

KAUA'I COMMUNITY COLLEGE
College Conversations

1. Purpose

To establish College Conversations for topics of importance to the College and outline procedures for such conversations.

2. Policy

In order to provide opportunities for the college community to be informed and engaged in moving the college forward on important initiatives, the College will hold occasional College Conversations for employees and students on topics of relevance to the mission and strategic plan of the College. All important college initiatives should be taken through a College Conversation whenever possible.

3. Procedure

A. Anyone from within the College may recommend having a College Conversation.

The person recommending the Conversation will submit a brief proposal to the Chancellor's Office to be reviewed by cabinet. Once approved, the person recommending the Conversation will become the convener(s).

B. The date and time of approved College Conversations will be scheduled on the campus calendar by the Chancellor's Office. Whenever possible, Conversations will take place during the All-College Hour on Mondays, Wednesdays or Fridays 12:00 - 1:15 pm or Friday afternoons from 2:00 -3:30 pm.

C. The Chancellor's Office shall invite by email all college employees and students to College Conversations. Conveners of a Conversation should provide the Chancellor's Office a draft of the email announcement. While not mandatory, faculty and staff at the College are highly encouraged to attend these Conversations, and students are very welcome to attend.

D. Conveners will find and reserve a room for the Conversation and, when possible, provide simple refreshments for attendees using non-general funds, i.e. UH Foundation, personal funds. (For Foundation funds, observe established lead times for Foundation requests.)

E. Attendance will be tracked at all College Conversations by the Chancellor's Office.

F. All College Conversations will provide some vehicle whereby participants can provide feedback on the initiative being discussed.

G. Following a College Conversation, the convener(s) will provide a report on the main points of the discussion from the Conversation in addition to whatever other follow-up is appropriate. The report on the College Conversation will be shared with the campus community electronically.