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           ___ Withdrawn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
   Business faculty in the Math/Business Department

2) Contact Person’s name, email, and telephone number
   Emi Troeger (Chair) emi@hawaii.edu Ext. 252
   Peggy Regentine (ICS) peggy@hawaii.edu Ext. 257

3) Type of space that is needed
   2 faculty offices
   2 computer classrooms
   1 small computer lab for tutoring

4) Building or space in question
   2 offices (Alakai 131 and 132)
   2 computer classrooms (Alakai 101 and 102)
   1 small computer lab for tutoring (Alakai 125)

5) How the space is currently being used
   The space is currently used for temporary office space for Math faculty, temporary math classrooms, and temporary math lab. Social Science courses are also taught there.

6) Desired start date (and end date, if applicable)
   Fall 2010 (when vacated by Math Discipline) or prior to renovation of Hale Noeau.

7) Description of how the space will be used
   2 offices- Offices for faculty members Regentine and Troeger
   2 computer classrooms – to replace Noeau 123 and 124
   1 small computer lab for tutoring – to supplement instruction

8) Description of how it may contribute to the learning environment and interests of WCC students
   Computer classrooms are needed to teach ICS and BUSN courses.

9) Other alternatives that were considered and why those alternatives don’t seem to work
   Alakai 129 and 130 are smaller than Alakai 101 and 102.

10) What other resources may be needed
    Both rooms need to be equipped with networked computers, printers, LCD projector, screen, and Elmo video projector. Rooms may require floor outlets and smaller desks (per Mike Tom).

11) How the proposal supports or is supported by the Master Plan, the Mission of the College, and the UHCC Strategic Plan
    See notes of the MaPSAC meeting held on February 11, 2010, in which the Social Science Department requested the use of Noeau building (in its entirety) to meet its program needs.

Supporting Evidence
After reading the request of the Social Science Department to move into the entire Noeau building, the two full-time business faculty members of the Math/Business Department support this request if the Business Department is assured that the ICS and Business teaching environment includes two functional computer labs similar to Noeau 123 and 124, two faculty offices, and a small computer tutorial lab.
It should be noted that teaching room space will continue be required for the Accounting/Management classes in Manaopono.