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           ___ Withdrawn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

   Student Services/Marketing

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

   Lui Hokoana/Bonnie Beatson

3) Type of space that is needed

   Alaka‘i Building, lobby front office (KC’s old office) adjacent to Admissions & Records Office

4) Building or space in question

   Alaka‘i Building

5) How the space is currently being used

   Not being used.

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

   Fall 2011

7) Description of how the space will be used

   The space will be used to house an Admissions counselor. The Admissions counselor will be tasked to staff a One-Stop in this office space and the Lobby area. The space will have computer stations to allow students to take care of admissions and business office services.

   It will be part of a larger plan for creating a welcoming space at the building entrance to the college that will communicate a Windward sense of place and spirit of *aloha*, and provide seamless access to the college’s front-end services (admissions, financial aid, & testing).

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

   By providing easy access and communication to incoming students, WCC can help students with the complex process of going to college.
In WCC’s most recent Community College Survey of Student Engagement (CCSSE), our students report that the college provides them with appropriate support services (83%). However, 60% say we do not provide non-academic support and more than 42% of student’s rarely/sometimes utilize academic advising services and 65% of them rarely access Career Counseling services. These numbers are troubling because empirical data confirms that Academic Advising and Career Counseling are critical to student success (Kuh, 2007).

Academic Advising and Career Counseling are all related to student engagement. The new trend in higher education is design to engage; meaning colleges purposefully design how the student interacts with the college to increase student success. By establishing this One-Stop the college will have the ability to design the college’s first contact with students. By designing how students flow through our front-end services we can control how the student engages the college and begin to market our career exploration and academic advising components. The One-Stop will also contain information about support services that are not offered at the college, to support our student’s non-academic needs. The One-Stop will enhance and support the college’s current services and lead to increased student success.

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

The old math lab in Alaka’i is another alternative. However, this space is ideal because it is at the front of the campus; located close to A&R, Financial Aid, Testing, and Business office.

There is anecdotal data from our A&R and Business office staff that they see a lot of lost students at their respective counters. The One-Stop will address this issue by designing how the student flows through our front door.

10) What other resources may be needed

An architecturally designed space for 3-5 computers, tables and chairs.

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

This request is aligned to the college’s Strategic Goals 1 and 2; increase student success at the college. The One-Stop will provide a seamless referral network for students that will be coming into the college for the very first time. This will improve their perception of the college and lead to increased access to support services; leading to increased student success.