

COMMUNITY COLLEGE SYSTEM POLICY CONVERSION

Background

College practices and procedures are guided by University system policies. These include Board of Regents (BOR) Policies, University Executive Policies, and, prior to 2002, Community Colleges Policies titled Chancellor for Community Colleges Memoranda (CCCM). When the Office of the Chancellor for Community Colleges was eliminated in 2002, the Council of Community College Chancellors (CCCC) along with the two University system Associate Vice Presidents responsible for community college issues undertook an analysis of University Executive Policies and the CCCMs to determine those areas where common CC practices were appropriate, as well as areas where University Executive Policies provided adequate guidance. The following table is a summary of the outcomes of that discussion. In those areas where common practice was to be followed, either an individual, or a group was designated with developing draft language for consideration by the CCCC. Once agreement was reached by the CCCC, each college was expected to adopt its own version of the policy.

Key:

Within the column Camp/Sys, X = The CCCM is no longer in practice; initials indicate an expectation of common policy across the 7 colleges, with the initials designating the lead individual or group responsible for developing the appropriate new policy language - MR = Michael Rota, MU = Michael Unebasami, DOIS = Deans of Instructional Services, MP = Mary Perriera.

BOR Policies	Executive Policies	CCCMs	Camp/Sys	Status
Chapter 1 General	E1.000 General Provisions	1000 - Policies & Procedures Manual	MR	UHCC Web Site
		1001 - Executive Staff Meeting	MR	UHCCP 1.101
		11100 Library Circulation Policies	X	
		1141 - Redelegation of Authority for Financial Administration	X	
Section 1-10 Faculty Involvement in Academic Decision Making and Academic Policy Development	E1.202 Faculty Involvement in Academic Policy	7300 - Community Colleges Council of Faculty Senate Chairs	MR	UHCCP 1.102
Chapter 2 Administration	E2.000 Administration			
	E2.211 University Leadership Orientation	2021 - Redelegation of Authority to Approve Inter-Island and Out-of-State Travel	X	
		2030 - Out of State Travel	X	
		4116 - Research, Training and Public Service Contracts and Grants for Community Colleges	X	
		4023 - Guidelines for Community College Special Fund	MU	
		4025 - Guidelines for Community College Conference Center Revolving Fund	MU	
		4524 - Transcript and Diploma Revolving Fund	MU	
		8000 - Liquor Sales, Service and Private Consumption in the UH Community Colleges	X	

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<p>b. The President or his/her designee shall report to the Board at least once per year on accomplishments in carrying out the strategies and achieving the goals of the plan.</p>	<p>Subunit Academic Plans. These plans are typically referred to as Academic Development Plans or ADPs. They are prepared for each UH Community College, the colleges, schools, and major institutes at UH Manoa, and other major campus and/or system academic entities or functions as deemed appropriate. These academic plans provide, at a finer level of detail, specific priorities and action strategies for implementing both the more comprehensive Unit and system plans. Academic plans guide the development of individual academic programs and are coordinated, as appropriate, with accreditation self studies. At the Community Colleges, they also guide the development of physical facilities.</p> <p>Facilities Development Plans. These plans are typically called Long-Range Development Plans (LRDPs). They are the basis for campus facilities “master planning”; they specify the detailed physical plant requirements and CIP projects needed to accommodate academic program development at each campus and, if appropriate, for major programs located off campus.</p> <p>E4.202 Long Range Planning</p>			

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<p>Section 4-3 Unit Academic Plans Part c. Approval of Plans</p> <p>c. Upon recommendation of the President, the Board of Regents approves in principle major unit academic plans for UH Manoa, UH Hilo, UH West O'ahu and the UH Community Colleges. The UH Manoa academic plan contains brief planning statements for each major UHM college, school and institute. The UH Community College academic plan contains similar planning statements for each community college campus.</p> <p>d. Subunit academic plans for each community college and for schools, colleges, institutes, and other major components of the baccalaureate campuses are developed by campus administrators, with appropriate involvement of faculty, staff, students, and the community and approved in principle by the President or the President's designee and made available to the Board for information.</p> <p>Section 4-7 Community Colleges</p> <p>a. This section establishes policies for the development of community colleges and for their relationship to the other units of the University system. The intent of the Board is to make the University accessible to every Hawai'i resident who wants and can benefit from the opportunities and experiences provided by the Community Colleges.</p> <p>b. The University of Hawai'i Community Colleges are a critical component of the total University of Hawai'i System. The Community Colleges are characterized by comprehensive programs, low tuition, open-door admission, educational guidance, high quality teaching, and responsiveness to their respective communities by remaining at the forefront of educational innovation.</p> <p>c. As a system, the Community Colleges offer collegiate liberal arts and science instruction, career and occupational programs, developmental academic instruction, continuing education, public and community service programs, workforce development and training, related support services, and, upon Board approval, programs in affiliation with other institutions where the Community Colleges are uniquely suited to engage in these special offerings.</p>	<p>E4.401 Authority to Approve Plans</p>			

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<p>d. The Community Colleges complement each other in programs and contribute as equal partners in the University's lower division general education program.</p> <p>e. The Board, in its capacity as Regents of the University and as members of the State Board for Career and Technical Education, directs the President of the University to implement the following:</p> <p>(1) Community Colleges will continue to be open admission, providing access to high school graduates and other adults age 18 or older who can benefit from its programs particularly disadvantaged residents.</p> <p>(2) The Community College campuses shall differentiate their roles and focus. (a) The O'ahu Community Colleges as a group will continue to provide a comprehensive set of courses and programs. However, as each campus develops its special programmatic focus, individual colleges may reduce their comprehensiveness. (b) The neighbor island Community Colleges will continue to be comprehensive, using both traditional means and distance education.</p> <p>(3) The strategic plan for the Community Colleges will take into account predictable manpower requirements in the State</p> <p>(4) In cooperation with labor and management, the Community Colleges will continue to provide educational leadership for apprenticeship training and related educational programs.</p> <p>(5) Educational programs, including short-term certificate programs and non-credit programs shall be planned to maximize the career options offered and reach other than regularly enrolled students.</p>				

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Chapter 5 - Academic Affairs	E5.000 Academic Affairs			
<p>Section 5-1 Instructional and Research Programs</p> <p>a. Program Approval</p> <p>(2) New/Established Programs. All proposals to establish new programs shall be consistent with the institution's mission and must be high on the list of academic priorities as enunciated in its academic plan. Proposals are presented according to a schedule and in a format prescribed by the President, providing for sufficient time for faculty review.</p> <p>b. Review of Established Programs.</p> <p>(1) . . . Established programs at the Community Colleges shall be reviewed on a five-year cycle unless otherwise stipulated by the Board. Should it be determined, in consultation with the Board, that a program had undergone significant changes since its establishment, a shorter review cycle may be invoked. In such cases, the program shall be subject to an in-depth review. Each campus shall develop its own five or seven-year program review schedule and submit an updated version annually to the Office of the President. The reviews required by these schedules shall be submitted annually to the Office of the President as they are completed, but in no case later than December 31 in the year following the academic year in which they are scheduled.</p>		<p>5000 - Naming of Campus Improvements and Academic Programs</p> <p>X</p>		
	E5.201 Approval of New Academic Programs and Review of Provisional Programs	<p>6000 - Authorization to Plan a New Academic Program</p> <p>X</p> <p>6001 - Submission of a New Program Proposal</p> <p>X</p> <p>6003 - Academic and Instructional Program Name Change</p> <p>X</p>		
	E5.202 Review of Established Programs	<p>6002 - Review of Provosional and Established Academic Programs (revise to show the link to ACCJC requirements and Perkins Act performance measures)</p> <p>MR</p>	UHCCP 5.202	
	E5.203 Program Credentials	<p>6004 - Academic Credentials, Degrees, and Certificates (incorporates #6005)</p> <p>MR</p>	Draft UHCCP 5.203	
	E5.204 Distance Learning			
	E5.205 Academic Minors and Certificate Credentials	<p>6005 - Associate in Technical Studies (ATS) Degree</p> <p>X</p>		
	E5.207 Small Undergraduate Classes	<p>6101 - Low Enrolled CC Classes</p> <p>X</p>		
E5.209 Student Transfer and Intercampus Articulation				
E5.210 Educational Assessment				
E5.215 Establishment and Review of Centers				

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<p>Section 5-11 Admissions</p> <p>a. (2) The University of Hawai'i Community Colleges shall be open admissions institutions to which all residents who are high school graduates or age 18 and over and can benefit from the instruction offered shall be admitted. This policy does not preclude selective admissions to specific programs of the community colleges where pre-requisite skills and knowledge are necessary for program success or where student demand exceeds the available resources of the college.</p> <p>b. (3) At all campuses, but particularly are the Community Colleges, program established for the explicit purpose of educating and training students to meet state manpower needs have a special obligation to admit qualified residents who can reasonably be expected to remain in the state upon graduation.</p> <p>b. (7) Campus ceilings for nonresident enrollments are 30% at the baccalaureate campuses and 15% at the community colleges. The base for determining ceilings is projected campus headcount enrollment and excludes active duty military personnel stationed in Hawai'i and their authorized dependents.</p>		<p>6100 Policies and Procedures for Approval of New and Modified Courses</p> <p>6300 - Awarding Credit for Learning Which Has Taken Place Outside of Educational Institutions</p> <p>5100 Administrative Advisory Committees</p> <p>9000 - President's Educational Improvement Fund</p> <p>9001 - UH Foundation President's Educational Innovation Fund</p> <p>11000 - Quantitative Standards Pertaining to Two-Year Colleges (Libraries)</p> <p>10100 Early Admissions Program</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

