Substantive Change Application Form
New Location

Directions: This application should be submitted at least 45 days prior to the anticipated start date of the change. Applications must be complete and the required fees received in order to be scheduled for review.

Email completed application to substantivechange@accjc.org. Fees must be submitted to ACCJC, 10 Commercial Blvd, Suite 204, Novato, CA 94949

Date of Inquiry: 10/25/2017  Anticipated Start Date: Fall 2017
Institution Name: Leeward Community College
Address: 96-045 Ala Ika
City: Pearl City  State: Hi  Zip: 96825
ALO Name: Della Teraoka  Telephone: 808-455-0453  Email: dellaand@hawaii.edu

Title of Application and description of Proposal:
Change in Location for Waiʻanae Moku Education Center. This proposal addresses the recent move of Leeward Community College’s education center on the Waiʻanae Coast. The location moved from a temporary location 1.6 miles away to a permanent location that is larger and provides additional capacity for future growth.

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

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<th>Briefly describe the change, including the planning process.</th>
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<td>In Leeward Community College’s 2012 Institutional Self-Evaluation Report (ISER), the College identified as a long-term goal the development of a new location for the College’s Waiʻanae Education Center, a facility leased at the Waiʻanae Mall, in order to continually improve educational access for students in the Waiʻanae coast and further serve the surrounding community (2012 ISER, p. 300). In October 2012, the ACCJC evaluation team issued a recommendation for the College to “move forward expeditiously to develop and execute plans” for an expanded Waiʻanae facility (Evaluation Report, p. 6).</td>
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<td>Additionally, the College’s updated Long Range Development Plan (LRDP) identifies the new Waiʻanae facility as a campus priority (LRDP Workshop 02-27-13, slide 23). The LRDP provides a comprehensive capital improvement and land use plan for its main campus in Pearl City and its education center in Waiʻanae. The College’s long-range planning process includes campus stakeholders facilitating meetings and workshops with community organizations, neighborhood boards and committees, and educational partners regarding the Waiʻanae facility’s master plan. This process also includes organizing focus groups and conducting student surveys (“LRDP,” Leeward Website). In the fall of 2017, the College updated its LRDP and expects approval from the UH Board of Regents in February 2018.</td>
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Describe how the change is consistent with the mission and goals of the institution.

The College’s mission statement and Strategic Plan articulate the College’s commitment to “advance the educational goals of all students with a special commitment to Native Hawaiians” ("Mission," Leeward Website; Strategic Plan 2015-2021). The College’s commitment to Native Hawaiians is evident in the establishment of Leeward CC Wai’anae Education Center in 1972. This center is located in the heart of the Wai’anae coast where the highest percentage of Native Hawaiians reside within the College’s service area. Based on data from the 2010 Census, the town of Wai’anae (location of the original facility) is 60.8 percent Native Hawaiian, and the town of Nānākuli (location of the new facility) is 71.5 percent Native Hawaiian (2010 Hawai’i Census).

What is the expected impact of this change? What benefits will result from this change?

Once the entire project is completed in 10 years, the 2.5 acre Wai’anae Moku Education Center will serve approximately 1,000 students per semester, thus alleviating the overcrowded classrooms that existed at the original location (LRDP Workshop 02-27-13, slide 23). The new facility affirms the College’s commitment to serve the Native Hawaiian population. New program offerings that will specifically benefit the surrounding community are currently being developed with community partners.

Standard II: Student Learning Programs and Support Services

Describe the impact of this change on the programs, services, and activities which will support students.

The Wai’anae Moku Education Center provides students with equipment and materials to enhance their learning experience. Students are able to utilize the five new classrooms, a math computer lab, a computer/English lab, a testing center and faculty/student lounges. The Wai’anae Moku facility also includes program support spaces such as offices and meeting rooms for administrators, faculty, counselors, lecturers, and security personnel (LRDP Workshop 08-17-16, slides 16-19). Students can earn their Associate in Arts degree in Liberal Arts and other certificate programs on site ("Wai’anae Moku," Leeward Website). Phase II is currently under design and anticipated start of construction is estimated to begin in the summer of 2018. Phase II will include additional classroom space, a science lab, and expanded shared space for student use. With the opening of the new Wai’anae Moku facility, the College is exploring several options to offer new vocational-related programs and partnerships that are in demand for Wai’anae coast residents (WAM-HRE Briefing Testimony Combined Report).

Other:

Description of any legal or compliance requirements regarding this change.

n/a

Standard III: Resources

Human Resources:

Please describe the staffing plan to support this change.

No staffing changes are needed to support this location change.

Financial Resources:
Impact on institutional finances, including a budget showing evidence those resources (including physical, technology and equipment, if appropriate) are available and committed to support the change.

In 2011, the Hawai’i State Legislature allocated money for the Wai’anae Moku project (2012 ISER, p. 300). In 2014, the state purchased the 2.5 acres that housed a 38,600-square-foot vacant building. The legislature then appropriated $3 million in Capital Improvement Projects (CIP) funds for Phase I, which includes initial planning, design, renovation, and equipment of the facility. An additional $2.5 million in UH revenue bonds were designated for facility acquisition purposes. In the fall of 2017, the Wai’anae Moku Education Center moved from its leased space to a larger, permanent location 1.6 miles away. The College also received a $10 million federal grant for both its Pearl City and Wai’anae locations, some of which will be used for Phase II work (2018 WAM-HRE Briefing Testimony, p. 3).

Standard IV: Leadership and Governance

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<th>What leadership and governance oversight exists to ensure the continued academic quality and institutional effectiveness is maintained and sustained through this transition?</th>
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<td>The vice chancellor for academic affairs, the dean of arts and sciences, the dean of career and technical education, and the academic coordinator of the Wai’anae Moku Education Center meet with the division chairs on a regular basis to discuss issues and concerns from their respective units at division chair meetings. Together, this group is able to serve as the liaison between their units and administration and make recommendations that directly affect student learning programs and initiatives. (2018 ISER, p. 237).</td>
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Evidence

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<th>Please include documentation that will help the Committee understand the process by which the change was developed, such as former and proposed mission and/or objectives, summary of discussions and approvals with campus constituents, (Board of Trustees, Academic Senate, students, community members), strategic plans, financial plans, copies of Board minutes, as appropriate, copies of draft legal documents regarding the new location, copies of draft legal documents dealing with matters of facilities and other institutional property, as appropriate. Please include documentation of all state and/or federal approvals, as appropriate.</th>
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