

Aloha and welcome to the Hawai'i Community College Academic Senate!
In this orientation you will find the following:

1. Hawai'i Community College Academic Senate Charter
2. Hawai'i Community College Academic Senate Committees
3. Common uses of Robert's Rules of Order in the Hawai'i Community College Academic Senate

As a Board of Regents (BOR) appointed faculty member you are automatically an academic senator and have full voting and participation rights. These rights are not dependent on tenure status and all Faculty regardless of academic rank are encouraged to be active members of the Senate. The Academic Senate is a powerful and important institution and the decisions it makes affects the whole college in one way or another. If you have any questions about how the Senate operates or anything in this orientation please do not hesitate to contact your department chair or a member of the Executive Committee.

The Academic Senate usually meets on the fourth Friday of the month during College Hour (12pm-2pm; see the Schedule for College Hour Meetings for the academic year for more details). Sometimes there will be a special Academic Senate meeting called to finish up business before the semester ends.

The Hawai'i Community College Academic Senate Charter defines what the Senate is and what it is responsible for. It is a good idea to read it over and familiarize yourself with the various functions that make up the Senate.

Hawai'i Community College has many different committees and it is expected that all full time faculty serve on some committees to contribute to the mission of the College. While there are many committees college wide; only a few fall under the authority of the Academic Senate (detailed in the Charter).

The Academic Senate Standing Committees are:

- Executive Committee (EC)
- Curriculum Review Committee (CRC)
- Educational Policy Committee (EPC)
- Faculty Policy Committee (FPC)

These committees have a wide range of topics and issues that they will look at and recommend to the Senate for action.

More focused committees are called Select Committees. They include:

- Distance Education Committee (DE)
- Hawai'i Asian Pacific Course Designation Committee (HAP)
- Sustainability Course Designation Committee
- Writing Intensive Curriculum Committee (WI)

These committees have one primary focus and like the Standing committees report on their actions.

There are also Ad Hoc committees that are appointed by the Senate to work on a special project that usually has an end date.

Every standing and select committee has a representative from the various instructional and non-instructional units at the College which are:

- Applied Technical Education (ATE)
- Business Education & Technology (BEaT)
- English
- General Student Support Services (GSSS)
- Hospitality/Culinary
- Humanities
- Math/Natural Science
- Nursing
- Social Science

Each unit will decide who will represent them in each standing and select committee. It should be noted that some departments can select not to be part of some committees if they choose. The chairs of those committees will be voted on (from committee membership) by the Senate. Tenure is not a consideration for committee chairs except for the Executive Committee in which the Chair of the Senate must have tenure. It is recommended that other officers of the Executive Committee have tenure as well but it is not a requirement.

**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 mean general guidelines for the College, its faculty, student body, or Administration. *Issues* under this Charter mean 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 planning, review and implementation
- f. Student services
- g. Evaluation of faculty, subject to provisions of the UHPA-UH contract, and academic administrators
- h. Standards for and evaluation of admission, graduation, certification, and grading

ARTICLE III. COMPOSITION OF THE SENATE

Section 1. Membership of the Senate. Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7 who have their primary assignment with HawCC. Where primary assignment is in question, the Academic Senate shall determine membership status. 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 unit and a Pāalamanui Campus At Large Member.

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

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:

1. During the month of February, the Executive Committee will propose a candidate for Senate Chair who has indicated a willingness to serve.
2. The Senate Chair must be tenured and, under usual circumstances, not also serving as a Division/Department Chair.
3. 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, which will be sent via standard at the same time.
4. 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. The Vice Chair will place ballot boxes at designated locations.

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

1. The Vice Chair will issue a call for elections for the Executive Committee members from the units in which the terms of the representatives have expired.
2. The members of the Executive Committee will be elected by their respective units. Division/Department Chairs cannot serve on the Executive Committee.
3. The unit representative will conduct elections from within their units and will forward the results to the Vice Chair in writing three weeks prior to the regular April meeting.
4. The Vice Chair will announce the newly elected unit representatives at the April Senate meeting.
5. 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:

1. 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.
2. The Vice Chair and Secretary will be elected from the membership of the new Executive Committee by secret ballot.
3. Preferably under usual circumstances, the Vice Chair will be tenured and not also serving as a Division/Department 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 nominated and elected for a second

consecutive term. The Chair will serve no more than two (2) full 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 two consecutive 1-year terms, the incumbent may serve an additional 1-year term upon ratification of a 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 officers and the 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 one (1) additional consecutive term. A member of the Executive Committee will serve no more than two (2) full consecutive terms. To ensure continuity, terms of the Executive Committee members will be staggered.

Section 6. Terms of the Vice Chair and Secretary. The Vice Chair and the Secretary will be elected to serve a term of one (1) year. The incumbent Vice Chair and Secretary may be elected for one (1) additional consecutive term.

Section 7. Unexpired Terms of the Executive Committee. If a seat on the Executive Committee becomes vacant for any reason, the Vice Chair will call for an election to be held from within the unrepresented unit. The new representative will assume the duties for the remainder of the unexpired term.

Section 8. Unexpired Term of the Senate Chair. If the Senate Chair vacates the office for any reason:

1. The Vice Chair will assume the duties of the Chair for the remainder of the term.
2. 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 9. Recall Procedure. An Executive Committee member may be recalled by his/her organizational unit for failure to carry out duties as listed in Article V, Section 2. Replacement of the recalled representative from the organizational unit will be conducted according to the provisions of Article IV, Section 7.

ARTICLE V. DUTIES OF THE SENATE

Section 1. The Senate will meet according to the calendar established by the Executive Committee for the purpose of carrying out the functions and responsibilities as specified in Article II.

Section 2. 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 committees.
- b. Receiving recommendations 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 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 3. Duties of Chair: The Chair of the Executive Committee will receive at least six (6) credit hours of reassigned time or the equivalent each semester and will have the following duties:

- a. Preparing a calendar for Senate and Executive Committee meetings in consultation with the Executive Committee.
- b. Planning the agenda for each meeting of the Senate in consultation with the Executive Committee and the Chairs of the Senate committees.
- c. Serving as Chair and presiding officer of the Senate.
- 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. Representing the Senate impartially.
- g. Meeting with the Chancellor at mutually agreed-upon regular intervals.
- h. Notifying all Senate members of the Executive Committee and Senate meeting dates and times.
- i. Distributing the agenda and relevant attachments no fewer than five (5) working days prior to the next scheduled Senate meeting.
- j. Attending or appointing another member of the Executive Committee to attend any other meeting at which Senate interest must be represented.
- k. Participating in meetings with Senate Chairs in the University of Hawai'i system, as required by University policy.

Section 4. Duties of Vice Chair. The Vice Chair of the Executive Committee will have the following duties:

- a. Serving as Vice Chair of the Senate.
- b. Assuming the duties of the Chair if the Chair resigns and assuming the reassigned time for being the Chair in the next semester.
- 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, & 3
- g. Facilitate the review of the Senate Charter every 5 years or earlier as needed.

Section 5. Duties of Secretary. The Secretary of the Executive Committee 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.
- 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 Executive Committee and Senate proceedings, excluding closed sessions.
- e. Making copies of the Senate minutes available to all members of the Senate and administrators according to the provisions of Article VI, Section 6.
- f. Post approved Senate minutes on Senate website within 1 week of approval.
- g. Post Senate records including standing committee and ad hoc committee reports on the Senate website prior to the next Senate meeting.

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.

In matters of urgency, a special meeting of the Senate may be called upon petition of ten (10) or more Senators or at the request of the Senate Chair. Such 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.

Section 2. Conduct of Meetings. Parliamentary procedure will be governed by *Robert's Rules of Order*, Revised. In the event of procedural conflict, the Senate Charter will be the final authority.

The quorum is ten (10) members of the Senate of which a minimum of three (3) must be Executive Committee members.

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.

Section 3. 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 meeting of the Senate. The agenda will be distributed no fewer than five (5) working 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.

In addition, the Chair, in consultation with the Executive Committee and the chairs of the Senate committees will create a consent agenda for each meeting of the Senate. The consent agenda will be distributed no fewer than five (5) working 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.

Section 4. Open Meetings. All meetings of the Senate and its Standing Committees are open meetings. Only those recognized by the Chair can participate in the discussion or address those assembled. 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 Committees may go into executive (closed) session for the consideration of confidential or sensitive matters.

Section 5. 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 yay, nay, and abstention.

Section 6. 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 inclusion in the agenda of the next scheduled Senate meeting. Final approval of the minutes will be by Senate vote. The approved minutes will then be posted to the Senate website.

Section 7. Presence at Meetings. A Senator or his/her representative must be present in person or via polycom at the meeting at which his/her item has been placed on the agenda. If the Senator or his/her representative is not available to answer questions, his/her 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 units 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 every five years or earlier as needed. Standing committees are responsible to the Senate.

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 Dean of Instruction prior to the Senate's review. To carry out the duties of the Chair, at least three (3) credit hours reassigned time 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. Select Committees. The following select committees report to the Senate.

- a. 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.
- b. Hawai'i Asian Pacific Course Designation Committee The Hawai'i Asian Pacific Course Designation 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.
- c. Sustainability Course Designation Committee Sustainability Course Designation 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.
- d. 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 4. Standing Committee membership.

- a. Selection. Each standing committee will include one representative from each instructional and non-instructional department/division. Members of committees may also serve on the Executive Committee.
- b. Terms. Each member will serve a two-year term. On each committee, terms will be staggered to provide continuity.
- c. Duties. Each committee member is responsible for gathering data from the unit of representation. Conscientious participation is expected. If a committee member is not fulfilling his/her responsibilities, the standing committee chair, in consultation with the Executive Committee, will ask the respective unit for a replacement.

Section 5. Standing Committee Chairs.

- a. Election. Executive Committee will nominate the standing committee chairs from the Senate membership. At the February Senate meeting, the Executive Committee will present a slate of nominees for each standing committee. At this meeting, nominations from the floor will be accepted. Each chair will be ratified by the Senate at this meeting.
- b. Terms. Standing committee chairs will be elected to serve a term of up to two years. The incumbent chair may be nominated and elected for a second consecutive term.
- 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 6. Standing Committee Guidelines. Guidelines of the standing committees include but are not limited to the following:

- a. Working with the Executive Committee to identify and prioritize annual goals of the standing committee.
- b. Providing the Executive Committee with a written summary outlining items discussed and recommendations at or before the Executive Committee meeting.
- c. Consulting with the Student Government and Administration as appropriate.
- d. Submitting a year-end report to the Executive Committee.

Section 7. Select Committees: The Executive Committee will approve the chairs of select committees. Each select committee will include one representative from each instructional and non-instructional department/division, unless the department/division declines membership.

Section 8. Ad Hoc Committees. The Executive Committee will approve the chairs of ad hoc committees. 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.

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.

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.

ARTICLE IX. AMENDMENTS TO THE CHARTER AND ITS 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.

Section 2. Voting on Amendments. Within two (2) weeks following the first reading, a copy of proposed amendments will be sent to the electorate to be voted on by secret ballot. 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.

Adopted: October 15, 1970

Amended: September 2, 1971 February 26, 1972 April 22, 1976 March 15, 1978 May 6, 1992

Dec 5, 2003 December 2, 2005 February 27, 2009 November 20, 2009 April 15, 2010 May 5, 2011
April 28, 2017

Revised: May 4, 1998

The Hawai'i Community College Academic Senate meetings are conducted using the Robert's Rules of Order. While Robert's Rules can be confusing or seem overly complicated, they ensure that the meeting runs smoothly and everyone that wants to speak on an issue can be heard. Below are some of the most common Robert's Rules that are used in the Senate:

You want to:	You say:	Can you interrupt someone who is already speaking ("has the floor")?	Does this motion need to have a 2nd?	Is this motion up for debate?	Can this motion be amended?	How does the Senate need to vote on this motion?
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Lay an issue or motion aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Refer to committee	I move to refer the motion to the ___ committee	No	Yes	Yes	Yes	Majority
Modify wording of a motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority
Enforce rules	Point of Order	Yes	No	No	No	None
Ask a question	Point of Information	Yes	No	No	No	None