Space Allocation Requests

The Master Planning and Space Allocation Committee (MaPSAC) makes recommendations to the Chancellor regarding semi-permanent and permanent uses of enclosed and open spaces on campus, including existing buildings, renovations to existing structures, proposed new structures, and the use of open acreage. The objective of the committee is to enhance the functionality, accessibility, and the beauty of the Windward CC campus structures and spaces in the interest of creating a more effective learning environment for our students.

The requestor is encouraged to include attachments such as pictures and plans. Note that basic building plans in PDF and JPG are available on the Buildings and Facilities on Campus page. The requester is also encouraged to provide evidence of support from the college. Any request being made by an external (non-WCC) agency must enlist a Windward CC contact person who will act as the agency’s liaison, and follow the same procedures as those required for internal requests.

Procedure

1) The requester contacts the Chair with the initial draft of the request, which should include all appropriate items listed in the Required Information for All Requests.
2) The Chair forwards the request to the committee for initial discussion.
3) The committee decides if the decision should be made by the Vice Chancellor of Administrative Services, by the committee, or be referred to another group on campus.
4) For committee-made decisions,
   1. The Chair will ask the requester to post the initial draft of the request on the New Initiatives discussion board for college input.
   2. After a minimum of two weeks from the date of posting, the requester will submit a final request electronically to the Chair.
   3. The committee's review of the final request will include a presentation by the requester and any other interested parties.
   4. The committee's recommendation will be recorded in the committee notes and forwarded to the Chancellor, requester and any other appropriate people on campus.

Title of Space Request:

Request Status: Dates to be updated by the Chair of the MaPSAC.

Date

Received by Chair of the MaPSAC
Sent to MaPSAC for Initial Decision on Disposition
Posted on the New Initiatives Forum
Discussion Period Closed
Final (modified) Version of Request Received by Chair
MaPSAC Deliberation Begins
Decision:  ___ Approved
          ___ Disapproved
          ___ Withdrawn
Required Information for All Requests

1) Name of the individual or group that is requesting the space

Mathematics/Business Department

2) Contact Person's name, email, and telephone number

Deacon Hanson, dhanson@hawaii.edu, 224-2278

3) Type of space that is needed

(a) Lecturer group room;
(b) Computer science tutoring / work area;
(c) Computer laboratory space

4) Building or space in question

Alaka’i 106

5) How the space is currently being used

The space is currently occupied by the WCC Testing Center. The WCC Testing Center will be relocated to the new Library Learning Commons. The new Library Learning Commons is scheduled to open in the Summer of 2012. According to the schedule, Alaka’i 106 will be vacant in the Fall of 2012. The Math/Business Department requests first priority to occupy Alaka’i 106.

6) Desired start date (and end date, if applicable)

At the earliest, the Math/Business Department desires to obtain exclusive use of Alaka’i 106 on the date when the Testing Center moves to the new Library Learning Commons. According to the schedule listed in 5) above, the new Library Learning Commons will open in the Summer of 2012. Based on the projected new Library Learning Commons open date, the WCC Testing Center should move out of Alaka’i 106 during the Summer of 2012. The Math/Business Department would like to move into Alaka’i 106 as the WCC Testing Center moves out of Alaka’i 106. Additional time will be required to assure a smooth transition and to minimize any bottlenecks between the Math/Business Department and the WCC Testing Center.

7) Description of how the space will be used

(a) Office space for ICS lecturers;
(b) Secure and accessible storage for costly computer / electronic equipment used in the ICS and business curriculum (i.e. cameras, microphones, headphones, tripods, remote control items, an iPad, calculators, etc.);
(c) An area for small group tutoring

8) Description of how it may contribute to the learning environment and interests of WCC students

The depressed economy has caused an increase in the theft of tangible property. Over the last year (2011 – 2012), WCC experienced several thefts of tangible property from campus facilities. While the property may have been insured, replacement can be slow, and any value added to the property (i.e. important files on computer hard-drives) is lost forever, unless the original property is recovered. If such theft of property occurs in the Math/Business Department, the property’s value would not be the only loss. Faculty would lose access to essential tools. All departments should be provided with the capability of properly securing costly equipment.
Additionally, students often need more help to master their ICS / Business learning outcomes. Assigning Alaka‘i 106 to the Math/Business Department would allow WCC to better meet students’ needs. An ICS / Business tutoring facility in Alaka‘i 106 would address this need.

9) Other alternatives that were considered and why those alternatives don’t seem to work

Informal tutoring sessions and office hours are held in Noeau 123 and 124 between classes. These rooms are scheduled to be renovated and re-assigned to the Social Science department. With this renovation and re-assignment, this space will no longer be available. The Math/Business Department has brainstormed alternatives, such as the old Nurses Dormitory, Hale I’olani basement, and/or the old Hakipu‘u training center. None of these spaces are available. The Math/Business department would consider any alternatives, but it sees Alaka‘i 106 as the most immediate, feasible location for the near future.

10) What other resources may be needed

Once Hale Alaka‘i 106 is acquired, the Math & Business will need to properly outfit the space with furniture, computers, and other requisite equipment. These items will be included as a future PBC request.

11) How the proposal supports or is supported by the Master Plan, the Mission of the College, and the UHCC Strategic Plan

The proposal supports the basic educational mission of the college by providing facilities to enhance student learning.