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This Policy is no longer active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

Angela Meixell. Ed.D.
Chancellor
Windward Community College
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Kaneohe, HI 96744

[www.wcc.hawaii.edu](http://www.wcc.hawaii.edu)
COLLEGE PROCEDURES FOR MAKING APPLICATIONS TO THE PRESIDENT'S EDUCATIONAL IMPROVEMENT FUND

1. **Purpose:**

   To establish procedures for the faculty and staff of the College to follow in the preparation and submittal of proposals for funding through the President's Educational Improvement Fund (EIF).

2. **Policy References:**

   a. Presidential Memorandum, Guidelines for the President's Educational Improvement Fund (4-17-78).
   
   b. CCCM #9000 (April 20, 1979 or as thereafter amended). *President's Educational Improvement Fund (EIF).*

3. **General Information on Available Funding:**

   Each biennium the Hawai‘i State Legislature makes available to the Units of the University of Hawai‘i an amount of money to be used for the President's Educational Improvement Fund. For the Community Colleges that amount has averaged $75,000. Individual grants have been funded at as little as $200 to as much as $10,000.

   EIF monies may be used for projects which provide significant improvement in student learning by modifying teaching methods, removing learning barriers, providing improved learning opportunities, or improving the evaluation of teaching or student learning.

   Furthermore, the Office of the Dean of Instruction is responsible for maintaining a library and directory of various extramural funding programs. Faculty and staff are encouraged to seek the assistance of that office when attempting to locate possible funding sources for projects they seek to undertake.

4. **Eligibility:** All Instructors and Lecturers.

5. **Procedures:**

   a. **Before** proceeding to actually prepare an EIF proposal, faculty and staff should discuss the general intent of the proposal with their department chairperson and respective Dean (Instruction or Student Services) to clarify the relationship or compatibility of their ideas for an EIF project to the general needs, directions, and available resources of the College. Deans are to be especially watchful of obligations which may be expected of the College after the project terminates.

   b. Preparers of EIF proposals are advised also to read CCCM #9000 **before** proceeding to actually prepare a project proposal. This CCCM includes a general description of actions to be taken by persons involved in the EIF review process. (Copies of CCCM #9000 are available for review in the Library and the Office of the Dean of Instruction.)

6. **Campus Review:**

   a. The Provost reviews EIF projects in consultation with the Dean of Instruction and members of the Faculty Senate Committee on Instructional Improvement and Professional Development.
b. Based on the consultation process, the Provost establishes a priority for funding of each campus' proposal and so recommends to the Chancellor.

c. Community College System criteria for EIF proposal funding are listed in CCCM #9000. In addition, the proposer is encouraged to address the following items which Windward Community College has established as criteria for its decisions:

1) The impact on instruction is evident and especially broad, affecting perhaps more than a single course.

2) The proposal contributes to the professional development of the proposer.

3) The proposal reflects certain emphases for instruction noted in the College Educational Development Plan.

4) The proposal might have implications for systemwide application.

5) An evaluation schema is present and appropriate to the objectives of the proposal.

6) The proposal reflects a "clarity of presentation" which permits reviewers to understand what is intended as process and outcome.

7. College EIF Processing Timetable for Academic Year Funding:

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>Prior to March 31</td>
<td>Preparer develops proposal in consultation with department chairperson and Dean of Instruction.</td>
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<tr>
<td>April 1</td>
<td>Deadline for submission of EIF proposal to Office of the Provost for Fall or academic year funding.</td>
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<tr>
<td>April 20</td>
<td>Provost notifies Dean of Instruction of priorities for EIF projects. Dean schedules projects for Fall semester based upon college budget outlook.</td>
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<tr>
<td>September 1</td>
<td>Chancellor announces campus and system allocations.</td>
</tr>
<tr>
<td>September 15</td>
<td>Dean of Instruction notifies faculty of additional available EIF money, if any.</td>
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<tr>
<td>October 15</td>
<td>Provost submits list of approved projects (from Round 1) and appropriate budget documents to Chancellor.</td>
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<tr>
<td>October 15</td>
<td>Deadline for submission of EIF proposals to Office of Provost for any funds available for Spring semester.</td>
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<tr>
<td>November 10</td>
<td>Provost notifies Dean of Instruction of projects approved for remaining monies.</td>
</tr>
<tr>
<td>December 8</td>
<td>Dean of Instruction prepares progress report for Provost to submit to Chancellor including notification of remaining approved projects and budget documents.</td>
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<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>April 1</td>
<td>All project directors submit progress reports to the Dean of Instruction.</td>
</tr>
<tr>
<td>April 7</td>
<td>Provost transmits progress reports to Chancellor.</td>
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<tr>
<td>August 20</td>
<td>Project directors submit final evaluation reports to Dean of Instruction.</td>
</tr>
<tr>
<td>September 1</td>
<td>Provost transmits final project evaluations to Chancellor.</td>
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8. **Forms:**
   a. Application
   b. Provost Certification
   c. Operational Expenditure Plan

9. **Applicability:**
   This policy is applicable to all faculty and staff of the College.

10. **Effective Date:**
    This policy guideline is effective August 1, 1995.

   
   Peter T. Dyk
   Provost

**Attachments:**

- Application
- Provost Certification
- Operational Expenditure Plan
PRESIDENT'S EDUCATIONAL IMPROVEMENT FUND (EIF) (cover sheet)

A. To be Completed by Proposer:

Title of Proposal __________________________

Project application for FY ______

Name, Title, and Signature of Proposer(s): ________________________________

________________________________________

Campus __________________________ Division/Program __________________

Name/Title/Signature of Project Director if other than proposer:

________________________________________

B. To be Completed by Provost:

This proposal fully meets the EIF eligibility criteria. College funding will be available to continue the project/activity, as applicable, following the development phase through EIF funding. Specific justification for recommending EIF funding:

Provost's Signature __________________________ Date __________________________
<table>
<thead>
<tr>
<th>Character of Expenditure</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Total Allotment</th>
</tr>
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<tbody>
<tr>
<td>Personal Service</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Current Expenses</td>
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<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
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SUBMISSION OF APPLICATIONS

Submit an original plus five copies by the 2nd Tuesday of each month to the Office of the Assistant to the President, Bachman Hall 202, 2444 Dole Street, Honolulu, HI 96822. Phone: 956-5283.

CRITERIA FOR EDUCATIONAL INNOVATIONS FUND TRAVEL GRANTS

The Educational Innovations Fund provides to the President an alternate source of travel funds for faculty pursuing activities with unusual potential to support the educational mission of the University. The President's Advisory Funding Committee, which reviews applications to the Educational Innovations Fund, considers for funding non-administrative meritorious travel for purposes not generally funded by other University sources (such as the University Research Council (URC), Research Relations, and the Office of Faculty Development and Support).

Fundable activities:

1. Keynote speakers at conferences or meetings of major professional associations. (The application should indicate why funding does not accompany the Invitation.)
2. Acceptance of major honors and prizes that are directly related to scholarly stature and/or accomplishment in the applicant’s specialty field.
3. Principal officers of major professional associations, including principal subdivisions within such associations.
4. Editors of leading journals to attend special and essential meetings of the editorial board. Travel solely to solicit journal submissions is not supportable.
5. Invitation to participate in prestigious gathering of special experts.
6. Significant participation in a major recital, performance, or exhibition.
7. Supplemental funding for transportation costs (but not per diem) for travel that has been partially funded by other University sources.
8. To chair a session or panel when there has been extensive involvement by the applicant in planning and organizing the session.
9. Conference planning for heads of local arrangement committees for future conferences of major associations meeting in Hawaii.
10. Other significant professional activities.

Non-fundable activities:

1. Research-related travel (planning, initiating, carrying-out of research projects).
2. URC-eligible proposals.
3. A second conference that would be URC-eligible had URC eligibility not been exhausted.

Caveat

1. Due to limited availability of funds, awards are competitive and not all eligible requests are funded.
2. Awards may be given only partial funding.
3. Except under unusual circumstances, only one grant will be awarded per fiscal year.
EDUCATIONAL INNOVATIONS FUND
APPLICATION FOR FACULTY TRAVEL

Date of Submission

APPLICANT:

Title ___________________________________ 

Dept./College________________________ Office Address/Phone ____________________________

Full-time Faculty Member: Yes___ No____

During travel will you be on sabbatical leave or leave without pay? LWP____ LWOP ______

TRAVEL

Purpose of Travel ________________________________________________________________

Travel Destination ______________________________________________________________

Departure Date _______________ Return Date ________________________

FUNDING

Minimum direct airfare __________ Other expenses ($500 maximum): ______________________

Funds committed from other sources: Source______________________________ Amount __________

Funds requested from other sources: Source______________________________ Amount __________

Total requested from Educational Innovations Fund ($1,400 maximum): ______________________

PLEASE ATTACH:

[ ] Statement of how travel fits into your professional responsibilities.
[ ] Abstract of paper or description of presentation. Include names of all co-authors.
[ ] Descriptive or background materials (invitation, relevant correspondence, conference brochure, etc.).
[ ] Date, destination, purpose, and source of funds for all funded travel in the past three years.
ENDORSEMENTS

To Endorsers: Please describe briefly the merits and importance of this activity, especially relative to other proposals from your unit.

Department/Program Chair

Comments:

Dean/Provost/Director

Comments:

The University of Hawaii Foundation is a non-profit corporation. Its purpose is to benefit the University of Hawaii, its faculty, and its students; to improve the University's standards, potential, and usefulness to Hawaii as an institution of higher learning; ... and to promote the general welfare of the University.