

HAWAII COMMUNITY COLLEGE
New Initiative (Instruction) Approval Guidelines

Date: March 10, 2014

Purpose:

The purpose of this Guideline is to establish a standard approval process for new instructional initiatives.

Policy:

Prior to approval and enactment of an instructional initiative/pilot, the following are required:

1. Discussion of the proposed initiative with all relevant parties in attendance (including Department Chairs or department representatives).
2. Draft of the initiative, including description of the project, resources required, timeline for implementation, and details on logistical considerations.
3. Signature page attached to the final version of the proposed initiative, including acknowledgement signatures from all relevant organization(s)/office(s)/unit(s), Department Chair(s), Dean(s), and Vice Chancellor(s).