MEMORANDUM

To: Doug Dykstra  
   Chancellor, Windward Community College

From: Toshi Ikagawa  
   International Education Committee Chair

ACTION REQUESTED:  
   Approval of the Charter for the International Education Committee.

PURPOSE:  
   The purpose of developing a Charter for this standing committee is to further strengthen its role as the primary mechanism for providing international education opportunities to the campus and to formalize the duties and responsibilities for this Committee.

ACTION RECOMMENDED:  
   It is recommended that the Chancellor approve the Charter for the International Education Committee.

(Approve) Disapprove

[Signature]
Doug Dykstra  
Chancellor  
Windward Community College

Date: 4/17/15