

College Committee Structure

Purpose:

The purpose of this policy is to establish the framework for an effective committee structure that will clarify roles, improve communications and enrich the campus decision making processes, and that will provide for a centralized coordination. This structure shall be effective as of July 1, 1996.

Background:

In November 1994, as part of the accreditation review process, Hawai'i Community College was visited by an evaluation team. This team reported problems with the College's committees and issued the recommendation: "The entire college committee structure needs to be evaluated for currency and appropriateness. There should be a centralized coordination of committees and a clean delineation of their functions and responsibilities." The Provost appointed a task force in January 1995 to review and make recommendations regarding the committee structure. These recommendations received extensive discussion within the campus community and culminated in a vote on the matter.

Definitions:

COMMITTEE

A committee is an officially recognized, permanent organization essential to the development or operations of the College as a whole. Committees have a defined purpose and function, and will have multiple tasks. Membership may be appointed or voluntary and may change over time, but will include a minimum of three people.

TASK FORCE

A task force is a temporary, appointed group for the purpose of accomplishing a specific objective, which is essential to the development or operations of the College. Membership will include a minimum of three people.

DIVISIONAL TEAMS

Divisional teams are organizations established by division chairs that are necessary for the routine functioning of the division. These may be temporary or standing, with a minimum membership of three people.

ADVISORY COUNCILS

Advisory councils are essential, community-based organizations appointed by the

¹ Supercedes Haw 3.301, February 1, 1996
Revised Procedures issued by Rockne Freitas, Chancellor

Provost to advise the College on direction and development. These include program advisory councils for specific academic programs, as well as an All-College Advisory Council.

AFFILIATIONS

Hawai'i Community College supports and endorses several organizations that are external to the College, but contribute to the College's development, such as the HawCC Alumni & Friends Association and the Hawai'i Vocational Association. The College considers faculty involvement with affiliated organizations to be community service.

Structure:

The overall college committee structure will incorporate five broad areas. Committees, and task forces as needed, will be established within these areas:

ACADEMIC SENATE

The responsibilities of the Academic Senate will be faculty governance and academic issues, including review and recommendations regarding curriculum and academic policy.

COLLEGE COUNCIL

The HawCC College Council is a college-wide group, representing all functional areas, which serves as a vehicle for dialogue and consultation on college-wide matters including budget, strategic planning, facilities, community relations and fundraising. The Council is a recommending body to the Administration on issues that affect the entire college and are not governed by other bodies.

ADMINISTRATION

Administrative committees are those that deal with confidential matters (eg, personnel), legal requirements, policies (eg student conduct), contracts and administrative procedures.

STUDENT SERVICES

Student Services committees are those dealing with student affairs and/or activities and are appointed by the Vice Chancellor of Student Affairs. These range from the federally mandated financial aid appeals committee to the campus graduation planning committee.

STAFF DEVELOPMENT

The purpose of committees under the Staff Development area are to plan and implement activities for professional, personal and organizational development, and social networking.

Establishment:

The College Council will assume the responsibility for centralized coordination of committees. A committee on committees (COC), under the College Council, will review

and approve all proposed committees, to confirm there is no overlap in function or purpose. The COC will also provide oversight to ensure that the work of committees is equitably distributed among faculty and staff. All recognized committees will be required to file an annual report of activities and accomplishments. The COC will also: fill committee memberships through soliciting volunteers, appointing members or conducting elections as appropriate; conduct a periodic review of the committee structure; and acknowledge membership on approved college committees.

Task Forces may be established by the operational head of any of the five structural areas, described above. The purpose, membership, and outcomes will be reported to the COC.

Divisional teams may be organized as needed by instructional division chairs. Faculty/staff participation will be recognized by the division chair.

Community-based advisory councils will be appointed by the Chancellor.