

**Memorandum of Agreement between
Windward Community College
and
University of Hawaii Maui College**

September 23, 2015

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, 2015-2021](#) 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. Both the island of Maui and 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 will deliver the CAVETA to students on the island of Maui to specifically address employer requests for suitably trained personnel on that island. Other sources of evidence were consulted in order to determine a need for the Certificate of Achievement in Veterinary Assisting on Maui:

- There are 45 active Veterinarians on the island of Maui. 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 [Maui Humane Society](#) (MHS) has reported having several openings for [Veterinary Assistants](#) which have gone unfilled due to a lack of qualified personnel. A large banner has been posted prominently along Maui’s busiest highway to encourage qualified individuals to apply for work at MHS. Maui clinics are recruiting Veterinary Assistants from the continental U.S. while others are paying several thousand dollars per year to train current employees through Veterinary Assisting distance learning programs delivered by institutions located on the continental U.S.
- Windward CC’s vettech@hawaii.edu email account has consistently received the highest level of interest from potential students on Maui. The number of inquiries received from prospective students living in Maui is exceeded only by contacts from Oahu residents.
- 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 Maui 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 island of Maui.

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.) 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 – Maui College (UH Maui College).

To formalize the arrangements made between Windward CC and UH Maui College, this Memorandum of Understanding (MOU) is being initiated by the Chancellors of Windward CC and UH Maui College. 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 Maui CAVETA students. Key components of the MOU are listed below.

I. *WCC Responsibilities*

In support of the Maui 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
- Up to 20 microscopes
- 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. UHMC Responsibilities

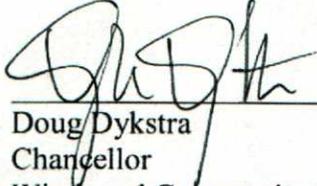
In support of the Maui CAVETA, UHMC agrees to provide:

- A designated point of contact for interested UH Maui College students
- Usual access to General Education courses for Maui CAVETA students
- Usual services for students enrolled in UHMC General Education courses
- Usual bookstore services for CAVETA students enrolled in UHMC courses
- Suitable classroom space for lecture and laboratory instruction including non-permeable chairs, lab benches, fume hood, water/sink/plumbing, etc.
- Access to autoclave
- Classroom computer teaching station
- Wireless network and library access for students and faculty
- Skeletal models
- Locked storage room
- UHMC student ID cards
- A mechanism to collect tuition and fees from students for the UHMC portion of their studies and, if applicable, access to Financial Aid

III. Amendment Procedures

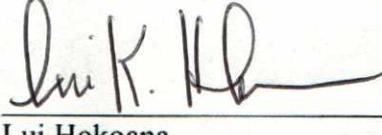
This agreement may be amended through a mutually acceptable written statement between Windward Community College and University of Hawaii Maui College.

Approved:



Doug Dykstra
Chancellor
Windward Community College

9/27/15
Date



Lui Hokoana
Chancellor
University of Hawaii Maui College

9/25/15
Date