

**TITLE: Consideration of The University of Hawaii at Manoa's Letter of Intent to Plan an Online Learning and Teaching Added Field Program**

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The Hawaii Teacher Standards Board accepts the Letter of Intent from The University of Hawaii at Manoa College of Education to plan a new program in Online Learning and Teaching.

The program's plan will address an added field only program for licensure in the following field:

- Online Teaching K-12

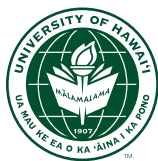
UH Manoa's letter of Intent, College of Education Organizational Chart, and Program Organization and Justification are attached.

The HTSB Executive Director or designee will work with the program to complete a review. A report for the review must be submitted within two (2) years of acceptance of the Letter of Intent, and the review must be conducted within three (3) months of submission of the report to HTSB staff.

The program may not advertise this program as a Hawaii licensure program until such time that Provisional Approval is granted by the HTSB.

**Submitted by**      Branden Kawazoe

**Referred to:**      Teacher Education Committee



UNIVERSITY  
of HAWAI'I®  
MĀNOA

October 13, 2021

Felicia Villalobos  
Hawai'i Teachers Standards Board  
650 Iwilei Road, Suite 201  
Honolulu, HI 96817

Dear Ms. Felicia Villalobos:

The College of Education, University of Hawai'i at Mānoa is requesting that the Hawai'i Teachers Standards Board approve the Letter of Intent to plan a program to add the field of Online Teaching to an existing teacher license – a graduate Certificate in Online Learning & Teaching (COLT).

Should you have any questions, please contact Amelia Jenkins, Interim Associate Dean for Academic Affairs, at 956-4278/7704 or by email at [amelia@hawaii.edu](mailto:amelia@hawaii.edu).

Sincerely,

A handwritten signature in cursive script that reads "Amelia Jenkins".

Amelia Jenkins  
Interim Associate Dean for Academic Affairs

Attachments:

1. COLT Letter of Intent
2. COE Organizational Chart
3. Program Organization and Justification



HAWAI'I TEACHER  
STANDARDS BOARD

## Letter of Intent to Develop Hawaii State Approved Education Preparation Provider

### 1. CONTACT AND CONTEXT INFORMATION

EPP name and address

|         |                                                               |
|---------|---------------------------------------------------------------|
| Name    | University of Hawaii - Manoa, College of Education            |
| Address | 1776 University Ave., Everly Hall, Deans Office               |
| URL     | <a href="https://coe.hawaii.edu/">https://coe.hawaii.edu/</a> |

EPP administrator

|                                                                        |                                                            |
|------------------------------------------------------------------------|------------------------------------------------------------|
| Name                                                                   | Nathan Murata                                              |
| Title                                                                  | Dean                                                       |
| Email address                                                          | <a href="mailto:nmurata@hawaii.edu">nmurata@hawaii.edu</a> |
| Telephone number                                                       | 808-956-7704                                               |
| National Accreditation Body and Dates of Accreditation (If Applicable) | Type text here                                             |

SATEP Administrator, if different from EPP Administrator

|                  |                                                          |
|------------------|----------------------------------------------------------|
| Name             | Amelia Jenkins                                           |
| Title            | Associate Dean                                           |
| Email address    | <a href="mailto:amelia@hawaii.edu">amelia@hawaii.edu</a> |
| Telephone number | 808-956-7704                                             |

Name of new program or field(s) to be included

| Name of Program                             | License Field(s) | License Level(s) | Projected Implementation Date |
|---------------------------------------------|------------------|------------------|-------------------------------|
| Certificate in Online Learning and Teaching | Online Teaching  | K-12             | 1/1/2022                      |
|                                             |                  |                  |                               |
|                                             |                  |                  |                               |

Ex. Master's of Education                      STEM                      6-12, 6-8                      7/1/2018

## 2. PROGRAM ORGANIZATION AND JUSTIFICATION

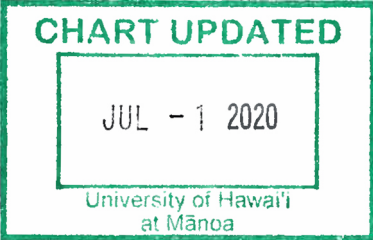
If this is a new program, attach an organizational chart of your institution/agency and, if applicable, college/school/department showing the placement of this program.

Justification for implementing the program. Summarize the current market for this program's completer employment outlook and any other contexts that shape the program.

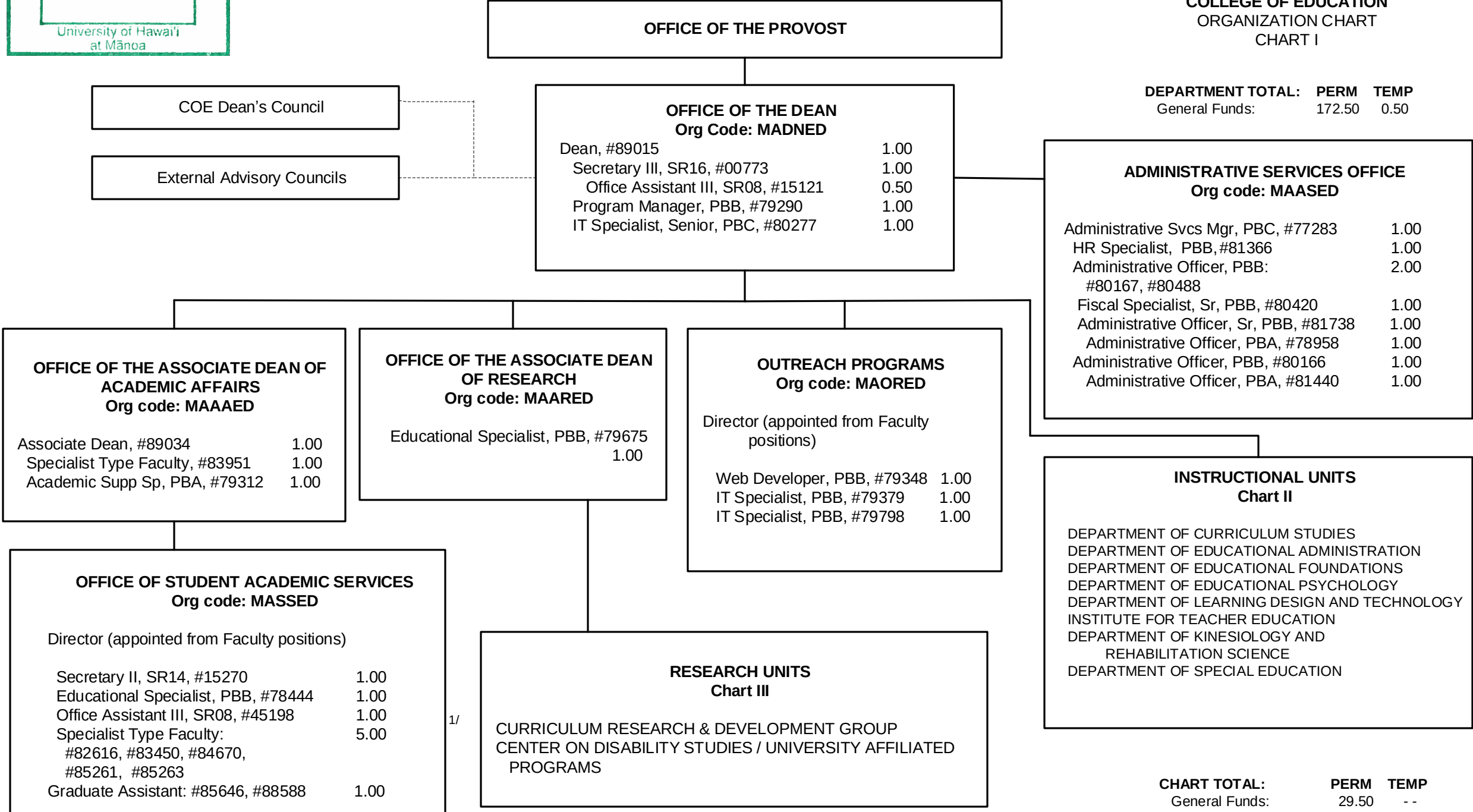
See attached

## 3. SIGNATURES

| Administrators  | Enter Title and Typed Name     | Signature                                                                            | Date       |
|-----------------|--------------------------------|--------------------------------------------------------------------------------------|------------|
| EPP Head        | Nathan Murata, Dean            |  | 10-13-2021 |
| Program Head    | Michael Menchaca, Chair        |  | 10/6/21    |
| Program Contact | Grace Lin, Associate Professor |  | 10/6/21    |



STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
OFFICE OF THE PROVOST  
**COLLEGE OF EDUCATION**  
ORGANIZATION CHART  
CHART I



1/ #45198 abolished, pending re-establishment

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MANOA  
OFFICE OF THE PROVOST  
**COLLEGE OF EDUCATION**  
  
FUNCTIONAL STATEMENT

**OFFICE OF THE DEAN – Org Code: MADNED**

The College of Education (COE) consists of educators who provide innovative and cutting-edge research and teaching in an effort to further the field of education, and to prepare educators and leaders in Hawai'i for future careers in teaching and leadership positions. Working in partnership with Hawai'i's Department of Education, Hawai'i Teachers Standards Board and private schools, the College of Education provides professional development and licensure opportunities for educators as well as prepares researchers and professionals for fields beyond Pre/K-12 education and in non-school settings.

The Office of the Dean directs, plans, coordinates, and supports the various departments and units within the College of Education in instruction, organized research, budget management, program and fiscal management, staff supervision, computer technology, community relations, grievance and litigation, travel, student services, and outreach programs.

Advisory Groups to the Dean:

COE Dean's Council: This group is comprised of COE Directors and Chairs and Dean's staff who advises the Dean in administrative, academic, and operational matters.

External Advisory Councils: These groups are comprised of educational constituents comprised of business, government and academic representatives who advise and work with the Dean on various academic and educational issues. These groups comprise of the Hawai'i State Teacher Standards Board (HTSB), Teacher Education Coordinating Committee (TECC), the Business Roundtable and others.

**ADMINISTRATIVE SERVICES OFFICE – Org code: MAASED**

In conjunction with the Dean, this office advises, manages, and administers:

- a. Budget development, allocation, and administration
- b. Accounting for resources
- c. Procurement and property management
- d. Personnel
- e. Other logistical support services

**OFFICE OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS–Org Code: MAAAED**

Under the direction of the Dean, this office is responsible for planning, organizing, and administering:

- a. Academic program/course development, approval and evaluation
- b. Professional development for faculty and staff
- c. Facilities
- d. Assessment, accreditation and accountability
- e. Student academic services

**Office of Student Academic Services – Org code: MASSED**

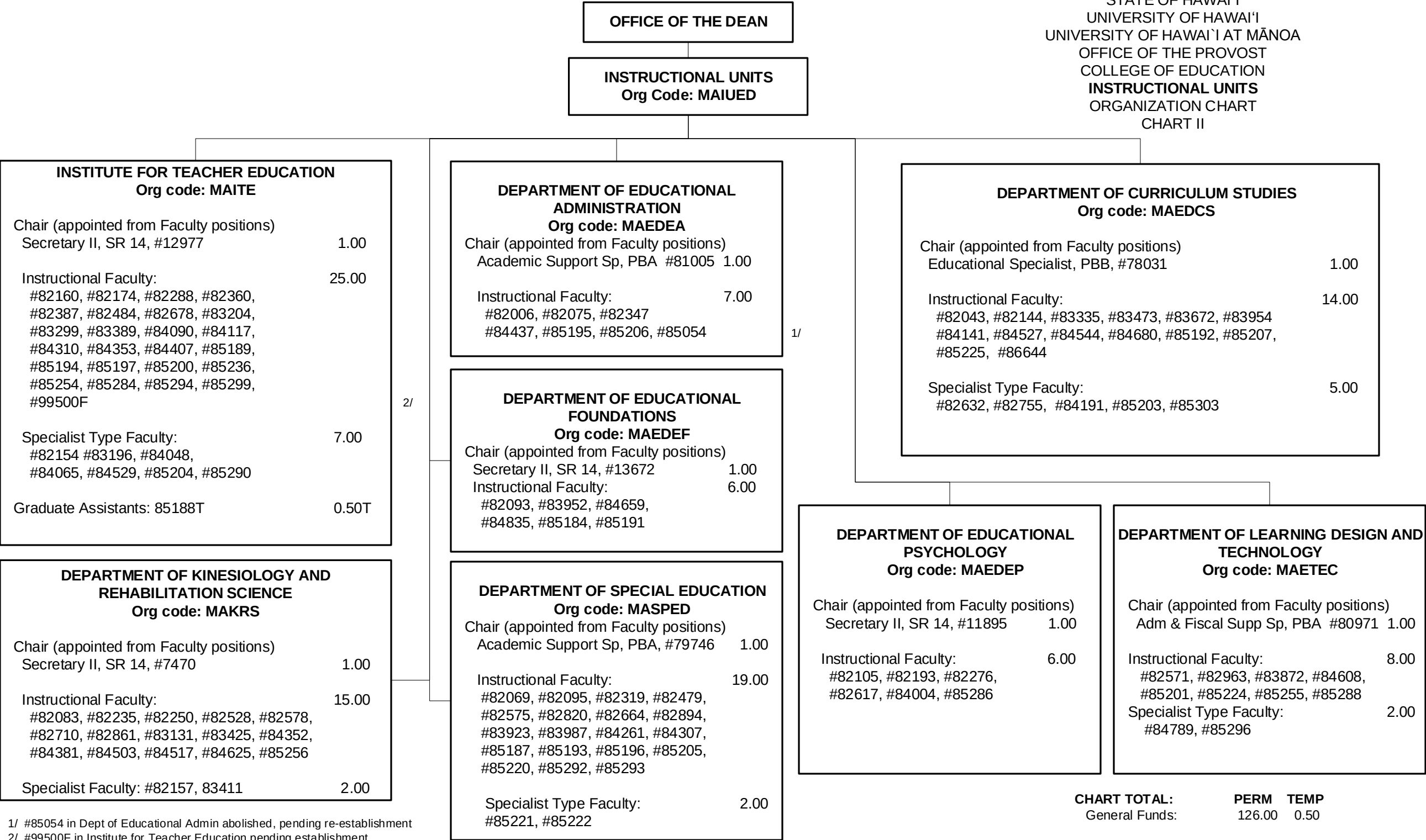
Under the guidelines of the Associate Dean for Academic Affairs:

- a. Administers the functions of recruitment, application, selection, and admission of undergraduate and teacher licensure students and maintains accurate student records.
- b. Provides advising services, career guidance, and placement services to all students in the College.
- c. Conducts institutional research studies for program planning.

**OUTREACH PROGRAMS – Org code: MAORED**

Working with the Dean, this office plans, organizes, and implements:

- a. Delivery of College programs to the neighbor islands, remote areas on Oahu and other service areas via a mix of distance education initiatives and traditional delivery services which includes on-line programs and services
- b. Partnerships with appropriate educational agencies to support students at a distance.
- c. Professional development activities/programs for College faculty to infuse appropriate learning technologies throughout College programs
- d. College Collaboration Center oversight
- e. Manages and provides the College of Education with technical assistance in the areas of computer and classroom equipment, software, and student needs and requirements
- f. Works with other UH departments and external clients on mutually advantageous technological opportunities.





STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE PROVOST  
COLLEGE OF EDUCATION  
INSTRUCTIONAL UNITS

FUNCTIONAL STATEMENT

**INSTRUCTIONAL UNITS – Org Code: MAIUED**

Under the direction of the Dean, listed are the departments.

**Department of Curriculum Studies – Org code: MAEDCS**

- a. Provides graduate-level programs leading to M.Ed. in curriculum studies, Ph.D. specialization in curriculum and instruction, and M.Ed. in early childhood education.
- b. Provides instruction to support teacher preparation programs.

**Department of Educational Administration – Org code: MAEDEA**

- a. Provides graduate-level programs leading to M.Ed. in educational administration and Ph.D. specializations in educational administration and educational policy studies (jointly with Educational Foundations).
- b. Provides programs to prepare educational administrators and supervisors for administrative positions in K-12 and higher education.

**Department of Educational Foundations – Org code: MAEDEF**

- a. Provides graduate-level programs leading to M.Ed. in educational foundations and Ph.D. specializations in educational foundations, global and international education, and educational policy studies (jointly with Educational Administration).
- b. Provides instruction in educational foundations to support teacher preparation programs.

**Department of Educational Psychology – Org code: MAEDEP**

- a. Provides graduate-level programs leading to M.Ed. and Ph.D. in educational psychology to prepare individuals to conduct basic or applied research and evaluation in public and private educational settings.
- b. Provides instruction in educational psychology to support teacher preparation programs.

**Department of Learning Design and Technology – Org code: MAETEC**

- a. Provides graduate-level programs leading to M.Ed. and Ph.D. in learning design and technology to prepare individuals to optimize opportunities for learning of and through diverse technologies and media.
- b. Provides instruction in learning design and technology to support teacher preparation programs.

**Institute for Teacher Education - Org code: MAITE**

Provides teacher preparation and initial licensure programs as follows:

- a. Bachelor of Elementary Education (BEEd)
- b. Bachelor of Secondary Education (BEEd)
- c. Bachelor of Science in Health and Physical Education (BS)
- d. Post-baccalaureate Certificate in Secondary Education (PBCSE)
- e. Master of Education in Teaching (MEdT)

**Department of Kinesiology and Rehabilitation Science - Org code: MAKRS**

Provides undergraduate- and graduate-level programs as follows:

- a. Bachelor of Science (BS)
- b. Master of Science (MS) in Athletic Training
- c. Master of Science (MS) in Kinesiology and Rehabilitation Science
- d. PhD specialization in Kinesiology

**Department of Special Education - Org code: MASPED**

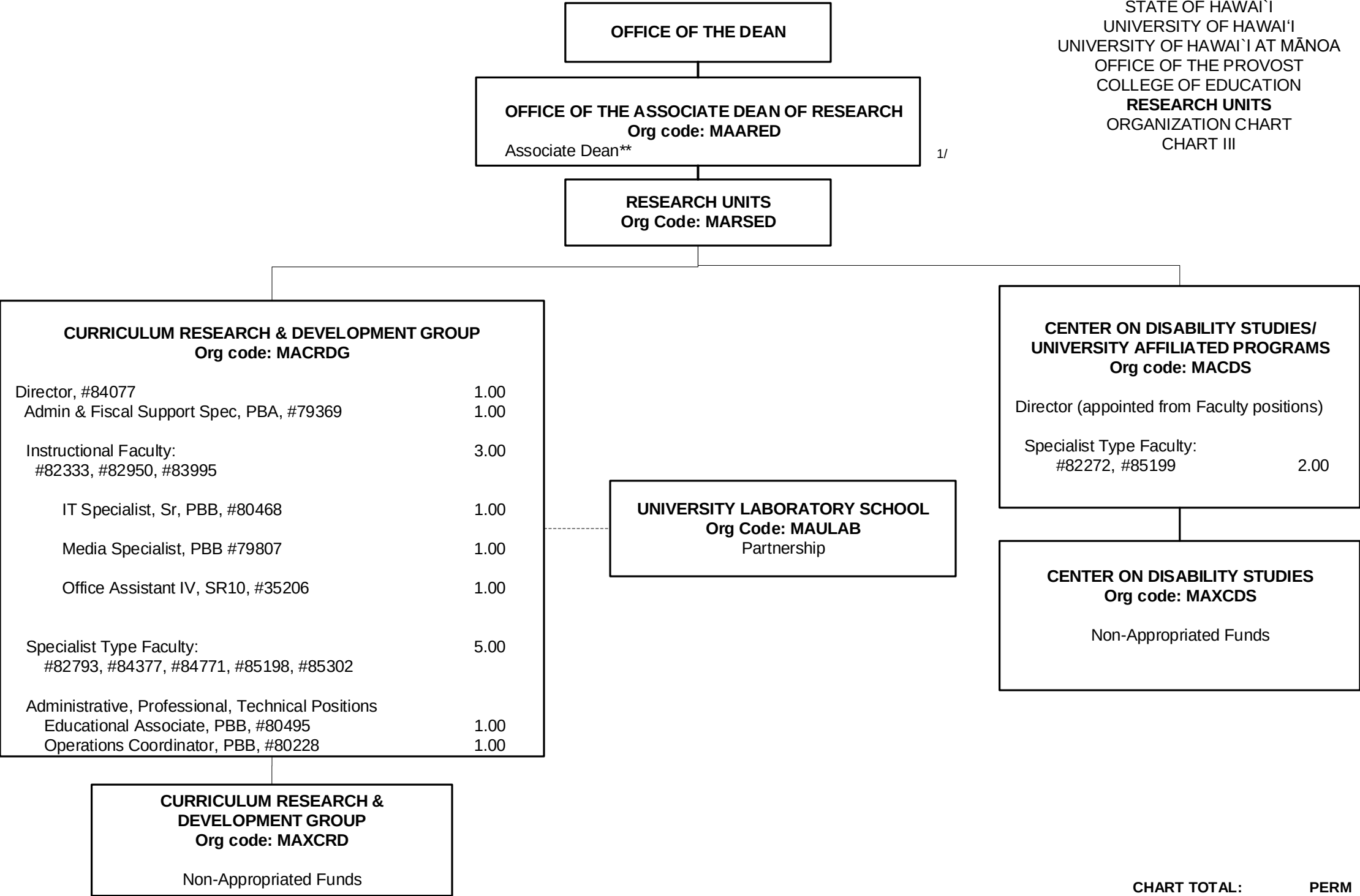
Provides undergraduate- and graduate-level programs to provide identification, assessment, and intervention strategies for persons with disabilities as follows:

- a. Post-baccalaureate Certificate in Special Education (PBSPED)
- b. Master of Education (MEd) in Special Education (Emphasis in mild/moderate disabilities or severe disabilities/autism)
- c. PhD Specialization in Exceptionalities

Provides undergraduate and graduate instruction in special education to support teacher preparation programs

Instructional units also:

- a. Provide professional development (e.g., courses, workshops, consultations) to assist education professionals in maintaining currency of knowledge, research, and practice in their fields.
- b. Share in development of program policy, curriculum, standards, and evaluation.
- c. Facilitate research and training related to teaching and learning.



1/ Pending establishment of the Associate Dean

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE PROVOST  
COLLEGE OF EDUCATION  
**RESEARCH UNITS**

FUNCTIONAL STATEMENT

**OFFICE OF THE ASSOCIATE DEAN OF RESEARCH – Org Code: MAARED**

Under the direction of the Dean, this office is responsible for planning, organizing, and administering:

- a. Grant development, writing, and administration
- b. Coordination between academic programs and research projects
- c. Review of research units
- d. Conducts institutional research studies for program planning
- e. Tracks legislative initiatives that influence the College

**RESEARCH UNITS – Org Code: MARSED**

**Curriculum Research & Development Group – Org code: MACRDG**

- a. Conducts research and designs and tests more adequate models for educational programs.
- b. Serves the State school system in its programs of curriculum and student and teacher materials.
- c. Evaluates promising curriculum innovations and disseminates the information to schools.
- d. Provides a research base, including a laboratory school, for a variety of educational research and development programs.
- e. Conducts research on the process of curriculum and school change.

**University Laboratory School – Org Code: MAULAB**

The University Laboratory School is a public charter school that operates in partnership with the UHM Curriculum Research and Develop Group under an agreement with its Local School Board. The school serves as an experimental site for researching and developing innovation in teaching, learning, and assessment in grades K-12.

**Curriculum Research & Development Group – Non-appropriated funds –**

**Org Code: MAXCRD**

The CRDG receives many extramural projects to meet the goals as stated above.

**Center on Disability Studies/University Affiliated Programs - Org code: MACDS**

Supports the quality of life, community inclusion, and self-determination of all persons with disabilities and their families by:

- a. Providing interdisciplinary training and student mentorship, through targeted course-work and certificate programs at the undergraduate and graduate levels,
- b. Conducting interdisciplinary research, demonstration, evaluation projects impacting upon policy, procedure and practice across special health, human service and education disciplines,

- c. Conducting interdisciplinary community and university service activities which result in an improved quality of life for persons with special health, human service and education needs,
- d. Developing research products, training materials, and media software/video formats,
- e. Planning and conducting interdisciplinary national and regional conferences, institutes, and forums,
- f. Disseminating information regarding research-based practices in the State of Hawai‘i, the Pacific Region, the U.S. mainland, and internationally.

**Center on Disability Studies – Non-appropriated funds – Org Code:**  
**MAXCDS**

The CDS receives many extramural projects and funding to meet the goals of the Center as stated above.

# Program Organization and Justification

*If this is a new program, attach an organizational chart of your institution/agency and, if applicable, college/school/department showing the placement of this program.*

*Justification for implementing the program. Summarize the current market for this program's completer employment outlook and any other contexts that shape the program.*

- University of Hawaii-Manoa
  - College of Education
    - Learning Design & Technology (LTEC) Department
      - Graduate Certificate in Online Learning & Teaching (COLT)

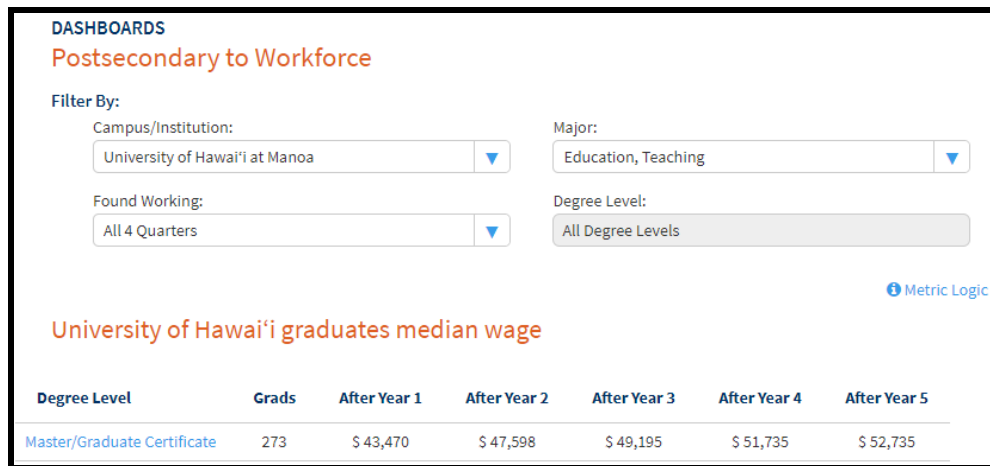
Online teaching, unlike other certifications, is not a distinct subject area and is not tracked by [DOE employment reports](#), making market assessment difficult. However, the Hawaii Department of Education (HIDOE) routinely offers “standards-based, online classes for Hawaii’s students enrolled in any HIDOE public school through [E-School](#). Instructor qualifications require completion of the Online Teaching Level 1 ([PDE3 #CT186400](#)) or Connect! (PDE3 #CT178661) course **AND** the Online Teaching Level 2 ([PDE3 #PD186458](#)) course. These HIDOE Professional Development courses “can be used to apply for the Online Teacher certification with the Hawaii Teacher Standards Board”. However, we are unaware of a Hawai’i SATEP offering a program of study for adding the Online Teaching field. As such, we believe that this program will fill an unmet need - an avenue to add this field through credit-bearing coursework, potentially as part of an advanced degree program.

The COVID-19 pandemic heightened the need for K-12 teachers to become proficient in online teaching. Most DOE schools transitioned to [distance learning for the 2020-21 school year](#). Furthermore, a [July 15, 2021 Board of Education resolution](#) directed the HIDOE Superintendent to “develop and maintain an easily accessible listing of schools that offer distance learning programs along with a description of the distance learning program” for the 2021-22 school year. This Distance Learning Programs [List of Schools](#) includes 13 schools where teachers provide 75% or more of instruction through synchronous or asynchronous delivery - demonstrating a continued need for faculty with an online teaching skill set.

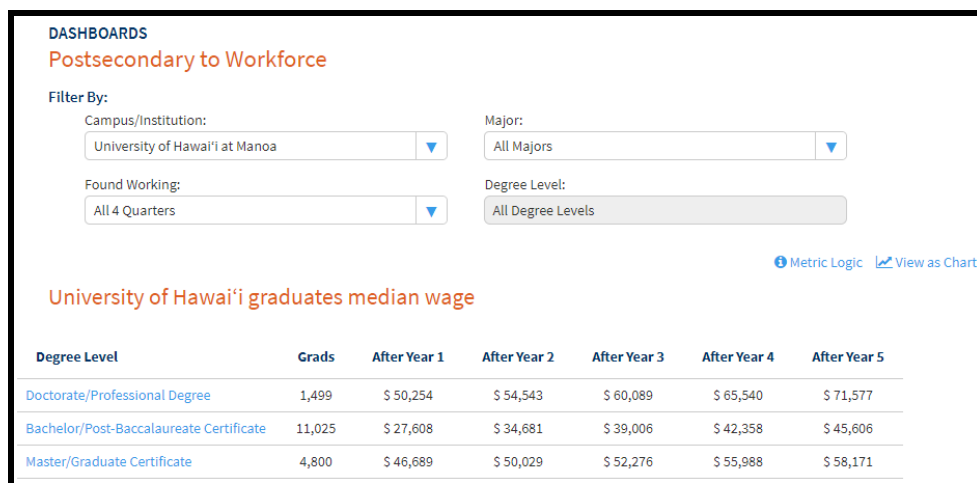
HIDOE [2021-2022 Guidelines for Reclassification of Teachers](#) state that “All academic credits earned through a university/college shall be applicable toward reclassification”. Fifteen academic credits, as approved by a teacher’s principal, could be used toward reclassification and any associated pay increase. The fifteen credits required for the Certificate of Online Teaching and Learning could therefore be an attractive route for both certification and reclassification.

Hawai’i Data Exchange Partnership’s [Postsecondary to Workforce dashboard](#) seems to support the likelihood of increased wages for graduates of the proposed program. Of existing programs, the Master of Education in Teaching is a close match, in that graduates are licensed and hold

additional credits for reclassification. The data below shows that such graduates earn higher wages than bachelors or post-baccalaureate certificate holders.



Median wages, filtered to M.EdT graduates



Median wages, all majors, by degree type