Procedures & Policies Subcommittee
WCC Faculty Senate
Policy Implementation Procedure

November 21, 2008

1. Background

1.1. After reorganization of the UHCC system, we adopted more of UHCC system-wide policies

1.2. The policies posted at the WCC website have been reviewed and updated by the Chancellor per WCC Policy 1.1.C., which states:

   The Chancellor of Windward Community College has responsibility for the establishment, revision and dissemination of college specific policies and procedures. The college policies and procedures will be posted on the college web page and paper copies will be distributed to all major units of the college.

1.3. Unless imported from other sources (UHPA, etc.), these online policies follow the format: reference, background, purpose, etc.

1.4. Some offices are still using the old (1995) 2-volume printed version.

1.5. Some faculty members have argued that we should put all the policies included in the old 2-volume printed version online.

2. Observations:

2.1. Most of the policies in the old printed version, especially those not yet made available online, are out of date, not in a particular format, or of dubious value. Therefore putting all of them online without review has the potential to create more problems rather than solve them.

2.2. Because the Chancellor reviewed and approved them, those policies available online at the WCC website are the current policies of WCC (cf. WCC Policy 1.1.C).

3. Recommendations:

3.1 Ask the Chancellor to announce that the policies in the old printed version have been replaced with the more recent online version and are no longer valid, effective immediately.

3.2. If any policy/procedure in the old version is found to be needed or useful, the office or individual responsible for the policy/procedure can update it using a template provided by the WCC FS Procedures and Policies Subcommittee, and send it to the Faculty Senate who then submits it to the Director of Planning and Program Evaluation, Jan Lubin. Jan will check it against the UH System-wide polices, and format requirements. If it is acceptable by Planning and Program Evaluation standards, the policy will be sent to the Chancellor for approval. If approved by the Chancellor, the policy/procedure becomes official and will be posted at the WCC website.
3.3. For easy reference, the ‘Policies’ webpage shall be organized based on the WCC governance structure, with a table grid of policies prepared for each category.

3.4. The policies and procedures posted online should have only one online source file. Any web pages used to access the policies and procedures should link to this single file. This will minimize errors and time spent on updates and site maintenance.

3.5. If any office or individual sees a need to make a new policy or procedure, they can prepare a draft that will follow the same pathway described above. In this way all policies and procedures will go to the Director of Planning and Program Evaluation (centralized) for approval and then to the Chancellor for final authorization, and will then be made available online. Some areas already identified include the following: timeline and criteria in the selection for Excellence in Teaching Award, policies on Reassigned Time, procedure for Non-credit Program Review and procedure for establishing new academic programs.

3.6. The Faculty Senate Procedures and Policies Subcommittee also seeks to identify policies and procedures that are needed but are currently not formalized, and recommends their preparation by the appropriate office or individual.

3.7. The Director of Planning and Program Evaluation will be responsible for requesting that the individual responsible for each office or program’s policies and procedures review them annually and report to the Director of Planning and Program Evaluation promptly to keep everything current. All the policies and procedures should clearly designate who is ultimately responsible for their content and annual revision.

3.8. Although the policies and procedures available online have been approved by the Chancellor, some of them now may require further updates. They are:

2.2. College Committees & Councils
4.4. Program Review
5.1. Student Academic Grievance
5.2. Academic Affairs Governance
5.3. Student Conduct
10.2. Facilities Use Policy & Procedures

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We sincerely thank our special adviser:
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