



NAVIGATION

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Policies

UHCC Policies	Guidelines	Delegation of Authority	UH System Policies
1.101 - Council of Community College Chancellors			The role of the Council of Community College Chancellors (CCCC) is to provide a forum for communication, problem solving, consensus building and a mechanism to guide collaboratively the development of policies and operations in the UH Community College system, their respective campuses, and the University of Hawai'i system.
1.102 - Community College Council of Faculty Senate Chairs			The faculty governance advises the administration on matters impacting and/or relating to the development and maintenance of academic policy and standards to the end that quality education is provided, preserved, and enhanced.
1.103 - International Education Committee			The International Education Committee (IEC) advises the Vice President for Community Colleges (VPCC) on matters pertaining to international education.
1.104 - CC Council of Native Hawaiian Chairs			Provides a formal, independent voice and organization through which the Native Hawaiian constituencies of the University of Hawai'i Community College (UHCC) system can participate in the development and interpretation of systemwide policies and practices as they relate to Native Hawaiian programs, activities, initiatives, and issues.
2.211 - Social Media Site and-or Account Use and Management			To ensure that any and all social media interactions on behalf of the University of Hawai'i Community Colleges (UHCC) represent the community college's best interests and to assist college employees in effective online communication.
Attachment 1 - Social Media Guidelines and Procedures			
Attachment 2 - Social Media Brief			

[4.101 - Strategic Academic Planning](#)[Attachment 1 - Strategic Plan Outline](#)

UHCC Strategic Plan sets a framework for coordinated system action. This plan, coupled with campus academic development plans, allows us to focus our limited resources on our most important tasks.

[4.202 - Culture of Evidence](#)

This codifies the University of Hawai'i Community Colleges' (UHCC) commitment to developing, assessing, and continuously improving a culture of evidence that supports institutional effectiveness and results in student achievement and success.

[4.203 - Institution-Set Standards](#)[Attachment 1 - Standard Definitions and Targets](#)

Policy establishes the framework for institution-set standards for student achievement. These standards are one component of maintaining quality within the community colleges and required by accreditation eligibility requirements and United States Department of Education regulations.

[5.200 - General Education in All Degree Programs](#)

This policy addresses the inclusion of a component of general education in all degree programs offered by the institution.

[5.202 - Review of Established Programs](#)[Attachment 1A - Instructional Annual Report Program Data \(ARPD\) Procedures, Components, and Measures](#)

To provide a regular assessment of the effectiveness of degree programs, of significant non-credit programs, of areas of major curricular emphasis, and of major educational and administrative support functions.

[Attachment 1B - Instructional Comprehensive Program Review](#)[Attachment 2 - Academic Support Services](#)[Attachment 3 - Student Support Services](#)[Attachment 4 - Administrative Services Program Reviews](#)[5.203 - Program Credentials Degrees and Certificates](#)

This policy addresses the establishment and issuance of the degrees and certificates within the University of Hawai'i Community Colleges (UHCC).

[5.205 - Notation of Academic Credentials](#)

This policy ensures the notation of all University of Hawai'i Community College academic credentials (certificates and degrees), upon students' successful completion of program requirements.

[5.206 - Reverse Transfer](#)

Reverse transfer allows community college students who transferred to a UH four-year institution before completing their associate of arts or associate of science degree to obtain that credential while progressing toward their bachelor's degree.

[5.208 - Residency for Graduation](#)

This policy will facilitate and promote degree completion across the University of Hawai'i Community Colleges by standardizing academic residency requirements for graduation.

5.211 - Statement on Professional Ethics (Faculty)

The Community Colleges believe that all faculty members should strive to make these recognized standards of the profession an integral part of their professional lives.

5.213 - Time to Degree Co-Requisite

The University of Hawai'i is committed to increasing the educational capital of the state by increasing the participation and completion of students and preparing them for success in the workforce and their communities, as outlined in the University of Hawai'i Community Colleges' strategic goals.

5.228 - Credit Hour

To provide a consistent measure of the quality of a student's academic engagement by defining a credit hour and identifying the process and evidence by which the University of Hawai'i Community College System ensures reliability and accuracy of the assignment of credit hours to activities earning academic credit.

5.300 - Course Numbering Convention

The purpose of the policy is to facilitate and promote transparency and standardization of course numbering across the University of Hawai'i Community Colleges.

5.301 - Common Course Numbering

It should be clear to University of Hawai'i Community College (UHCC) students and stakeholders that UHCC courses that have been designated within the UHCC system to be equivalent (have been judged to have highly similar content such that two campuses treat the course as essentially the same course) will be identified with the same course number, alpha, and title. Conversely, courses that are not essentially the same shall be designated with different numbers, alphas, and titles.

5.302 - Prior Learning Assessment Program

The purpose of the Prior Learning Assessment (PLA) Program is to award college credits to students who are enrolled in a degree or certificate program at the university or community college and have successfully completed, at a high school, business school, trade school, adult education school, or military training program, courses that are equivalent to courses offered for credit in the University of Hawai'i (UH) System.

8.000 - General Fund and Tuition and Fees Special Fund Allocation

This policy documents the operating budget allocation process at the UH Community Colleges.

8.102A - Affiliation Agreements, Sponsored Class, and Sheltered Class Memoranda of Agreements









This policy delegates authority, to enter into affiliation agreements and/or memoranda of understanding for sponsored class or sheltered class contracts with external agencies, to the Chancellors and establishes policy guidelines in the execution thereof.

8.102B - Indirect Cost Reductions and Waivers

Establishes policy guidelines for indirect cost reductions or waivers and delegates authority for approval of indirect cost reductions or waivers to Community College Chancellors.

8.200 - Financial and Operational Oversight of Revenue Generating and Financially Self-Sustaining Programs

This policy provides additional guidance to campus administrators in carrying out financial and operational managerial oversight of programs and shall apply to all programs that are established to be


	operationally self-sustaining or ancillary services that are incidental and may be commercial in nature from the educational mission of the University of Hawai'i (UH) and campus.
8.201 - Unrestricted Fund Reserve	The University of Hawai'i Community Colleges (UHCCs) recognize the importance of maintaining special and revolving fund reserves (general funds lapse at the end of the fiscal year).
8.450 - Retention and Disposition of Applications for Contract Renewal and Promotion/Tenure	To provide the retention schedule for applications for contract renewal and promotion/tenure.
8.501 - Non-Capital Assets	To also establish responsibilities for the care, custody, and physical security of non-capital assets to ensure proper stewardship of public, Federal, or agency funds is supported.
9.104 - Lecturer Evaluation 	As lecturers may be employed by more than one community college, this policy sets minimum evaluation standards to ensure consistency in the lecturer evaluation process within the University of Hawai'i Community Colleges (UHCC).
9.202 - Executive Employees Performance Evaluation 	To ensure consistency within the Community Colleges and to make planning and evaluation by objectives an integral part of our academic and administrative management and assessment process.
9.203 - Faculty Five Year Review 	The University of Hawai'i Community Colleges (UHCC) are committed to effective teaching and successful learning. Given that commitment, and in accordance with Board of Regents policy, all community college faculty are evaluated at least every five years. These evaluations are based on the faculty classification plan which documents faculty expectations at each rank.
9.237 - Teaching Equivalencies 	This UHCCP defines the equivalencies for modes of instruction other than lecture and for non-instructional assignments.
9.301 - Acting Instructor 	To provide guidelines for Acting Instructor appointments.
9.495 - Long-Term Vacancy Attachment 1 - Request for Position Form 	The purpose of this policy is to establish a UHCC systemwide pool of vacant positions, consisting of positions that have remained vacant for two years or longer, that can be used to meet immediate campus staffing needs.
9.730 - Workplace Non-Violence Programs 	To expand the role and responsibilities of the Campus Crisis Management Team (CCMT), to ensure campus awareness of workplace violence reporting responsibilities, and to ensure that the activities of the CCMT include industry best practices and lessons learned which have demonstrated that additional pre- and post-response activities can further mitigate against serious incidents of workplace violence and its consequences.
11.600 - Safety and Security Programs 	To ensure consistency in professional standards and methodologies that support achievement of accreditation by the International

BACKGROUND: College practices and procedures are guided by University system policies, e.g., 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 CC was eliminated in 2002, the Council of CC Chancellors (CCCC) and 2 University system Associate Vice Presidents responsible for CC issues undertook an analysis of University Executive Policies and the CCCMs to determine areas where common CC practices were appropriate, as well as areas where University Executive Policies provided adequate guidance. In 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. In July 2005, the BOR approved a reorganization that established the Office of the Vice President for Community Colleges. This new CC System office is in the process of drafting and adopting University of Hawai'i Community Colleges Policies (UHCCP) as appropriate. The following tracks the status of the policy conversion process.

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EMERGENCY INFORMATION

Campus Emergency Contacts

- Hawai'i CC - (808) 854-1420
- Honolulu CC - (808) 284-1270
- Kapi'olani CC - (808) 734-9900
- Kaua'i CC - (808) 212-2679
- Leeward CC - (808) 455-0611
- UH Maui - (808) 984-3255
- Windward CC - (808) 235-7355

