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This Policy is no longer active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.

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WINDWARD COMMUNITY COLLEGE
Academic Affairs

PROCEDURES FOR REVIEW AND APPROVAL OF LOW ENROLLED CLASSES

1. Purpose:

To establish procedures for assuring that low enrolled credit classes are authorized to proceed only when fully justified on the basis of cost-effectiveness and/or need.

2. Policy Reference:

Chancellor for Community Colleges Memo (CCCM #6101: Revised, February 10, 1982).

3. Procedure:

a. During the registration period, the Dean of Instruction is responsible for reviewing the student enrollments in each section of each course offered.

b. If the Dean of Instruction finds, based on her/his experience, that a course/section may not "fill" to the expected minimum of 10, she/he will determine if offering the course is justified in accordance with criteria stated below. The Dean will consult with the Provost, when it is her/his judgement the criteria may not apply, before allowing the course/section to be offered.

c. If the Dean of Instruction finds that a low enrolled (9 or less) course/section does not meet the criteria stated below, she/he will cancel the course, and initiate action to inform students of the cancellation.

4. Criteria to be Applied to Justify Offering Low Enrolled Course:

a. Limited equipment or work stations.
b. Program and/or degree requirement (CC, CA, AS, AA).
c. Experimental offering (e.g., new course, different time blocks).
d. Alternative delivery situation (e.g., courses offered off-campus; courses offered by/through the media or in learning resource centers).
e. Class for students with special needs (e.g., re-entry student, students with learning disabilities).
f. Special nature of instruction (e.g., music skill and modular classes).
g. Externally funded class.
h. Course required in special sequent to enable transfer to 4-year programs (e.g., advanced Calculus).
i. Course offered once a year.
5. **Reporting of Low Enrolled Courses Offered:**

   a. The Dean of Instruction each semester will prepare a summary report of all low enrolled classes offered, using the format required by the Office of the Chancellor for Community Colleges (see CCCM #6101).

   b. The Dean of Instruction will submit the completed report to the Provost by October 15 for the Fall Semester and March 15 for the Spring semester.

   c. The Provost will review the report, consult with the Dean of Instruction regarding future actions, and then submit the final report to the Chancellor for Community College.

6. **Effective Date:**

   This policy guideline is effective as of August 1, 1982.

   [Signature]

   Peter T. Dyer
   Provost