island have no access to a Veterinary Assisting program equivalent to WCC’s CAVETA. With the full support of the University of Hawaii Community Colleges (UHCC), Windward CC’s CAVETA will bring a highly specialized program of study to the geographically remote and educationally underserved Hawaii Island.

Windward Community College, (Windward CC) Kaneohe, Oahu, Hawaii must submit a Substantive Change request to the Accrediting Commission for Community and Junior Colleges as required to demonstrate our capacity to establish and operate “an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program,” of which 50 percent or more of said program is delivered via distance learning (DL). As has been done at the University of Hawaii Maui College since January 2016, Windward CC’s Certificate of Achievement in Veterinary Assisting (CAVETA) will be delivered in a “hybrid” instructional format blending online instruction and face-to-face meetings at the University of Hawaii’s University Center – Palamanui administered by Hawaii Community College and located in Kona, Hawaii Island.

To formalize the arrangements made between Windward CC and Hawaii CC, this Memorandum of Understanding (MOU) is being initiated by the Chancellors of Windward CC and Hawaii Community College with consultation to the Director of the University Center – Palamanui (administered by Hawaii CC). The MOU is comprehensive in nature and clarifies roles and responsibilities for various aspects of the project. It identifies the specific contributions that each institution will make to ensure an equivalent learning experience for Hawaii Island CAVETA students. Key components of the MOU are listed below.
I. WCC Responsibilities

In support of the Hawaii Island CAVETA, Windward CC agrees to provide:

- A cohort coordinator that will advise and counsel CAVETA students and provide general administrative support
- All teaching faculty and all instruction
- All ANSC-designated CAVETA courses
- Marketing, outreach, and recruitment services for the CAVETA including orientation sessions
- Comprehensive student services including job placement assistance
- Bookstore services for CAVETA students
- Equipment and supplies needed for laboratory meetings including consumables such as slides, pipettes, syringes, leashes, muzzles, etc.
- Dissecting instruments
- A full set of required Veterinary Assisting textbooks
- A mechanism to collect tuition and fees from students for the WCC portion of their studies and, if applicable, access to Financial Aid

II. University Center – Palamanui Responsibilities

In support of the Hawaii Island CAVETA, University Center – Palamanui agrees to provide:

- A designated point of contact for interested Hawaii CC Palamanui students
- Usual services for students enrolled in Hawaii CC General Education courses
- Usual bookstore services for CAVETA students
- Suitable classroom space for lecture and laboratory instruction including non-permeable chairs, lab benches, fume hood, water/sink/plumbing, etc.
- Access to autoclave
- A designated point of contact for receiving shipment and supplies for the program
- Up to 20 microscopes
- Classroom computer teaching station
- Wireless network and library access for students and faculty
- Skeletal models
- Locked storage room
- Student ID cards
- A mechanism to collect tuition and fees from students and, if applicable, access to Financial Aid
- General support with Marketing, outreach, and recruitment services for the CAVETA including orientation sessions

III. Hawaii Community College Responsibilities

*In support of the Hawaii Island CAVETA, Hawaii CC agrees to provide:*

- Usual access to General Education courses for Hawaii Island students
- Leadership of Hawaii Island marketing, outreach, and recruitment services for the CAVETA including orientation sessions

IV. Amendment Procedures

This agreement may be amended through a mutually acceptable written statement between Windward Community College and Hawaii CC.

Approved:

Doug Dykstra
Chancellor
Windward Community College

Rachel Solensaa
Chancellor
Hawaii Community College

Marty Fletcher
Director
University Center – Palaminali

12/21/16
12/7/2016
12/4/16