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This Policy is no longer active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.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

www.wcc.hawaii.edu
WINDWARD COMMUNITY COLLEGE
Administration, Facilities

PROCEDURES FOR RECOMMENDING NAMES FOR
CAMPUS DEVELOPMENT AND ACADEMIC PROGRAMS

1. Purpose:

The Board of Regents policy on "Naming of Campus Improvements and Academic Programs" requires each Chancellor to develop procedures for recommending names for buildings, other facilities, or academic programs. Chancellors may approve functional names. The President may approve names for rooms or other quarters within a building. The Board must approve non-functional names. The Chancellor for Community Colleges requires each campus to have in place procedures to implement the BOR policy.

2. Procedure:

   a. When circumstance suggests a campus improvement or academic program requires naming, the Provost shall form an Ad Hoc Committee on Naming. The Ad Hoc Committee shall consist of representatives from the Faculty Senate (2), the Associated Student of the University of Hawai‘i at Windward Community College (2), off-campus group(s) (as appropriate), and the Director for Administrative Services, who shall serve as chairperson of the Ad Hoc Committee.

   b. The Provost's Ad Hoc Committee shall employ the criteria specified in CCCM #5000 in developing its recommendation. In so doing, and in the course of its deliberations, the Ad Hoc Committee may solicit ideas for names from the University and College community as well as appropriate community groups.

   c. The Provost's Ad Hoc Committee shall submit its recommendation to the Provost and in the format for such recommendations as is required by CCCM #5000.

   d. The Provost shall first confirm that the name recommended meets the criteria, then forward the recommendation to the Chancellor for Community Colleges.

   e. It is expected, although not required, that the process for developing a recommendation and submitting same to the Chancellor shall not take longer than one academic year from the date of the formation of the Ad Hoc Committee. If no recommendation is made by the Ad Hoc Committee to the Provost in that time period, the Ad Hoc Committee shall be disbanded unless reappointed by the Provost.

3. Effective date:

This policy guideline is effective as of August 1, 1995.

[Signature]
Peter T. Dyer
Provost