

**TITLE: Consideration of the University of Hawai'i at West O'ahu Letter of Intent to Plan Licensure Pathways and Add a Field in Early Childhood Education**

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The Hawaii Teacher Standards Board (HTSB) accepts the attached Letter of Intent from the University of Hawai'i at West O'ahu (UHWO) Education Division to plan an Early Childhood Education (ECE) licensure and Add a Teaching Field Pathway.

The UHWO's plan is to offer the following:

- Bachelor of Education degree (BEd) licensure with a concentration in ECE, Pre- K-3 for pre-service teachers.
- Bachelor of Education degree (BEd) dual licensure with concentrations in ECE and Elementary Education, K-6 + Pre-K-3 for pre-service teachers.
- Add a Field Licensure Pathway in ECE K -3 for in-service teachers.

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

UHWO may not advertise these programs 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



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

|                |                                                                                                                                 |
|----------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>    | University of Hawaii West Oahu Educator Preparation Program:<br>Education Division                                              |
| <b>Address</b> | 91-1991 Farrington Hwy, Kapolei, HI 96707                                                                                       |
| <b>URL</b>     | <a href="https://westoahu.hawaii.edu/academics/degrees/education/">https://westoahu.hawaii.edu/academics/degrees/education/</a> |

#### EPP administrator

|                                                                               |                                                                                                                                           |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                   | Dr. Mary Heller                                                                                                                           |
| <b>Title</b>                                                                  | Professor & Chair; Director of Teacher Education                                                                                          |
| <b>Email address</b>                                                          | mfheller@hawaii.edu                                                                                                                       |
| <b>Telephone number</b>                                                       | 808-284-3774(Cell) 808-689-2339 (Work)                                                                                                    |
| <b>National Accreditation Body and Dates of Accreditation (If applicable)</b> | Council for the Accreditation of Educator Preparation (CAEP)<br>Accreditation at the initial licensure level<br>Spring 2020 - Spring 2027 |

#### SATEP Administrator, if different from EPP Administrator

|                         |  |
|-------------------------|--|
| <b>Name</b>             |  |
| <b>Title</b>            |  |
| <b>Email address</b>    |  |
| <b>Telephone number</b> |  |

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

| Name of Program           | License Field(s) | License Level(s) | Projected Implementation Date |
|---------------------------|------------------|------------------|-------------------------------|
| Early Childhood Education | Early Childhood  | pre-K-3          | 8/01/2024                     |
|                           |                  |                  |                               |
|                           |                  |                  |                               |

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.

**3. SIGNATURES**

| Administrators  | Enter Title and Typed Name | Signature          | Date     |
|-----------------|----------------------------|--------------------|----------|
| EPP Head        | Dr. Mary Heller            | <i>Mary Heller</i> | 3-6-2023 |
| Program Head    | Dr. Mary Heller            | <i>Mary Heller</i> | 3-6-2023 |
| Program Contact | Dr. Mary Heller            | <i>Mary Heller</i> | 3-6-2023 |



**UHWO Early Childhood Education  
Pre-K-3 Licensure Pathway  
Justification Statement**

The University of Hawai'i West O'ahu Education Division plans to develop an Early Childhood Education (ECE) Program, with Pre-K-3 Initial Licensure Pathways for preservice teacher candidates. Preservice teacher candidate single and dual initial licensure pathways are as follows: 1) Bachelor of Education degree (BEEd) with Concentration in Early Childhood Education, Pre-K-3 license only; 2) Bachelor of Education degree (BEEd) with Concentration in Elementary Education, K-6 + Pre-K-3 dual licensure.

Inservice teachers will have access to the Pre-K-3 add-a-field licensure pathway.

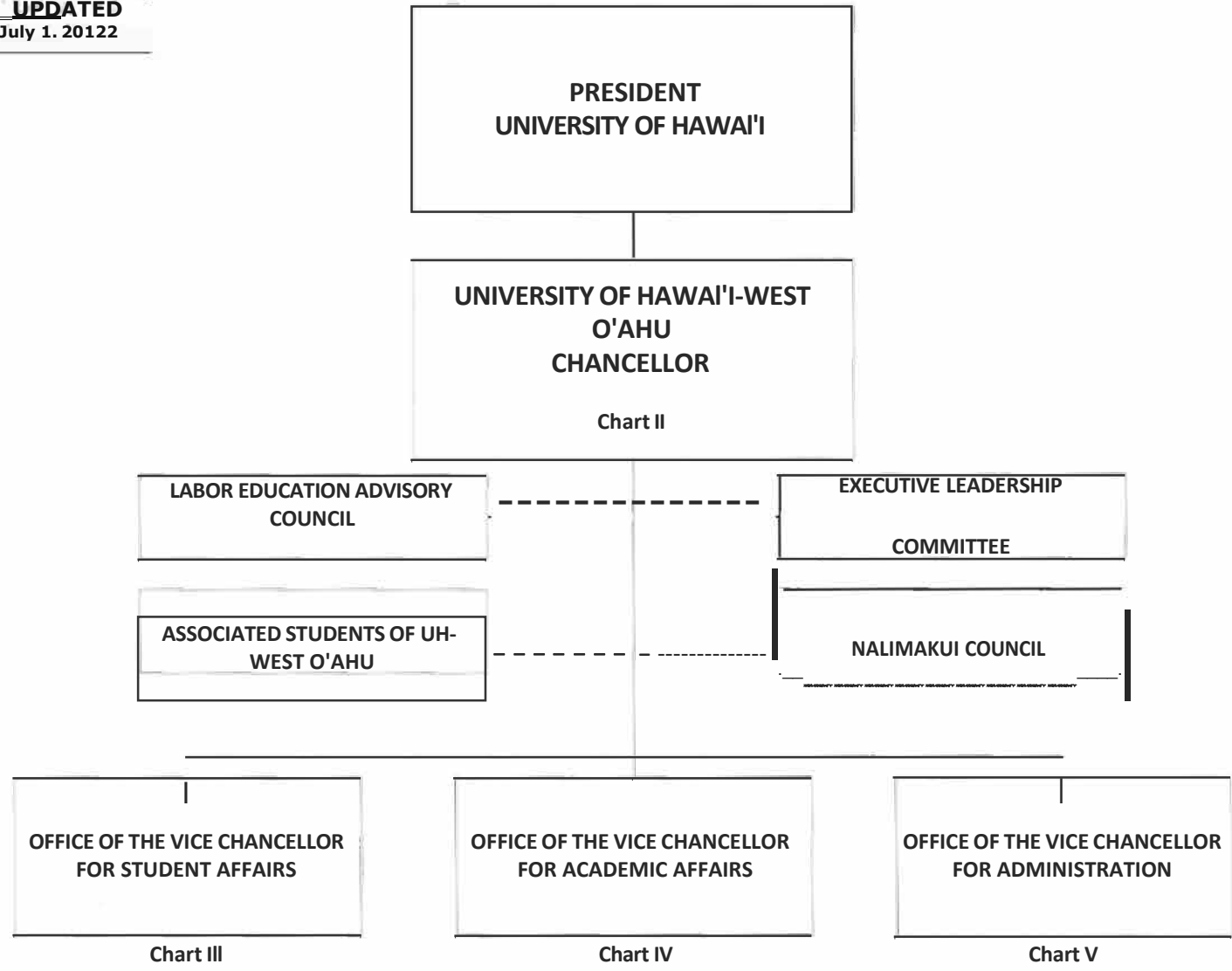
UH West O'ahu's proposed ECE program will be housed in the Education Division and linked to its CAEP Nationally Accredited K-6 Elementary Education curriculum. Program delivery will be a combination of online, hybrid, and in-person coursework, including field-based experiences in the preschool setting.

At the UH System and UHWO Institutional level, single and dual licensure and add-a-field licensure pathways are subject to the approval of the Education Division Chair, with full support of Division faculty, Chancellor Maenette Benham, and Vice-Chancellor for Academic Affairs, Dr. Jeffrey Moniz. Upon Hawai'i Teacher Standards Board approval of our Intent to Plan the ECE Pathways Program, we will submit all documents within 2 years, as required in Option 1 of the Provider Approval Options.

There is a critical and immediate need for licensed Early Childhood teachers across the State of Hawai'i. The Hawai'i State Legislature has proposed a plan to make preschool available to all 3 and 4 year olds by 2032. The plan includes preparing 80 classrooms ready for use in 2024: 50 existing public elementary schools and 30 in publically funded charter schools will be renovated. Clearly, program completer job opportunities in Early Childhood Education will be substantial. We look forward to addressing this critical State-wide need.

Mahalo HTSB for your support of UHWO's Educator Preparation Programs.

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I -WEST O'AHU  
  
POSITION ORGANIZATION CHART  
CHART I



----- Dotted lines denotes advisory role

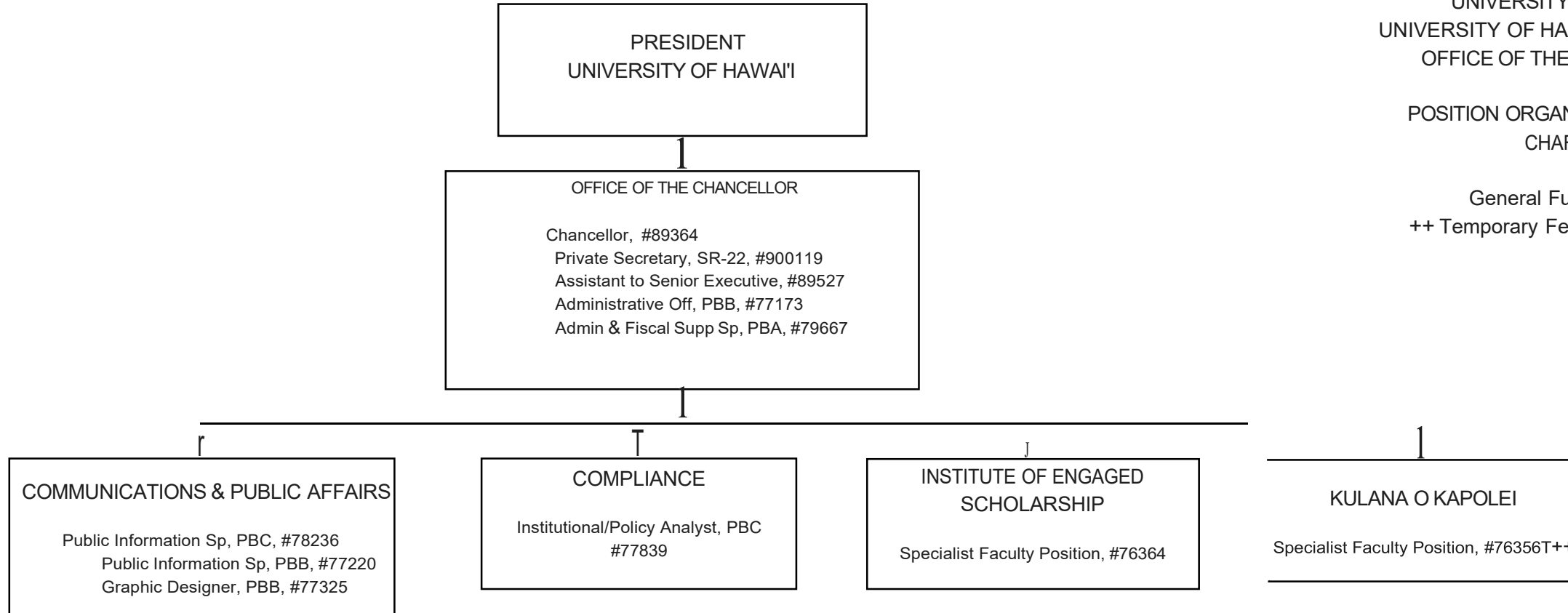
**CHART UPDATED**

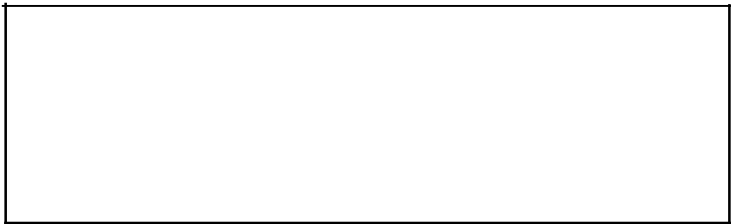
DATE: JULY 2022

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII -WEST O'AHU  
OFFICE OF THE CHANCELLOR

POSITION ORGANIZATION CHART  
CHART II

General Funds 10.00  
++ Temporary Federal Funds 1.00





POSITION ORGANIZATION CHART  
CHART III

General Funds 37.00

DIVISIONAL & INSTITUTIONAL SUPPORT  
  
UNIT LEAD (to be appointed from BOR  
position)  
Student Serv Sp, PBB, #81144  
Specialist Faculty Position, #76346

ENROLLMENT SERVICES

Instruc & Student Sup Sp, PBA, #79821  
Office Assistant IV, SR-10, #49249

ADMISSIONS

Admissions Sp, PBB, #78482  
Admissions Sp, PBB, #78483  
Student Serv Sp, PBB, #80415  
Student Serv Sp, PBB, #78127

REGISTRATION & RECORDS

Student Serv Sp, PBB, #81836  
Student Serv Sp, PBB, #77065  
Student Serv Sp, PBB, #81807

FINANCIAL AID

Financial Aid Mgr, PBC, #78125  
Financial Aid Sp, PBB, #77645  
Financial Aid Sp, PBB, #78126  
Financial Aid Sp, PBA, #77350

STUDENT DEVELOPMENT

Specialist Faculty Position, #83711

ADVISING SERVICES

UNIT LEAD (to be appointed from  
BOR position)  
Academic Advisor, PBB,  
#78485  
Specialist Faculty Position,  
#76347,#76348,#76350,#76377,  
#76385

CAREER DEVELOPMENT

Specialist Faculty Position, #76303  
Student Serv Sp, PBB, #80111

STUDENT LIFE

Specialist Faculty Position, #763S4  
Student Activities Off, PBB, #77164  
Student Serv Sp, PBB, #77793

STUDENT ENGAGEMENT

Specialist Faculty Position, #76270  
Student Serv Sp, PBB, #81221

NOEAU LEARNING CENTER

Specialist Faculty Position,  
#76336,#76338,#76388

COUNSELING SERVICES

Specialist Faculty Position, #76298

DISABILITY SERVICES

Student Serv Sp, PBB, #77598

HEALTH & WELLNESS EDUCATION

Registered Nurse III, SR-20, #900911

STUDENT EQUITY & ACCESS



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OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

Vice Chancellor, #89292

Instruc & Student Sup Sp, PBA, #78484

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII-WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS

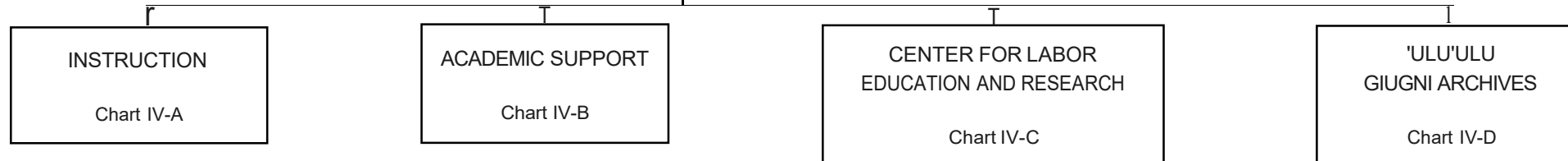
POSITION ORGANIZATION CHART  
CHART IV

General Funds 12.50  
\*\*BT General Funds .50

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

- Vice Chancellor, #89449
- Associate Vice Chancellor, #89494
- Faculty Specialist Position, #88834
- Secretary III, SR-16, #50001
- Academic Support, PBB, #77584
- Educational Assoc, PBB, #81024
- Academic Support, PBB #79846
- Program Spec, PBB, #81693
- Administrative *Off*, PBB, #81299
- Admin & Fiscal Supp Sp, **PBA**, #77363
- Operations Coordinator PBB, #80647
- Admin & Fiscal Supp Sp, PBA, #79791 (.50)
- Admin & Fiscal Supp Sp, PBA, #81808T\*\* (.50)
- Office Assistant IV, SR-10, #900625

1/



\*\*Budgeted temporary position .50 FTE, Special Funds .50 FTE

1/ Associate Vice Chancellor, #89494 in OVCAA also services as Director of Academic Support

**INSTRUCTION**  
  
\*Vice Chancellor, #89449

POSITION ORGANIZATION CHART  
CHART IV-A

General Funds 96.00  
\*\*General Funds 1.00 (BT)

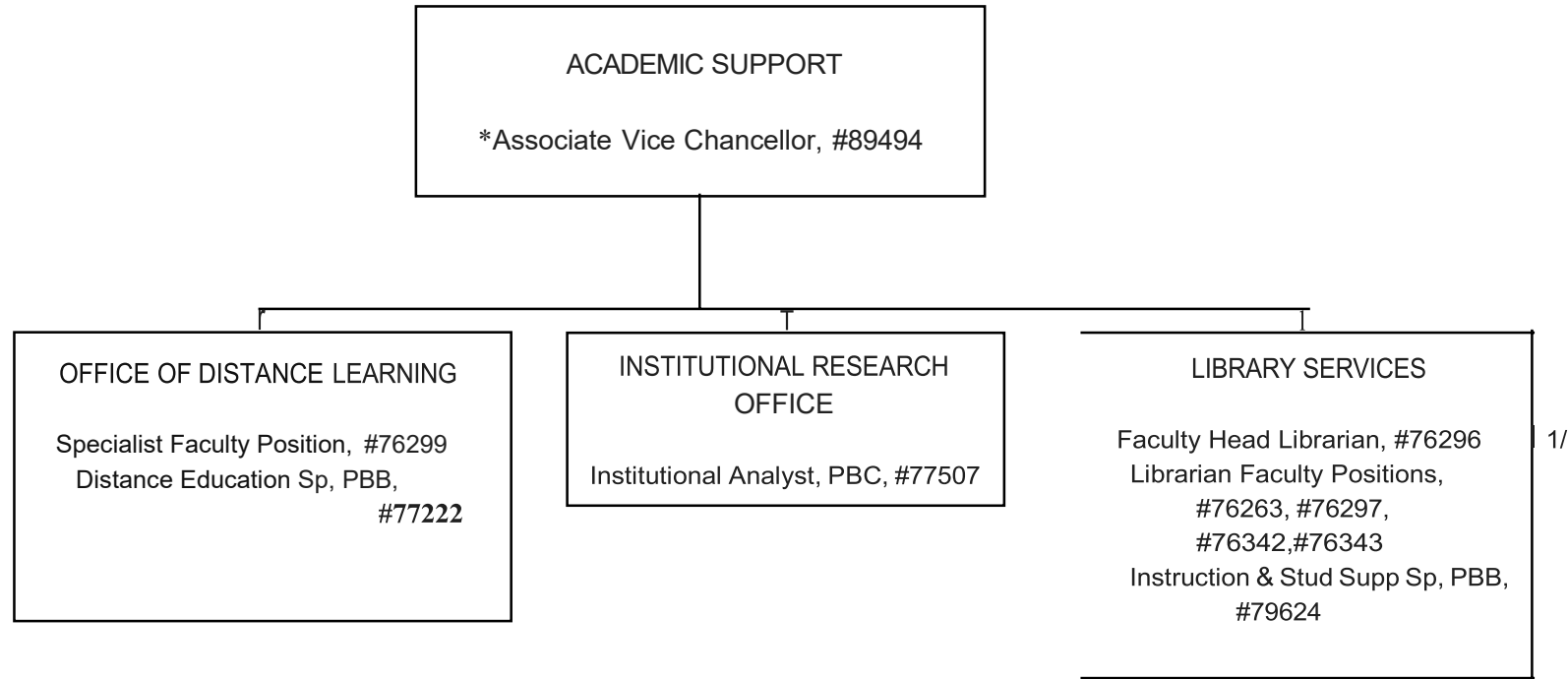
| BUSINESS ADMINISTRATION                                                                                                                                                                                                                                                                  | EDUCATION                                                                                                                                                                                                                         | HUMANITIES                                                                                                                                                                                                       | MATHEMATICS, NATURAL AND HEALTH SCIENCES                                                                                                                                                                                        | PUBLIC ADMINISTRATION                                                                                                                               | SOCIAL SCIENCES                                                                                                                                                                                                                                          | ACADEMY FOR CREATIVE MEDIA-WESTO'AHU                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11<br>Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76269, #76271, #76273, #76294, #76302, #76325, #76330, #76331, #76332, #76333, #76334, #76335, #76363, #82650, #82999, #83007, #84246, #85439, #87445, #88829<br>+Educational Spec, PBB, #77483 | Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76255, #76257, #76258, #76259, #76260, #76272, #76293, #76339, #76340<br>Specialist Faculty Position, #76261<br>+Educational Spec, PBB, #77023 | Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76264, #76268, #76274, #76292, #76313, #76314, #76315, #76316, #76319, #82230, #84165, #85438, #86688, #88824, #88831, #88832 | Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76254, #76256, #76265, #76266, #76267, #76290, #76291, #76306, #76317, #76329, #76379, #76381, #76382, #76383, #88833,<br>+Lab Manager, PBB, | Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76295, #76324, #76326, #76328, #76353, #83962, #88827, #76251T** | Division Chair (appointed from Instructional Faculty)<br>Instructional Faculty<br>#76253, #76275, #76305, #76320, #76322, #76323, #76352, #76360, #76362, #76366, #82656, #83496, #83758, #84676, #88825, #88826, #88828, #88830, #88838, #88840, #88841 | Director (appointed from Faculty)<br>Instructional Faculty<br>#76308, #76310<br><br>Specialist Faculty Position, #76304<br><br>+Lab Manager, PBA, #80615 |

\*Position count not included on this page

+ Reports to Division Chair, Director, or assigned Department Coordinator

**CHART UPDATED**

DATE: July 1, :20



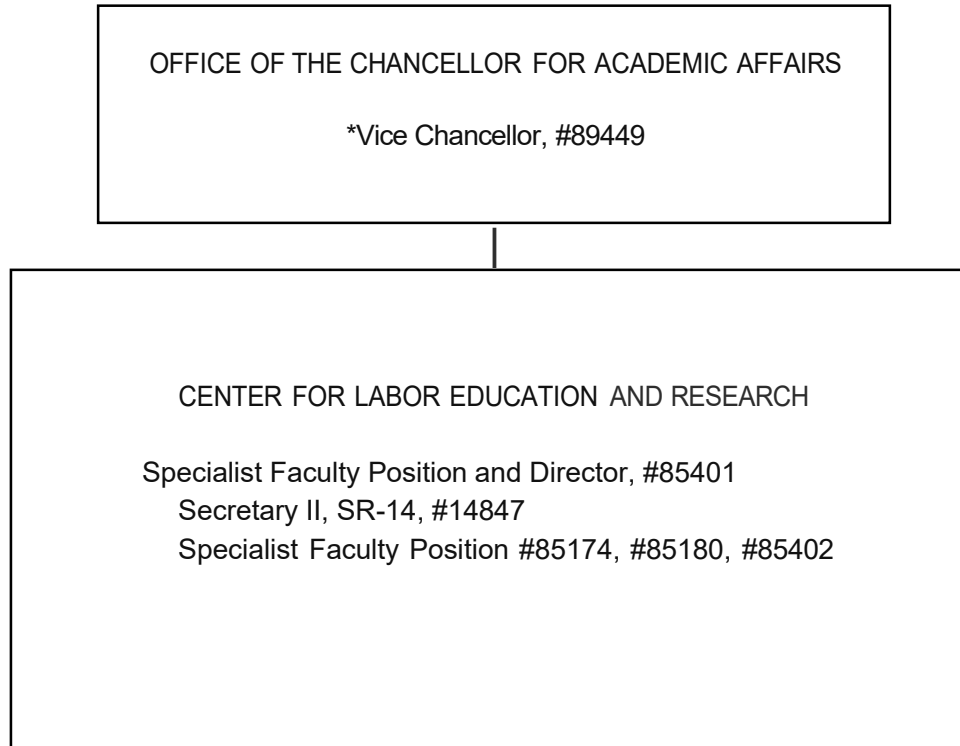
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII -WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
ACADEMIC SUPPORT

POSITION ORGANIZATION CHART  
CHART IV-8

General Funds 9.00

\*Position count not included on this page

1/ #76296 filled with temporary librarian, Interim Head Librarian appointed from librarian faculty position



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII-WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
CENTER FOR LABOR EDUCATION AND  
RESEARCH

POSITION ORGANIZATION CHART  
CHART IV-C

General Funds 5.00

\*Position count not included on this page

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
  
\*Vice Chancellor  
#89449

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'ULU'ULU  
GIUGNI ARCHIVES  
  
Educational Spec, PBB, #77377  
Educational Spec, PBB, #77651  
Educational Spec, PBB, #77678  
Media Spec, PBB, #77600  
Educational Spec, PBB, #77644

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII-WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
'ULU'ULU  
GIUGNI ARCHIVES

POSITION ORGANIZATION CHART

CHART IV-D

General Funds 5.00

**CHART UPDATED**  
D.A.TE: J ulth, \_ 20

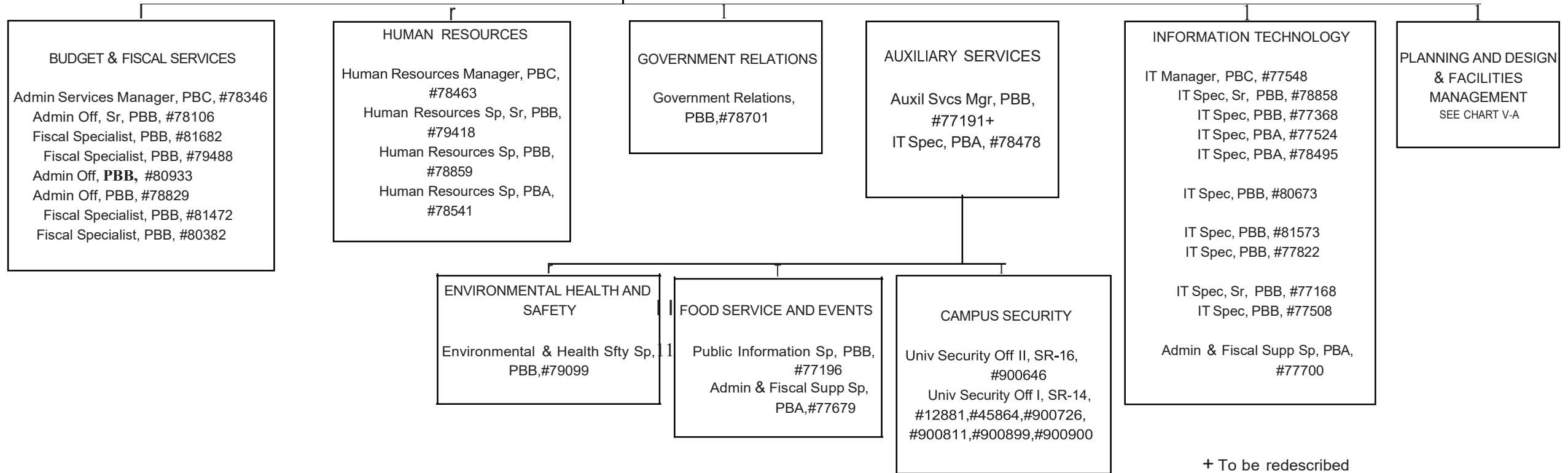
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII-WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ADMINISTRATION

POSITION ORGANIZATION CHART  
CHARTV

General Funds 38.00

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

Vice Chancellor, #89142  
Institutional/Policy Analyst, PBB, #77883



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII -WEST O'AHU  
OFFICE OF THE VICE CHANCELLOR FOR  
ADMINISTRATION  
PLANNING AND DESIGN & FACILITIES  
AND OPERATIONS

POSITION ORGANIZATION CHART  
CHARTV-A

General Funds 22.00

