

**Memorandum of Understanding
2004 Program Review
Anthropology Department
College of Arts and Sciences
November 7, 2005**

Members of the Anthropology faculty, the Division Chair of Social Sciences, the Assistant Dean and Dean of the College of Arts and Sciences, and the Interim Vice Chancellor for Administrative Affairs met with the Vice Chancellor for Academic Affairs on November 7, 2005, to review and discuss topics resulting from the Anthropology Department Program Review of 2004. The self-study report by the Anthropology Department (on file) and the report by the External Reviewer, Dr. P. Bion Griffin, (on file) were the basis for the discussion. Summary points and an action plan for the Anthropology Department follow.

Part I. Summary Points

1. The Anthropology Department has a reputation for being a strong academic department, based on quality of teaching, research, university and community service, and productivity.
2. Expectations for research and scholarly activities have increased in the past few years.
3. The department is stretched to provide upper division courses for its department at the same time that it provides many courses to meet general education requirements and other degree and certificate programs. The department believes it needs another full time faculty member to accommodate the teaching expectations of the department.
4. A comprehensive review of curriculum offerings, including the major requirements, has not occurred in several years and needs to occur.
5. Interest remains to create a specialized master's degree program in Cultural Resource Management. This program could accommodate the needs of the state and the region for highly-trained practitioners, particularly in the area of archaeology. The program would require new faculty positions.
6. The department is interested in maintaining its diversity of offerings in all four sub disciplines of Anthropology: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistic Anthropology.
7. The department is faced with the challenge of two impending retirements in the next two-three years, a situation which confirms the need for a five-year plan to determine department priorities in curriculum and personnel.

Part II. Action Plan

1. The Administration will support a position to augment the undergraduate program in Anthropology.
2. The Administration will investigate updating and upgrading the multi-media equipment in Kanaka'ole Hall, Room 126.
3. The Department will revise the PCR to request again the specialized master's program in Cultural Resource Management and will keep communication channels open so that the Administration can assist in marketing this new graduate program to whoever might be able to help with its implementation.
4. The Department will develop a master syllabus for Anthropology 100 so it can be used in the assessment of the program.
5. The Department will put together a five-year plan that is a blueprint for curriculum and hiring priorities and which includes a rationale for personnel requests (such as filling academic gaps and implementing program changes).
6. The Department will use Anthropology 475 as a capstone course to serve as an assessment tool for the Department.

Anthropology Department MOU Signature Page

Peter Mills, Associate Professor, Chair	Date
Daniel Brown, Professor	Date
Lynn Morrison, Assistant Professor	Date
Christopher Reichl, Associate Professor	Date
Craig Severance, Professor	Date
Alton Okinaka, Asso. Professor, Social Sciences Division Chair	Date
Randy Hirokawa, Dean of College of Arts and Sciences	Date
Stephen Hora, Interim Vice Chancellor for Academic Affairs	Date