Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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WINDWARD COMMUNITY COLLEGE

Administration, General

1. Purpose
To establish a procedure whereby policy determination of a permanent nature is recorded and distributed to all concerned.

2. Policy
Policy proposals may emanate from any segment of the College--Dean of Instruction, Dean of Student Services, Director of Administrative Services, Director of Community Services, Department Chairpersons, ASUH-WCC, Faculty Senate, and, in some instances, from individual members of the College family. However, such proposals do not become official policies until they have been approved by the Provost, published, and distributed.

3. Procedure
Official policies will be published in a series of Policy Guidelines approved by the Provost. The following numbering system will be utilized:

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<th>Subject Area</th>
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<tr>
<td>(Others as used)</td>
<td>7-, 8-, etc.</td>
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4. Applicability and Maintenance
Published Policy Guidelines apply to the entire College community. Persons occupying offices in which Policy Guideline manuals are placed are expected to maintain Guidelines as distributed. Annual update is conducted during the summer term, and coordinated by the Office of the Provost.

5. Distribution
Distribution is made by office location and not to individuals, per se.

Peter T. Dyer
Provost