

## UHCC Policy Conversion Analysis

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 (CCCC). 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 Hawaii Community Colleges Policies (UHCCP) as appropriate. The following tracks the status of the policy conversion process.

KEY: Within the column Camp/Sys\*, X = CCCM is no longer in practice; initials indicate expectation of common policy across 7 colleges, with initials designating the lead individual/group responsible for developing the appropriate new policy language:- MR = Michael Rota, MU = Michael Unebasami, DOIS = Deans of Instructions, MP = Mary Perreira, \$\$ = policy development not confirmed/pending.

Responsible Person/Unit					
BOR Policies	Executive Policies	CCCMs	Camp/Sys*	UHCC Policies	Issued
<b>Chapter 1 General</b>	E1.000 General Provisions				
Section 1-10 Faculty Involvement in Academic Decision Making and Academic Policy Development	E1.202 Faculty Involvement in Academic Policy	1000 - Policies & Procedures Manual 1001 - Executive Staff Meeting 11100 Library Circulation Policies 1141 - Redefinition of Authority for Financial Administration  7300 - Community Colleges Council of Faculty Senate Chairs	MR X ?? X  MR	1.102 Community College Council of Faculty Senate Chairs  1.101 Council of Community College Chancellors	4/2006  rev 5/2008
<b>Chapter 2 Administration</b>	E2.000 Administration				
Section 2-2	E2.211 University Leadership Orientation	2021 - Redefinition of Authority to Approve Inter-Island and Out-of-State Travel 2030 - Out of State Travel 4116 - Research, Training and Public Service Contracts and Grants for Community Colleges 4023 - Guidelines for Community College Special Fund 4025 - Guidelines for Community College Conference Center Revolving Fund 4524 - Transcript and Diploma Revolving Fund 8000 - Liquor Sales, Service and Private Consumption in the UH Community Colleges	X X X MU MU MU X	8.201 Unrestricted Fund Policy--General, Special, Revolving Funds	12/2007
<b>Chapter 3 - Organization</b>	E3.000 Organization				
Section 3-4 Organization of the University of Hawaii a. Organizations of the University of Hawai'i shall include: (3) Community College System					

BOR Policies	Executive Policies	CCCMs	Camp/Sys*	UHCC Policies	Issued
(a) Hon CC (b) KapCC (c) LeeCC (d) WinCC (e) KauCC (f) MauCC (g) HawCC					
<b>Chapter 4 - Planning</b>	E4.000 Planning				
<p><b>Section 4-1 Mission and Purpose</b></p> <p>Part c. (1) (d) Mission and Purpose: The University of Hawai'i Community Colleges are open-door, low-tuition institutions offering associate degrees and certificate programs in academic, technical, and occupational subjects.</p>				4.101 Strategic Academic Planning	5/2006
<p><b>Section 4.2 Strategic Planning</b></p> <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><b>E4.201 Long Range Planning</b></p> <p><b>Unit Academic Plans.</b> Like the system plan, these plans are also typically called strategic plans. The planning unit distinguishes these plans from the more comprehensive system plan. Unit academic plans are prepared for the four major Units of the UH system (Manoa, Hilo, West O'ahu, and the Community Colleges as one entity). Unit academic plans elaborate each Unit's special mission, unique internal and external circumstances, and strategies and priorities designed to implement the system plan. At Manoa, Hilo, and West O'ahu, these plans are the basis for physical facilities development.</p> <p><b>Subunit Academic Plans.</b> 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><b>Facilities Development Plans.</b> 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><b>E4.202 Long Range Planning</b></p>	<p>Develop a new CCCM to reflect the current CC practice - CC Strategic Planning Council. Include the linkage between the planning process, budget planning and allocation, and facilities planning and CIP budget development.</p>	MR	4.101 Strategic Academic Planning	5/2006

BOR Policies	Executive Policies	CCCMs	Camp/ Sys*	UHCC Policies	Issued
<p><b>Section 4-3 Unit Academic Plans</b> <b>Part c. Approval of Plans</b></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><b>Section 4-7 Community Colleges</b></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><b>E4.401 Authority to Approve Plans</b></p>				
<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>					

BOR Policies	Executive Policies	CCCMs	Camp/ Sys*	UHCC Policies	Issued
<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 of Hawai'i and address how the campuses will respond.</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>					
<b>Chapter 5 - Academic Affairs</b>	E5.000 Academic Affairs				
<b>Section 5-1 Instructional and Research Programs</b> <b>a. Program Approval</b>	E5.201 Approval of New Academic Programs and Review of Provisional Programs	5000 - Naming of Campus Improvements and Academic Programs  6000 - Authorization to Plan a New Academic Program	X  X		
(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.		6001 - Submission of a New Program Proposal	X		

BOR Policies	Executive Policies	CCCMs	Camp/ Sys*	UHCC Policies	Issued
<p><b>b. Review of Established Programs.</b></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>E5.202 Review of Established Programs</p> <p>E5.203 Program Credentials</p> <p>E5.204 Distance Learning</p> <p>E5.205 Academic Minors and Certificate Credentials</p> <p>E5.207 Small Undergraduate Classes</p> <p>E5.209 Student Transfer and Intercampus Articulation</p> <p>E5.210 Educational Assessment</p> <p>E5.211 Ethical Standards in Research and Scholarship Activities</p> <p>E5.215 Establishment and Review of Centers</p>	<p>6003 - Academic and Instructional Program Name Change</p> <p>6002 - Review of Provosional and Established Academic Programs (revise to show the link to ACCJC requirements and Perkins Act performance measures)</p> <p>6004 - Academic Credentials, Degrees, and Certificates (incorporate #6005)</p> <p>6005 - Associate in Technical Studies (ATS) Degree</p> <p>6101 - Low Enrolled CC Classes</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>X</p> <p>MR</p> <p>MR</p> <p>X</p> <p>X</p> <p>MU</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>5.202 Review of Established Programs</p> <p>5.203 Program Credentials: Degrees and Certificates</p> <p>5.211 Statement on Professional Ethics (Faculty)</p>	<p>10/2005</p> <p>7/2006</p>
<p>Section 5-11 Admissions</p>		<p>11000 - Quantitative Standards Pertaining to Two-Year Colleges (Libraries)</p> <p>10100 Early Admissions Program</p>	<p>X</p> <p>X</p>		

BOR Policies	Executive Policies	CCCMs	Camp/ Sys*	UHCC Policies	Issued
<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>					
<b>Chapter 6 - Tuition Scholarships and Fees</b>					
<b>Chapter 7 - Student Affairs</b>	E7.000 Student Affairs				
<p><b>Section 7-2 Student Organizations</b></p> <p>The Board authorizes the President to delegate to the Chancellors the authority to develop means to acknowledge the purpose, organization, membership criteria, and activities of student organizations including student governance organizations. . . . Within delegation provided by the President to Chancellors, each Chancellor shall have authority to give final and direct approval to the charters, constitutions and by-laws or to other campus administrative policies applicable to student governance organizations and/or to other student organizations as he shall deem appropriate. Each Chancellor may also approve other means by which the spirit of this policy may be carried out.</p>	<p>E7.101 Authority to Approve Organizational Charters, etc</p> <p>E7.205 Systemwide Student Disciplinary Sanctions</p> <p>E7.206 Procedures for Concurrent Registration</p>	<p>10000 - Redlegation of Authority to Approve Organizational Charters, etc.</p> <p>10200 CC Students with Prior History of Disruptive and/or Violent Behavior</p> <p>4600 - Student Publication Fees</p>	<p>X</p> <p>X</p> <p>X</p>		

BOR Policies	Executive Policies	CCCMs	Camp/Sys*	UHCC Policies	Issued
<b>Chapter 8 - Business &amp; Finance</b>					
Section 8-1 Contracts and Official Documents	E8.102 Authority to Sign and Execute Extramural Research and Training Grants/Contracts, Agreements and Contract Assignment and Releases  APM A8.450 Records Management			8.102A Affiliation Agreements, Sponsored Class, Sheltered Class & Memoranda of Agreement  8.102B Indirect Cost Reduction and Waivers  8.450 Retention and Disposition of Applications for Contract Renew and Promotion/Tenure	5/2006  5/2006
<b>Chapter 9 - Personnel</b>					
Section 9-2 Classification Plans and Compensation Schedules. b. The classifications of faculty positions in the University of Hawai'i shall be as provided below. (3) Community College Classification Plan and Compensation Policy (a) CLASSIFICATION PLAN OF FACULTY IN THE COMMUNITY COLLEGES  A faculty member in the University of Hawai'i's Community College System is primarily a teacher and/or academic support faculty, appointed for their teaching skills, knowledge of the field and ability to relate to and in assisting students to learn. The primary obligation and the one responsibility which most distinguishes Community College faculty members is effectiveness in teaching and in the assistance of learning. The following classification system is to be viewed within this context.  (b) PRIMARY RESPONSIBILITIES OF FACULTY (c) FACULTY CLASSIFICATION RANKS (d) MINIMUM QUALIFICATIONS/PLACEMENT ON SALARY SCHEDULE  (e) FACULTY COMPENSATION IN THE COMMUNITY COLLEGES	E9.000 Personnel  E9.107 Authority to Amend the Minimum Qualifications of (CC) Academic Personnel				
		2250 - Teaching Assignment Policy	DOIS		
		2106 - Acting Instructor	DOIS	9.301 Acting Instructor	9/2006
		2148 - Lecturer Step Placement	DOIS		
		7001 - Employee Service and Retirement Awards			
		7050 - Awarding of Emeritus Title	X		
		2500 - Department/Division Chairs	X		
		2162 - Faculty Sabbatical Leave Application	X		
		7100 - Tuition Exemption Policy for Faculty and Staff	X		
		7200 - Faculty Evaluation Procedures	DOIS		

BOR Policies	Executive Policies	CCCMs	Camp/Sys*	UHCC Policies	Issued
		2400 - Federal Labor Standards Act (FLSA)	X		
Section 9-1a(1) Appointments,  Section 9-2b(3) CC Classification Plan and Compensation Policy				9.541 Selection of Internal Community college or University of Hawai'i system Faculty Members	
Section 9-6 Faculty and Staff Renewal and Vitality Plans.  Each Vice President or Chancellor as may applicable, in the University of Hawai'i shall prepare plans for faculty and staff renewal and vitality in accordance with the following Regents' directive for faculty and staff renewal and vitality plans:	E9.201 Faculty and Staff Renewal and Vitality Directive  E9.202 Management Development and Evaluation	2310 - Retention and Disposition of Applications for Contract Renewal and Promotion/Tenure 2090 - Recruitment of Faculty and APT Personnel	X  X		
Section 9-15 Evaluation of Board of Regents' Appointees	E9.203 Evaluation of Board of Regents Appointees	2081 - Administrative, Managerial, and Executive Development Program 2080 - Staff Development  2105 - Executive and Administrative/ Managerial Evaluation Program 7000 - Employee Awards 2110 - Guidelines and Procedures for for Casual Appointments 2146 - Redelelegation of Authority to Provosts for Lecturer and Casual Instructional Personnel Actions  2147 - Delegation of Authority to Provosts for Casual and Overload Personnel Actions 3000 - Incentive Early Retirement 2200 - Interim Procedures and Guidelines Relating to Sexual Harassment 2300 - Reporting of and Actions Required Upon Death of a Community College Employee 2600 - Statement of Professional Ethics 2210 - CC Procedures and Guidelines Relating to Complaints of Discrimination 2620 - CC Statement of Policy on the Affirmative Action Program	??  ??  MU  ?? ?? DOIS  X  X X MP  X  MP  X	9.203 Faculty Evaluation Procedures for Five-Year Review	

Executive Employees Performance evaluations, Financial Aid, Summer Workload, Residency