

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. 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(s) recommending the Conversation will submit a brief proposal to the Chancellor's Office to be reviewed by cabinet. Once approved, the person(s) 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 or Friday afternoons.
- 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 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. All College Conversations will provide a forum for participants to provide feedback on the initiative being discussed.
- F. Following a College Conversation, the convener(s) will share the summary of the College Conversation and any follow-up recommendations with the campus community electronically. The list of participants will be provided to the Chancellor's office by the convener(s).