

**CHARTER**  
**OF THE**  
**ACADEMIC SENATE**  
**OF**  
**HAWAI‘I COMMUNITY**  
**COLLEGE**

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# CHARTER OF THE ACADEMIC SENATE OF HAWAI‘I COMMUNITY COLLEGE

## PREAMBLE

The Hawai‘i Community College Academic Senate promotes communication and mutual understanding among the faculty, staff, students, administration, academic system-wide committees, the Board of Regents, and the community. As a formal organization that is the voice of the Faculty, the Senate develops, maintains, and strengthens academic policies and programs of study. The Senate advises the administration with the aim of determining and promoting high-quality education at Hawai‘i Community College.

## ARTICLE I. NAME

The name of the organization will be known as the Academic Senate of Hawai‘i Community College. The Academic Senate will be referred to hereinafter as the Senate.

## ARTICLE II. PURPOSE, FUNCTION, AND RESPONSIBILITIES OF THE SENATE

Section 1. The Senate is an organization whose primary purpose is to ensure academic integrity of the College. The Senate will function as a recommending and governing body. Senate responsibilities will include but not be limited to the development, modification, initiation, and review of academic policies and issues in consultation with the Chancellor and others, as needed.

Section 2. *Policies* under this charter are defined as general guidelines for the College, its faculty, student body, or Administration. *Issues* under this Charter are defined as matters of College concern. The academic policies and issues addressed by the Senate will include, but not be limited to the following areas:

- A. Mission and goals of the College
- B. Nature and scope of its educational curricula
- C. Standards of teaching, services, and scholarship
- D. Standards of professional ethics
- E. Budget review, discussion, and recommendations as needed
- F. Student services
- G. Evaluation of faculty, subject to provisions of the UHPA-BOR contract, and academic administrators

- H. Standards for and evaluation of admission, graduation, certification, and grading
- I. Refer to UHPA-BOR contract R-20 Part 1 “Protocols Involving UH Administration, UH Professional Assembly, and UH Faculty Senates”.

### **ARTICLE III. COMPOSITION OF THE SENATE**

Section 1. Membership of the Senate. Membership consists of all BOR-appointed faculty covered by Collective Bargaining Unit 7 who have their primary employment with Hawai‘i Community College. Where primary employment with Hawai‘i Community College is in question, the Academic Senate shall determine membership status according to the Bargaining Unit 7 employment classification list. Members are hereinafter referred to as *Senators*. All Senators have the rights and responsibilities of voice and vote.

Section 2. Membership of the Executive Committee. The Executive Committee includes one Senator elected from each organizational division/department: Academic Support (AS), Applied Technical Education (ATE), Business Education & Technology and Hospitality (BEaT/HOST), English (ENG), General Student Support Services (GSSS), Health Sciences (HS), Humanities (HUM), Mathematics and Natural Sciences (MNS), Social Sciences & Public Services (SSCI/PS), a Pālanui Campus At Large Member, and a Kō Education Center At Large Member.

Section 3. Officers of the Senate and Executive Committee. The officers of the Senate, the Chair, Vice Chair, and Secretary, will also serve as the officers of the Executive Committee.

### **ARTICLE IV. ELECTION AND TERMS OF SENATE**

Section 1. Election of the Senate Chair. The election of the Senate Chair will be conducted in the following manner:

- A. In the fall semester, the Executive Committee will meet to nominate, vote, and propose a candidate for Senate Chair for the following academic year.
- B. During the Senate meeting in the month of February, the Executive Committee will present their candidate for Senate Chair who has indicated a willingness to serve.
- C. The Senate Chair must be tenured and, under usual circumstances, must not also be serving as a Division/Department Chair.

- D. The Executive Committee will announce the name of the candidate for Senate Chair via standard communication. Other nominations will be accepted from the Academic Senate in writing via the nomination/confirmation form prior to the March Senate meeting, which will be sent via standard communication at the same time.
- E. The election for Senate Chair will be conducted by secret ballot within two (2) weeks following the March/April Senate meeting at announced balloting locations or via electronic secret ballot. The Vice Chair will place ballot boxes at designated locations or send electronic secret ballots.

Section 2. Election of Executive Committee Members. The election of Executive Committee members will be conducted in the following manner:

- A. The Vice Chair will issue a call for elections in March for the Executive Committee members from the divisions/departments in which the terms of the representatives have expired.
- B. The members of the Executive Committee will be elected by their respective divisions/departments.
- C. The current division/department representative will conduct elections from within their constituent divisions/departments and will forward the results to the Vice Chair in writing three weeks prior to the regular April meeting.
- D. The Vice Chair will announce the newly elected division/department representatives at the April Senate meeting.
- E. The announcement of the results shall include the intent of the Executive Committee to conduct an election for the positions of Vice Chair and Secretary from within the newly elected Executive Committee before the end of the academic year.

Section 3. Election of Vice Chair and Secretary. The election of the Vice Chair and Secretary will be conducted in the following manner:

- A. Prior to the last Senate meeting of the academic year, the outgoing Vice Chair will convene with the new Executive Committee for the purpose of electing the new Vice Chair and Secretary.
- B. The Vice Chair and Secretary will be elected from the membership of the new Executive Committee by secret ballot.
- C. The Vice Chair will be tenured, and preferably, under usual circumstances, not also serving as a Division/Department Chair.
- D. As a best practice and if possible, the Vice Chair candidate will agree to succeed the current Chair.

Section 4. Term of the Senate Chair. The Chair of the Senate will be elected to serve a term of one (1) year. The incumbent Chair may be elected for up to two (2) additional consecutive terms. To run again, the nominee must follow the procedures in Article IV, Section 1. If no tenured and willing candidate for Academic Senate Chair can be identified, and the incumbent Chair has already served the maximum of three (3) consecutive one-year terms, the incumbent may serve an additional one-year term upon ratification of a two-thirds (2/3) majority vote during the March or April Academic Senate meeting.

Section 5. Terms of the Executive Committee Members. The terms of the new Executive Committee members will start on June 1, except that the new Committee may meet before this date to complete planning for the transition. The members of the Executive Committee will be elected to serve a term of two (2) years and may be elected for no more than three (3) full consecutive terms. To ensure continuity, terms of the Executive Committee members will be staggered.

Section 6. Terms of the Vice Chair and Secretary.

- A. The Vice Chair will be elected to serve a term of one (1) year. The incumbent Vice Chair may be elected for up to two (2) additional consecutive terms.
- B. The Secretary will be elected to serve a term of one (1) year. The Secretary may be elected for up to two (2) additional consecutive terms.

Section 7. Unexpired Term of the Senate Chair.

- A. If the Senate Chair vacates the office for any reason, the Vice Chair will assume the duties of the Chair for the remainder of the term.
- B. The Secretary will conduct the election of the new Vice Chair from the Executive Committee by secret ballot according to the provisions of Article IV, Section 3

Section 8. Unexpired Terms of the Executive Committee. If a seat on the Executive Committee becomes vacant for any reason, the Vice Chair will contact the department/division to elect a new representative. The new representative will assume the duties for the remainder of the unexpired term.

Section 9. Unexpired Term of the Vice Chair and Secretary.

- A. If the Vice Chair vacates the office for any reason, the Secretary will conduct the election of the new Vice Chair from the Executive Committee by secret ballot according to the provisions of Article IV, Section 3. The new Vice Chair will assume the duties for the remainder of the unexpired term.

- B. If the Secretary vacates the office for any reason, the Vice Chair will conduct the election of the new Secretary from the Executive Committee by secret ballot according to the provisions of Article IV, Section 3. The new Secretary will assume the duties for the remainder of the unexpired term.

Section 10. Recall Procedure. An Executive Committee member may be recalled by constituent division/department for failure to carry out duties as listed in Article V, Section 2. Replacement of the recalled representative from the constituent division/department will be conducted according to the provisions of Article IV, Section 8.

## **ARTICLE V. DUTIES OF THE SENATE**

Section 1. The Senate will carry-out the functions and responsibilities as specified in Article II.

Section 2. Duties of Chair: The Chair of the Academic Senate will receive at least six (6) credit hours of reassigned time or the equivalent each semester and will have the following duties:

- A. Serving as Chair and presiding officer of the Senate and Executive Committee.
- B. Preparing a calendar for Senate and Executive Committee meetings in consultation with the Executive Committee.
- C. Planning the Agenda for each meeting of the Senate in consultation with the Executive Committee and the Chairs of the Senate committees.
- D. Transmitting recommendations and actions of the Senate to the Chancellor and/or others.
- E. Serving as liaison between the faculty and the administration.
- F. Working with the UHPA Board of Director to keep the Senate informed and up to date on union matters of importance, including sending out timely communications to all Senators.
- G. Receiving recommendations or proposals for Senate action.
- H. Representing the Senate impartially.
- I. Meeting with the Chancellor at mutually agreed-upon regular intervals.
- J. Notifying all Senate members of the Executive Committee and Senate meeting dates and times.
- K. Distributing the Agenda and relevant attachments no fewer than seven (7) days prior to the next scheduled Senate meeting.

- a. The Chair will ask for committee reports by Friday, one (1) week prior to the next Senate meeting.
  - b. The Chair will send out the Agenda and Attachments by Friday, one (1) week prior to the Senate meeting.
  - c. Any items submitted to the Chair after the Agenda has been posted will be tabled until the next meeting.
- L. Attending or appointing another member of the Executive Committee to attend any other meeting at which Senate interest must be represented.
- M. Participating in meetings with Senate Chairs in the University of Hawai'i system (i.e., All Campus Council of Faculty Senate Chairs (ACCFSC) and Community College Council of Faculty Senate Chairs (CCCFSC)), as required by University policy.
- N. Maintaining and revising Bridge Program materials that include committee charters and an operating manual in Google Drive (or the UH equivalent platform) that includes the duties and responsibilities of the Chair as well as historical documentation of time served as Chair.
- a. The Google Drive shall also include a knowledge base necessary for understanding the duties and responsibilities of the Committee, the Chair, and the Committee members; relevant BOR, UH, and Hawai'i CC policies relevant to the Committee's charge; and historical documentation of the Committee's actions.
  - b. This will facilitate smoother transitions for incoming Chairs and Committee members.

Section 3. Duties of Executive Committee. The duties of the Executive Committee include but are not limited to the following:

- A. Prioritizing annual goals and activities of the Senate and its Standing, Select, and Ad Hoc committees.
- B. Receiving recommendations or proposals for Senate action.
- C. Delegating appropriate matters to and examining recommendations from Senate committees.
- D. Setting the Agenda for each Senate meeting.
- E. Serving as the nomination committee for election of Senate officers.
- F. Acting on behalf of the Senate during contractual non-instructional periods.
- G. Maintaining Senate archives.
- H. Reporting to the Senate members on its activities.

Section 4. Duties of Vice Chair. The Vice Chair of the Academic Senate will have the following duties:

- A. Serving as Vice Chair of the Senate and Executive Committee.
- B. Assuming the duties of the Chair if the Chair resigns or temporarily vacates the position, and assuming the reassigned time for being the Chair
- C. In the absence of the Chair, the Vice Chair will serve as the presiding officer.
- D. Assisting the Chair as needed.
- E. Functioning as official representative or Chair of the Senate as requested by or in the absence of the Chair.
- F. Conducting elections according to the provisions of Article IV, Sections 1, 2, and 3.
- G. Facilitating the review of the Senate Charter every five (5) years or earlier as needed.

Section 5. Duties of Secretary. The Secretary of the Academic Senate will receive at least one and one half (1.5) credit hours of reassigned time or the equivalent each semester and will have the following duties:

- A. Serving as Secretary of the Senate and Executive Committee.
- B. In the absence of the Chair and the Vice Chair, the Secretary will serve as the presiding officer.
- C. Maintaining attendance records of each Executive Committee and Senate meeting for the purpose of establishing a quorum.
- D. Recording, preparing, and maintaining minutes of all Senate proceedings, excluding closed sessions.
- E. Recording, preparing, and maintaining detailed notes on discussions in Executive Committee meetings that pertain to the creation of the agenda.
- F. Making the Senate minutes available to all members of the Senate and administrators according to the provisions of Article VI, Section 6.
- G. Post approved Senate Minutes on the Senate website within one (1) week of approval.

## **ARTICLE VI. MEETINGS**

Section 1. Frequency of Meetings. The Senate will meet at least once per month during the academic year. If the Senate is unable to meet as scheduled, the Senate will meet within two (2) weeks of the scheduled meeting date.

- A. The Senate's Meeting Schedule will be coordinated with the College Council's Master Schedule of College meetings, to minimize scheduling conflicts.

- B. In matters of urgency, a special meeting of the Senate may be called upon by a petition of ten (10) or more Senators or at the request of the Senate Chair. Such a petition or request will be submitted in writing with a rationale to the Executive Committee, which will then schedule a special meeting of the Senate. A copy of the petition or request and the rationale will be attached to the Agenda.
- C. At the request of the Senate Chair, the Senate Chair may opt to convene Senate meetings via an appropriate video conferencing platform. If the meeting is to be conducted via a video conferencing platform, the Senate Chair will inform the electorate by email, including the notification and necessary login information in the Agenda, posted no fewer than seven (7) days prior to the next scheduled Senate meeting.

Section 2. Video Conference Meeting Protocols. Registration is required before meetings to ensure automatic attendance. Once registered, the electorate will be sent an email with the meeting login information.

The following protocols will be observed for Meetings held via a video conferencing platform:

- A. Registration required before meetings to ensure automatic attendance. Once Senate members register, they will be sent an email with the meeting information.
- B. Meetings will be recorded. Chats will be saved. Recordings and Chat records will remain in the custody of the Chair, Vice Chair, and Secretary for the purpose of drafting the meeting minutes only, and will be deleted after the minutes have been approved.
- C. To observe Robert's Rules of Order, video meetings will use the following system of conduct:
- D. Senate members will refrain from speaking out of turn with the exception of "Point of Order", "Point of Privilege", or "Point of Information" (see below).
- E. COMMENTS/QUESTIONS: Chat will be used to be recognized when a senate member wishes to speak by typing "COMMENT" or "QUESTION" in the Chat. During the meeting, the Chair will ask for comments or questions. An EC member will be monitoring the Chat and announce the speakers in order and unmute each speaker. Unless the words "COMMENT" or "QUESTION" are not first entered into the Chat, the Chat message will not be openly discussed or recorded in the Minutes.
- F. MOTIONS/SECONDS: During the meeting, the Chair will ask for a motion and second when votes are required. For clarity, Motions will be typed into the Chat. Motions and seconds will be made by typing "MOTION" or "SECOND" in Chat. An EC member will be monitoring the Chat and announce the speakers who make the motion and second.

- G. “Point of Order”: Any senate member may interrupt a speaker by stating, “Point of Order” to note that correct protocols or procedures are not being followed or in case of personal affront.
- H. “Point of Privilege”: Any senate member may interrupt a speaker by stating, “Point of Privilege” to note some noise or other distraction that is causing problems in the meeting.
- I. “Point of Information”: Any senate member may interrupt the speaker by stating, “Point of information” to ask for more information or ask the current speaker a question to help avoid confusion and aid in decision-making.
- J. PRIVATE CHATS: Senators will refrain from sending Private Chats to the Chair or the person facilitating the Academic Senate meeting.

Section 3. Conduct of Meetings. Parliamentary procedure will be governed by *Robert's Rules of Order*, Revised, and adhere to the Hawai‘i Community College Code of Civility. In the event of procedural conflict, the Senate Charter will be the final authority.

- A. The quorum is ten (10) members of the Senate of which a minimum of three (3) must be Executive Committee members.
- B. If the presiding officer wishes to participate in a discussion on the Senate floor, that presiding officer will temporarily relinquish the chair for the duration of the discussion.
  - a. During virtual meetings, the presiding officer may signify the wish to speak as a Senator and temporarily relinquish control of the meeting by putting “COMMENT” or “QUESTION” in the virtual chat. The Vice Chair or co-host will then assume control of the meeting and recognize the Chair’s wish to speak as a Senator.
  - b. In the event that the relinquishing facilitator is proposing a motion, the control of the meeting will remain with the Vice Chair or co-host currently facilitating until the motion is passed or rejected.
- C. The Vice Chair and Secretary will be co-hosts during virtual meetings and serve as Moderators and assist in monitoring Chats and conducting votes.

Section 4. Agenda and Consent Agenda. The Chair, in consultation with the Executive Committee and the chairs of the Senate committees, will plan the Agenda for each Senate meeting. The Agenda will be distributed no fewer than seven (7) days prior to the next scheduled Senate meeting.

Any member of the Senate may submit a written proposal to the Executive Committee requesting that the proposal be placed on the Agenda. Senators who wish to submit proposals will complete the Senate Proposal form and submit it to the Senate Chair two weeks prior to the Academic Senate meeting.

In addition, the Chair, in consultation with the Executive Committee and the Chairs of the Senate Committees have the option to create a Consent Agenda. The optional Consent Agenda will be distributed no fewer than seven (7) days prior to the next scheduled Senate meeting. The Consent Agenda will include routine, informational, procedural, and self-explanatory non-controversial items to be approved at the beginning of each Senate meeting.

Senators may request items be added to the Agenda during the meeting using the proper Robert's Rules procedures.

Section 5. Open Meetings. All meetings of the Senate and its Standing/Select/Ad Hoc Committees are open meetings. Only those recognized by the Chair can participate in the discussion or address those assembled (refer to Meeting Protocols in Article VI, Section 2). When deemed appropriate and legal, and in accordance with the procedures in the State "Sunshine Law" (*Hawai'i Revised Statutes*, Chapter 92), the Senate and its Standing/Select/Ad Hoc Committees may go into Executive (closed) Session for the consideration of confidential or sensitive matters.

- A. Guests: Guests will be invited to participate at a specific time determined by the Agenda. Guests must be recognized and announced by the Senate Chair at the start of the Senate meeting, and before making any comments, should they want to participate in discussion. If their presence is inappropriate at any time, they may be excused to leave the meeting. Any Senate member may make a motion to go into executive (closed) session for guests to be excused.

Section 6. Voting at Meetings. The business of the Senate will be conducted at scheduled meetings. Actions at Senate meetings will be determined by the majority of votes cast except in the following case: When a motion is made for a ballot vote, a second to the motion to vote by ballot will be sufficient to carry the motion. Every vote shall be called or tallied in full, asking for yea, nay, and abstention.

- A. Guests may not vote. During virtual meetings, Guests will be excused to the virtual Waiting Room during Senate votes.

- B. When calling for votes during virtual meetings, the Chair will ask for all votes to be cast via an anonymous Zoom Poll.
  
- C. Secret Ballot Voting: In the event that there is a call for a secret ballot vote, the Chair will use a Zoom Poll which has been set to 1) a simple single choice vote (Yay/Nay/Abstention), and 2) an anonymous vote so that voter information is not recorded. Immediately after the vote is completed, the Chair or Moderator will reset the Poll. For in person meetings, the Chair and Moderators will use paper slips to conduct Secret Ballot Voting.

Section 7. Record of Meetings and Actions. The Secretary will record, prepare, and maintain Minutes of all Executive Committee and Senate proceedings, including motions, actions, votes, summary reports, and topics of discussion. The Secretary will submit the unapproved Minutes to the Executive Committee, for initial review during the Executive Committee meeting, and inclusion in the Agenda of the next scheduled Senate meeting. Minutes will be presented at the next Senate meeting. A call for changes or revisions will be made by the Chair. Once changes or revisions are addressed, the Minutes are then approved without the need for a formal vote. The approved Minutes will then be posted to the Senate website.

Section 8. Presence at Meetings. A Senator or their representative must be present in person or virtually at the meeting at which their item has been placed on the Agenda. If the Senator or their representative is not available to answer questions, their item will be tabled.

## **ARTICLE VII. COMMITTEES**

Section 1. Purpose. The work of the Senate will be conducted by committees. The purpose of the Senate committees is to bring together organizational divisions/departments to ensure academic integrity, provide information, investigate issues, or propose policies for the Senate's deliberation. Committee work will be consistent with the philosophy, goals, and function of the College. Committees will review policies, procedures, and processes as needed. Standing/Select/Ad Hoc committees are responsible to the Senate.

- A. All Senate committees will review and revise their charters and operational manuals once every five (5) years, or add updates and revisions as needed. Chairs will forward any changes or revisions to these documents to the Senate Chair for Senate approval.

- B. The Chairs and Committees shall be responsible for creating, maintaining, and revising committee charters and operating manuals in Google Drive (or the UH equivalent platform) that includes 1) the duties and responsibilities of the Committee, 2) the duties and responsibilities of the Chair, and 3) the duties and responsibilities of the Committee members. The Google Drive shall also include a knowledge base necessary for understanding the duties and responsibilities of the Committee, the Chair, and the Committee members; relevant BOR, UH, and Hawai'i CC policies relevant to the Committee's charge; and historical documentation of the Committee's actions. This will facilitate smoother transitions for incoming Chairs and Committee members. Committee Chairs shall be responsible for conducting training sessions for incoming new Committee members during Convocation Week or during the first two (2) weeks of each semester.

Section 2. Standing Committees. The following Standing Committees will report to the Senate:

- A. Educational Policy Committee. The Educational Policy Committee will review, advise, and make recommendations on academic policies, including but not limited to: standards for graduation, admissions, certification, and distance education; academic regulations; curriculum process; grading; and student relations (e.g. student conduct, grievances, and appeals).
- B. Curriculum Review Committee. The Curriculum Review Committee will make recommendations regarding the review and modification of degree requirements, program proposals, course proposals, and catalog descriptions as appropriate for all credit courses, including distance education and summer session. The Curriculum Review Committee's recommendations will be reviewed by the Senate. The Senate Chair will forward the Senate's recommendations to the Vice Chancellor for Academic Affairs immediately. In order to meet administrative deadlines, Curriculum Review Committee recommendations may be forwarded to the Vice Chancellor for Academic Affairs prior to the Senate's review. To carry out the duties of the Chair, at least six (6) credit hours reassigned time in the fall and three (3) credit hours reassigned time in the spring or the equivalent will be granted each semester. To carry out the duties of the Curriculum Specialist, at least three (3) credit hours reassigned time in the fall and three (3) credit hours reassigned time in the spring, or the equivalent will be granted each semester.

- C. Faculty Policy Committee. The Faculty Policy Committee will review and make recommendations on policies, including but not limited to confidential evaluation of faculty and campus academic administrators, establishment and improvement of a canon of professional ethics, and sabbatical leaves.
- D. General Education Committee. The General Education Committee will review course proposals and make recommendations regarding the designations of these courses as general education. The recommendations will be forwarded to, reviewed, and approved by the Senate. Once Foundations and Diversifications processes and courses are approved, the committee chair will forward the Senate's recommendations to the multi-campus Foundations Board for final approval.

### Section 3. Standing Committee Membership and Guidelines.

- A. Selection. Each standing committee will include one representative from each instructional and non-instructional division/department. Members of committees may also serve on the Executive Committee.
- B. Terms. Each committee member will serve a two-year term. With Senate approval, committees may request to increase the number of years per term. Terms are unlimited. On each committee, members' terms will be staggered to provide continuity.
- C. Duties. Each committee member is responsible for gathering data from the division/department of representation. Conscientious participation is expected. If a committee member is not fulfilling their responsibilities, the standing committee chair, in consultation with the Executive Committee, will ask the respective division/department for a replacement. Guidelines for the Standing Committee duties include but are not limited to the following:
  - a. Working with the Executive Committee to identify and prioritize annual goals of the standing committee during the first Executive Committee meeting of the academic year.
  - b. Each Standing Committee shall meet at least once a month on average for the Academic Year, or as needed.
  - c. Providing the Executive Committee (submitted to the Senate Chair) with a monthly written summary, using the Committee Report Form, at or before the Executive Committee meeting.
  - d. Consulting with the Student Government and Administration as appropriate.
  - e. Submitting a year-end report to the Executive Committee.

#### Section 4. Standing Committee Chairs.

- A. Election. The Executive Committee will nominate the standing committee chairs from the Senate membership. Preferably the nominees will be serving as a current standing committee member. At the March/April Senate meeting, the Executive Committee will present a slate of nominees for each standing committee, after previously consulting with the committees' current chair(s) and/or members. At this meeting, nominations from the floor will also be accepted. Each chair will be ratified by the Senate at this meeting by electronic ballot. If more than one nominee exists, a vote for the chair(s) will be conducted at the next Senate meeting by electronic ballot.
- B. Terms. Standing committee chairs will be elected to serve a term of one (1) year. The incumbent chair may be elected for one (1) additional consecutive term. The incumbent chair may be nominated and elected for a second consecutive term. Each committee, with Senate approval, may extend the term limits for their chair as necessary.
- C. Duties. Standing committee chairs will represent the Senate. Chairs are responsible for facilitating the widest possible consultation by Senate constituencies on matters delegated to their respective standing committees and will provide written reports and/or recommendations to the Executive Committee in a timely manner. Chairs will provide a written year-end report to the Executive Committee.

#### Section 5. Select Committees. The following Select Committees report to the Senate.

- A. Data Analysis Committee The Data Analysis Committee serves to address the data needs and/or questions of faculty and programs at Hawai'i Community College by providing said faculty and programs with requested analysis on topics that include (but are not limited to) persistence, completion, and class fill rates, as well as overall course and/or program trends. The Data Analysis Committee will complete its mission using data available to the College in and through the University of Hawai'i System.
- B. Distance Education Committee The Distance Education Committee will develop and propose policies regarding a college-wide, coordinated approach to online teaching and learning at Hawai'i Community College to ensure these courses meet best practices and national standards of online teaching and align with the mission of the college.

- C. First Year Experience Course Designation Committee The function/purpose of the FYE Committee is to designate courses as FYE and support implementation of FYE Hallmarks and related services for non-instructional units.
- D. Hawaiian Asian and Pacific Issues Committee The Hawaiian, Asian and Pacific Issues Committee will review and approve courses that meet the University of Hawai'i System requirements that identify important skills and concepts necessary for living and working in diverse communities, such as Hawai'i. A significant component of readings, assignments, and other course materials in the course will address one or more of the Hawaiian, Asian, or Pacific cultures.
- E. Sustainability Committee The Sustainability Committee will review and approve courses that meet the University of Hawai'i System requirements that identify important skills and concepts regarding sustainability across a variety of academic disciplines. A significant component of readings, assignments, and other course materials will address environmental topics.
- F. Writing Intensive Curriculum Committee The Writing Intensive Curriculum Committee evaluates courses according to the University of Hawai'i System Articulation Agreement governing WI designation and intercampus transfer. Hallmarks of WI designated courses include a maximum class size, minimum word count and writing prerequisite, interaction between the instructor and student as part of a writing process, and emphasis on writing as a major grade determinant and a tool for learning course material.

Section 6. Select Committee Membership and Guidelines. Membership and guidelines of the Select committees include but are not limited to the following:

- A. Each Select committee will include one representative from each instructional and non-instructional department/division, unless the department/division declines membership.
- B. Members may serve unlimited two-year terms. With Senate approval, committees may request to increase members' terms.
- C. Working with the Executive Committee to identify and prioritize annual goals of the select committee.
- D. Providing the Executive Committee (submitted to the Senate Chair) with a monthly written summary, using the Committee Report Form, at or before the Executive Committee meeting.

- E. Consulting with the Student Government and Administration as appropriate.
- F. Submitting a year-end report to the Executive Committee.

Section 7. Select Committee Chairs

- A. Election. The Executive Committee will appoint the Select committee chairs from the Senate membership, after previously consulting with the committees' current chair(s) and/or members. Preferably the appointees will be serving as a current Select committee member. At the March/April Senate meeting, the Executive Committee will announce the appointees for each of the Select committees.
- B. Terms. Select committee chairs will be appointed to serve a term of one (1) year. The incumbent chair may be appointed for one (1) additional consecutive term. The incumbent chair may be appointed for a second consecutive term. Each committee, with Senate approval, may extend the term limits for their chair as necessary.
- C. Duties. Select committee chairs will represent the Senate. Chairs are responsible for facilitating the widest possible consultation by Senate constituencies on matters delegated to their respective select committees and will provide written reports and/or recommendations to the Executive Committee in a timely manner. Chairs will provide a written year-end report to the Executive Committee.

Section 8. Ad Hoc Committees. The Senate will approve the creation of any Ad Hoc Committee by majority vote. The Executive Committee and/or the Senate will approve by consensus the chairs of ad hoc committees as appropriate or as needed. Membership will be in accordance with the instructions of the Executive Committee. All Ad Hoc Committees upon being formed will also have an ending date that can be extended if the Senate votes to do so. Ad Hoc Committees will provide the Executive Committee (submitted to the Senate Chair) with a monthly written summary, using the Committee Report Form, at or before the Executive Committee meeting.

## **ARTICLE VIII. OBTAINING AND TRANSMITTING RECOMMENDATIONS**

Section 1. Transmission of Policy Matters to the Senate. The university or community colleges system administration, except when an emergency precludes delay, will seek the advice of the Senate before presenting such policy matters as defined by the Board of Regents. Likewise, the Chancellor will consult the Senate in the formulation of college policies as stated in Article II, Section 2. The Senate may accept specific assignments from the administration. To facilitate this, the Chair and/or the Executive Committee shall meet monthly with Administration before Academic Senate meetings.

Section 2. Transmission of Recommendations to the Administration.

A recommendation or other formal communication of the Senate will, upon its adoption by the Senate, be put into writing with a record of the vote of the Senate, signed by the Senate Chair, and submitted in a timely manner to the Chancellor for appropriate action. If requested by the Senate and as appropriate, the Chancellor may be asked to forward Senate resolutions and recommendations with a record of the vote to the Vice President for the Community Colleges. Senate recommendations requiring action by the Board of Regents will be submitted according to protocol.

Section 3. Administrative Response to Senate Recommendations. In response to Senate recommendations, the Chancellor or appropriate administrator will be requested to provide the Senate with a written reply. Following current Executive Policy, if administration intends to recommend campus academic policy that differs substantively from the Senate's recommendation, the administration will notify the Senate of its intent and rationale and attempt reconciliation before the recommendation is forwarded. The Academic Senate website has an archive of the Senate recommendations and the Administrative Responses.

## **ARTICLE IX. AMENDMENTS AND ADDENDA TO THE CHARTER AND THEIR RATIFICATION**

Article IX Sections 1-4 outline the procedures for creating amendments and addenda to the Charter. This occurs once every five years. In addition to the five-year cycle of revising the Charter, the Senate or Senators can request the creation of an ad hoc committee to begin the process of making amendments to the Charter. The ad hoc committee can work independently of the standard amendments process, but will follow Charter protocols when bringing the revisions to the Senate for ratification.

Section 1. Proposing Amendments. Amendments must be proposed by petition to the Senate signed by no fewer than twenty (20) members of the Senate. Proposed amendments will be transmitted in writing, including a rationale, to the Executive Committee, which will then schedule a first reading of the proposal at the next meeting of the Senate. A copy of the proposal, including petition and rationale, will be attached to the Agenda. Proposed amendments may be amended at the first reading. The revised amendment will then be presented at the subsequent meeting of the Senate for a second reading. The revised amendment may be amended at the second reading.

Section 2. Voting on Amendments. After two readings and revisions, the revised addenda will be presented at the subsequent Senate meeting for a vote to approve. A copy of proposed and revised addenda will be sent to the electorate to be voted on by open or secret ballot (via paper ballots or an anonymous electronic voting system). A two-thirds (2/3) vote of the ballots cast is required for passage. The Vice Chair in consultation with the Executive Committee will supervise the vote.

Section 3. Proposing Addenda. Addenda must be proposed by petition to the Senate signed by no fewer than twenty (20) members of the Senate, or proposed by petition to the Senate agreed upon by no fewer than ten (10) of the Executive Committee members. Proposed addenda will be in writing, including a rationale, to the Executive Committee, which will then schedule a first reading of the proposal at the next meeting of the Senate. A copy of the proposal, including petition and rationale, will be attached to the Agenda. The proposed addenda may be amended at the first reading. The revised addenda will then be presented at the subsequent meeting of the Senate for a second reading. The revised addenda may be amended at the second reading. Addenda may also be proposed by the Ad Hoc Senate Charter Review Committee as needed.

Section 4. Voting on Addenda. After two (2) readings and revisions, the revised addenda will be presented at the subsequent Senate meeting for a vote to approve. A copy of proposed and revised addenda will be sent to the electorate to be voted on by open or secret ballot (via paper ballots or an anonymous electronic voting system). A two-thirds (2/3) vote of the ballots cast is required for passage. The Vice Chair or the Secretary in consultation with the Executive Committee will supervise the vote.

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2011 April 28, 2017

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