

## CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 5000 ( March 4, 1980)

*SUBJECT: Naming of Campus Improvements and Academic Programs*

A. Reference:

Board of Regents Policy Manual Section 11-4, "Naming of Campus Improvements and Academic Programs" as amended 11/9/79.

B. Background and Purpose:

The card policy on "Naming of Campus Improvements and Academic Programs" requires each Chancellor to develop Procedures for recommending names for buildings, other facilities, or academic programs. Chancellors may approve functional names. The President may approve for rooms or other quarters within a building. The Board must approve non-functional names.

C. Responsibilities:

1. Provosts (and other equivalent Community College executive):

- a. Develops and submits to Chancellor campus procedures for recommending names for buildings, other facilities, or academic programs. The procedures for recommending non-functional names will include consultation process with faculty, student, staff, and off-campus groups as appropriate.
- b. Submits name recommendations to the Chancellor.

2. Chancellor for Community Colleges:

- a. Submits campus procedures to President for information of BOR.
- b. Reviews campus recommendations.
- c. Approves functional designations.
- d. Submits positive non-functional name recommendations to the President for Board of Regents consideration.

D. Format for Recommendations:

1. Current functional name or other descriptive designation.

2. Brief Description of facility or program.
3. Proposed name.
4. Justification addressing criteria (section E).
5. Description of campus process to develop this recommendation.

E. Criteria:

1. Buildings, other facilities, roads and academic programs will not be named for living individuals and ordinarily not within five years of the person's death, except as specifically provided by law.
2. Persons for whom facilities or programs may be named must have been actively connected with the University or must have established from Hawaii a position of national or international reputation in public service, preferably in higher education.
3. Classrooms, laboratory buildings and academic programs may be named for distinguished faculty members, administrators, Regents, other public servants and others who have been directly involved with the University for a substantial period of time or who have made a significant contribution to its academic and cultural life.
4. Dormitories, residences, and roads, unless provided for otherwise in the case of private donations of property, shall customarily be designated with appropriate Hawaiian words.
5. Other existing and contemplated miscellaneous structures and areas of the campus, when names are necessary, may be given descriptive or functional title.

F. Recision:

None.

Dewey H. Kim, Acting Chancellor  
for Community Colleges