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This Policy is no longer active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](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/](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
PURCHASES OF AUDIOVISUAL EQUIPMENT

1. Purpose:

To establish procedures for the selection, purchase and inventory control of audiovisual equipment secured by the College to be used for instructional and other institutional purposes. This procedure is to assure that purchases of audiovisual equipment will be made with the following criteria/considerations in mind:

a. Quality of equipment including repair record and life-span.
b. Cost comparisons (competitive bids).
c. Inventory control, maintenance and replacement.
d. Appropriateness for intended use (so that more appropriate equipment will not be overlooked).
e. Compliance with American National Standards Institute standards where applicable.
f. Compatibility of a proposed purchase with existing College equipment systems.

2. Definition:

For this policy guideline, audiovisual equipment is defined as follows:

a. That equipment capable of conveying or displaying audio, visual, and/or other sense stimulation, usually in conjunction with materials such as film transparencies and/or recording tapes or discs, or other media. Examples: projector/viewers, television, audio and/or video recorder/player devices, phonographs, and sound or light detection and amplifying devices.
b. Accessory equipment such as projection screens, tripods, test-scoring devices, response systems, synchronizers, dissolve controls, remote controls, film chain, programmed instruction equipment, projection tables and carts, listening centers, and carrels.
c. Production equipment such as photographic or video cameras/recorders, editing equipment, microphones, mixers, video switchers, multi-image programmers, synchronizers, audio/video monitors, audio/video duplicators, studio lighting equipment, and graphics production equipment.

3. Applicability:

This procedure applies to audiovisual equipment used in classrooms, the Library, the Learning Resource Center, other meeting rooms, and to equipment used for the production of instructional materials.

4. Procedure:

a. All requisitions to purchase audiovisual equipment should be based on approvals obtained through established College instructional budgeting procedures which include the necessary reviews as well as planning parameters.
b. Any audiovisual equipment purchase requisition containing a single item value of over $200.00 and originating outside the Media Production Center shall be by consultation with the Media Specialist prior to the issuance of a purchase order. Upon completion of the review, the Media Specialist shall initial the necessary requisition forms. This will confirm that the purposes of this policy guideline are met before a requisition is forwarded. Requisitioners purchasing audiovisual equipment bearing a value of less than $200.00 are encouraged to discuss that purchase with the Media Specialist, but are not required to do so in order to complete purchase process.

c. In the event there is disagreement between the requisitioner and the Media Specialist on the selection of the equipment, the Dean of Instruction shall have the final decision.

d. Requisitions reviewed and approved shall be processed through the Business Office in accordance with procedures established by the Office.

e. All audiovisual equipment purchased, regardless of value, shall be delivered to the Media Production Center, where it shall be noted as "received", cataloged, and identified or marked. The requisitioner shall then be notified of its availability for use.

5. Effective Date:

This policy guideline is effective August 1, 1995.

\[\text{Peter T. Dyer} \]
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