

ADMINISTRATIVE

- *Academic Grievance Committee*
- *Academic Scholarship Committee*
- *Campus Safety Committee*
- *Division Personnel Committee (DPC)*
- *Excellence in Teaching Award Selection Committee*
- *Faculty and Staff Recognition and Awards Committee*
- *International Education Committee*
- *Ka `Ikoī Leo: Hawaiian Language Culture*
- *Kīpaepae-Hawai`i Protocols Committee*
- *Personnel Screening/Interview Committee*
- *Technology Advisory Committee*
- *Tenure and Promotion Review Committee*

COMMITTEE NAME: **Academic Grievance** (Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Seven members including a chair (faculty)

1. Chairperson (tenured) appointed by the Chancellor
2. Three faculty members recommended by the Academic Senate and appointed by the Chancellor
3. Three students recommended by ASUH-HawCC and appointed by the Chancellor

Note: A unique committee is established for each complaint because of policy requirement that the division of the complaint be represented on the committee.

FUNCTION/PURPOSE:

1. Receive written academic complaints filed by students that are not resolved at the division chair or Deans' level.
2. Make determination as to cause and recommend remedy to Chancellor.

MEETING DATES/TIMES:

APPOINTMENT TERM: Until complaint is resolved.

COMMITTEE NAME: **Academic Scholarship Committee** (Student Services)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: At least four (4) members

1. At least four (4) faculty volunteers

Note: The committee may need to expand with faculty in other academic disciplines, depending on the scholarship.

The committee needs to be organized in the Spring semester with a designated chairperson appointed by the Chancellor.

FUNCTION/PURPOSE:

1. Selects campus nominees for national scholarship competitions and recommends recipients of privately-donated scholarships for academic accomplishment.

MEETING DATES/TIMES:

APPOINTMENT TERM: Staggered 2 years

COMMITTEE NAME: Campus Safety Committee (CSC)

RESPONSIBLE AREA: Academic Senate Administration College Council
 Staff Development Student Success

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. *Vice Chancellor for Administrative Affairs (Non-voting member)
2. *Facilities Manager
3. *Chief of Safety and Security
4. *One faculty member from Faculty Senate (can be one of the faculty members from Divisions)
- 5-12. One member appointed from each of the following units:
 - Operations & Maintenance Department (UPW Unit 1)
 - Clerical (HGEA Unit 3)
 - Administrative Professional and Technical (HGEA Unit 8)
 - Academic Support
 - Office of Continuing Education and Training (OCET)
 - Student Services
 - Disability Services
 - UH Center West Hawaii
 - One student

*The Vice Chancellor for Administrative Affairs, Facilities Manager, and Chief of Safety and security shall be permanent members.

The chairperson shall be appointed by the Chancellor.

FUNCTION/PURPOSE:

1. Review accident/incident reports to prevent reoccurrences.
2. Evaluate safety measures and campus condition to prevent injuries.

MEETING DATES/TIMES: At the beginning and end of each semester and as needed.
Dates/times determined by membership.

APPOINTMENT TERM: The term of service for non-permanent members including the chairperson shall be two years and terms are renewable.

COMMITTEE NAME: **Division Personnel Committee (DPC)**
(VCAA)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. Three to five (3-5) faculty members

FUNCTION/PURPOSE:

1. Assess applications for contract renewal, tenure, and promotion.

MEETING DATES/TIMES:

APPOINTMENT TERM:

COMMITTEE NAME: **Excellence in Teaching Award Selection**
(Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Five (5) members

1. Three (3) faculty members appointed by the Chancellor
2. Two (2) students appointed by the Chancellor

Note: BOR policy (Section 5-1-b)

FUNCTION/PURPOSE:

1. Select the faculty recipient of the annual BOR Excellence in Teaching award.

MEETING DATES/TIMES:

APPOINTMENT TERM: 1 year

COMMITTEE NAME: **Faculty and Staff Recognition and Awards**
(Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Four (4) members

1. Chairperson appointed by Chancellor
2. Three (3) faculty and staff volunteers (past recipients are encouraged to volunteer)

FUNCTION/PURPOSE:

1. Makes recommendation to the Chancellor on the following faculty/staff annual recognition awards:
 - a. Chancellor's Award for Outstanding Service by an APT or civil service staff person (also recognized as the Colleges' Outstanding Staff member)
 - b. Outstanding Lecturer of the Year
 - c. Innovation Award
 - d. Chancellor's Award for Outstanding Service to the College

MEETING DATES/TIMES:

APPOINTMENT TERM: 1 year

COMMITTEE NAME: **International Education Committee** (Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. Faculty
2. Staff
3. Lecturers

FUNCTION/PURPOSE:

1. Supports the HawCC Strategic Plan (B1) on global issues including but not limited to:
 - Seeking opportunities to infuse cultural/global awareness into the curriculum
 - Creating and enhancing international exchange opportunities for faculty
 - Developing study abroad opportunities
 - Providing opportunities for intercultural interaction between domestic and international students including International Education Week (November)
2. Supports the HawCC Strategic Plan (B5) on global issues including but not limited to:
 - developing an International Office,
 - supporting the growth of international students by 3% a year
 - developing new international partnerships and linkages
3. Liaison with the UHCC International Education Committee
4. Submitting an annual report on International Education activities for the Kauhale and community

MEETING DATES/TIMES:

Monthly throughout the academic year

APPOINTMENT TERM:

Two years, renewable

COMMITTEE NAME: **Ka `Ikoī Leo: Hawaiian Language Culture**
(Chancellor)

Note: The Hawaiian Language Committee is “housed” under the Kauhale and the Ho`olulu Council. Both entities report to the Chancellor.

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. The Chair should be a full-time faculty or staff member who is proficient in the Hawaiian language
2. Membership is open to any HawCC faculty, staff or student with an interest in promoting the use of the Hawaiian language at HawCC.
3. Membership is also open members of our island community who share an interest in promoting the use of the Hawaiian language at HawCC.

FUNCTION/PURPOSE:

1. To promote the use and understanding of the Hawaiian language at HawCC.
2. To serve as a resource for the HawCC Kauhale to utilize when endeavoring to promote the use and understanding of the Hawaiian language (e.g., translating documents, ensuring correct use of diacriticals, naming buildings).

MEETING DATES/TIMES: The committee will meet at least monthly and as needed.

APPOINTMENT TERM: on-going

COMMITTEE NAME: **Kipaepae—Hawai'i Protocols Committee** (HawCC Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER

PART-TIME FULL-TIME TENURED

COMPOSITION:

1. The Chair should be a full-time faculty or staff member from HawCC who is proficient in traditional Hawai'i cultural protocols and shall be appointed by the HawCC Chancellor, in consultation with the incumbent Chair. The Chair will receive assigned time, or equivalent, as determined by the HawCC Chancellor.
2. Membership is open to all constituents of Hawai'i Community College, University of Hawai'i Hilo, and Community.

FUNCTION/PURPOSE:

1. To meet the need for traditional Hawai'i protocols in our academic, local and global communities.
2. Through continued research, design, education and training, and finally execution, to act as the "face" of Hawai'i Community College and the State of Hawai'i as we extend our reach beyond our shores.
3. To respond to global invitations to bridge resources, talents, and experiences.
4. Work collaboratively with the Kauhale to instill and sustain a Hawaiian sense of place at HawaiiCC.
5. Kipaepae—Hawai'i Protocols Committee aligns with and supports (the Purpose) the following:

UH Commitments and Core Values

- Aloha
- Collaboration and respect
- Active learning and discovery
- Hawaiian and Asian-Pacific advantage
- Innovation and empowerment
- Align with Hawai'i Papa O Ke A'o Systemwide Initiative
- Sharing of resources between HawCC and UHH on common goals
- Mālama 'Āina

UH Strategic Goals

- Educational Effectiveness and Student Success
- A Model Local, Regional and Global University (Center for Indigenous Studies)
- Investment in Faculty, Staff, Students and their Environment

Hawai'i Community College

- Policy UHCCP4.101 (May 2006) – Diversity
- HawCC's Mission – Embracing unique Hawai'i Culture
- HawCC's ILO – Respect diversity and Hawaiian Culture
- Supports HawCC's Kauhale
- Supports Hawai'i Papa O Ke A'o Initiative

University of Hawai'i Hilo

- Endorsement and support of the Chancellor at University of Hawai'i Hilo.

MEETING DATES/TIMES: The committee will meet as needed.

APPOINTMENT TERM: Staggered two-year term.

COMMITTEE NAME: **Personnel Screening/Interview Committee**
(VC AdminAffairs)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. Three to five (3-5) members which must meet EEO/AA guidelines and collective bargaining agreements

Note: A separate committee is necessary for each position vacancy.

FUNCTION/PURPOSE:

1. To screen applications for positions.
2. Interview qualified applicants.
3. Provide an assessment of strengths and weaknesses of the candidates.

MEETING DATES/TIMES:

APPOINTMENT TERM: Per Vacancy

COMMITTEE NAME: **Technology Advisory Committee** (VC Admin Affairs)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Eleven (11) members

1. Academic Computing Specialist
2. Vice Chancellor for Administrative Affairs or designee
3. College Web Developer
4. Vice Chancellor for Academic Affairs or designee (Convener)
5. Vice Chancellor for Student Affairs or designee
6. One (1) representative from Student Services
7. One (1) representative from Office of Continuing Education & Training
8. One (1) faculty representative
9. West Hawaii Director or designee
10. Media Specialist – East Hawai`i
11. Media Specialist – West Hawai`i

FUNCTION/PURPOSE:

1. Serve as an advising body to the administration in matters of technology. Technology covered by this committee is defined as non-programmatic (i.e. not specific to an academic or training program).
2. Be responsible for the following:
 - Developing hardware maintenance policies and priorities
 - Setting policies and standards for HawCC web sites and distance education courses
 - Generating policies for handling security and infringements of the Policy for Responsible Computing and Network Access developed by UH Information Technology Services (ITS)
 - Forming recommendations for hardware and software standards
 - Reviewing technology purchase requests and making recommendations according to the developed standards
 - Advising on increasing technology infrastructure as needed
 - Setting policies and procedures on software user and site licenses
 - Making recommendations on future technology demands and needs

- Keeping apprised of technology initiatives occurring on other UH campuses and UH ITS
- Recommending technology-based staff development opportunities
- Reporting on the status of technology, progress to date, and what needs to be accomplished
- Addressing other issues as requested by administration

MEETING DATES/TIMES:

APPOINTMENT TERM: Ongoing

2/22/2011

Inactive Pending Review

COMMITTEE NAME: **Tenure and Promotion Review Committee (TPRC)**
(Chancellor)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Five (5) members

1. Three (3) from HawCC
2. Two (2) from within the discipline selected from the University of Hawai'i System

Note: A unique committee is appointed by the Chancellor for each application.

FUNCTION/PURPOSE:

1. Assess and make recommendation to the appropriate Chancellor regarding a faculty member's application for tenure and/or promotion.

MEETING DATES/TIMES:

APPOINTMENT TERM: Per Application

COLLEGE COUNCIL

- *Assessment Committee*
- *College Council*
- *Committee on Committees*

COMMITTEE NAME: Assessment Committee

RESPONSIBLE AREA: Academic Senate Administration X College Council
 Staff Development Student Success

MEMBERSHIP: X ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

- CTE Dean
- LBRT Dean
- Academic Senate Chair or Designee
- 3 Instructional Faculty (at least one from Career and Technical Education and one from Liberal Arts)
- 1 Student Affairs Representatives
- 1 General Student Support Services Representative
- 1 Administrative Affairs Representative
- 1 Office of Continuing Education and Training Representative
- 1 West Hawaii Center
- Institutional Assessment Coordinator

When required, guests provide consultation and planning assistance to the committee and serve as resources for activities.

FUNCTION/PURPOSE:

The Assessment Committee is dedicated to advancing student learning through activities, experiences and results discovered through the assessment process. The Hawai'i Community College Assessment Committee reports to the College Council. The committee is chaired and convened by the Institutional Assessment Coordinator. Committee membership is comprised of administrators, faculty, and staff from academic and service units.

The Assessment Committee will:

- Provide guidance and support for the continuous development of the Hawai'i Community College assessment process:
 - establish and maintain assessment standards to support the quality of assessment at the college
 - establish, publish and update assessment schedules and materials
 - recommend, develop, and facilitate professional development activities that positively affect student learning
 - function as the working assessment group to facilitate and support instructional and unit assessment activities
 - develop, implement and update the assessment feedback process:
 - establish and apply evaluation rubrics for annual assessment plans, rubrics, and results
 - ensure that assessment results are published in a timely manner
 - review Action Plans and Action Plans results
 - support E 'Imi Pono Development Day activities and develop other college assessment events
 - provide a summary report that shows how program and unit outcomes align with ILOs
- Perform duties and responsibilities (in relationship to college assessment and within the Assessment Committee):
 - The Institutional Assessment Coordinator: notifies programs and units of assessment deadlines; keeps accurate assessment records and publishes results
 - Administration: set and enforce deadlines
 - Working Assessment Group: support and facilitate the campus assessment efforts through working groups and training

MEETING DATES/TIMES:

The committee will meet monthly during the year unless otherwise noted.

APPOINTMENT TERM: Committee members serve for two years except for designated administrators who serve without a term limit.

COMMITTEE NAME: **College Council**

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Nineteen (18) members

Membership on the College Council is of two types: ex-officio and representatives for specific constituencies. Membership is primarily determined by the current Organizational Chart for the College.

Ex-officio members:

1. Chancellor
2. Vice Chancellor for Academic Affairs
3. Vice Chancellor for Administrative Affairs
4. Vice Chancellor for Student Affairs
5. Director of the Office of Continuing and Training
6. Director of University of Hawai'i Center, West Hawai'i
7. Dean of Career & Technical Education
8. Dean of Liberal Arts & Public Services

Representative members and the constituencies they represent:

9. Career and Technical Education, representing: Nursing & Allied Health, Business Education & Technology, Hospitality, Applied Technical Education (Transportation & Applied Technology, Construction Technology and Construction Academy), and Secretarial Support
10. Liberal Arts & Public Services, representing: Social Science, English, Math & Natural Sciences, Humanities, and Secretarial Support
11. Academic Support, representing: Learning Center, Library, Academic Computing, Institutional Research, and Secretarial Support
12. Student Affairs, representing: Counseling and Student Life, Enrollment Services, and Secretarial Support
13. Administrative Affairs, representing: Business Office, Human Resources, Planning/Operations & Maintenance, and Secretarial Support
14. Continuing Education & Training, representing: Apprenticeship Program, Non-credit Programs, and Secretarial Support

15. University of Hawai'i Center, West Hawai'i, representing: Student Services, Administrative Services, Operations and Maintenance, Academic Support, and Secretarial Support
16. Academic Senate Chair, representing all BOR-appointed faculty
17. ASUH-HawCC President, representing currently-enrolled HawCC students
18. Ho'olulu Council Chair, representing HawCC group that is part of UH System's Puko'a Council

Note: The College Council Chair will receive the equivalent of three (3) credits assigned time.

FUNCTION/PURPOSE:

The purpose of the College Council is to serve as a college-wide organization with representatives from all major campus constituencies and ex-officio members. The College Council's primary purpose is to serve as the Chancellor's forum to facilitate dialogue on college-wide issues. The Council advises the Chancellor on issues that affect the entire College and that are not exclusively governed by another body, such as the Academic Senate, ASUH-HawCC, etc.

The Chancellor will bring College-wide issues to the Council that include but are not limited to the following areas:

- a. budget
- b. strategic planning
- c. facilities planning
- d. health and safety and emergency planning
- e. community relations
- f. accreditation
- g. Vision Statement, the Mission and Imperatives
- h. the College Hour
- i. coordination of committees

MEETING DATES/TIMES: Once a month

APPOINTMENT TERM: 1 year

COMMITTEE NAME: **Committee on Committees** (College Council)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Five (5) members

1. Academic Senate Vice Chair
2. Staff Development Representative
3. College Council Representative
4. Administration Representative
5. Student Services Representative

FUNCTION/PURPOSE:

1. Receive, review, and recommend to the College Council for approval all proposed committees.
2. Fill committee memberships by soliciting volunteers or conducting elections.
3. Conduct periodic review of committee structure.
4. Acknowledge participation of individuals serving on official college committees.
5. Receive annual reports from all committees except personnel committees.

MEETING DATES/TIMES:

APPOINTMENT TERM: 1 year

FACULTY AND STAFF DEVELOPMENT

COMMITTEE NAME: **Faculty and Staff Development**

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: At least eight (8) members

1. Coordinator appointed by the Chancellor
2. Two (2) faculty representatives
3. One (1) representative from Student Affairs
4. One (1) representative from West Hawaii
5. One (1) clerical representative
6. One (1) APT representative
7. Other volunteers

Note: The Staff Development Coordinator will receive three credits assigned time.

FUNCTION/PURPOSE:

1. Create and present programs to promote organizational development, professional and personal development of college personnel.
2. Provide opportunities for social networking.
3. Maintain the library of staff development materials.
4. Serve as a clearinghouse for general workshops, conferences, and seminars.
5. Establish information networks for various campus interest groups.
6. Maintain Faculty and Staff Handbook.
7. Maintain Academic Advising Handbook.

MEETING DATES/TIMES: Once a month

APPOINTMENT TERM: 1 year

STUDENT SUCCESS

- *Financial Aid Appeals Committee*
- *Graduation Committee*
- *Student Recognition Ceremony*
- *Recruitment and Retention Committee*
- *Student Conduct Committee*
- *Student Employee of the Year*

COMMITTEE NAME: **Financial Aid Appeals Committee**
(Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. Chairperson from Student Services appointed by the Vice Chancellor for Student Affairs
2. One (1) college member from instruction
3. One (1) student representative selected by the ASUH-HawCC

Note: No financial aid staff should be a member of this committee.

FUNCTION/PURPOSE:

1. Set the procedure for considering appeals, enforce the procedures, and decide on appeals.

Note: The procedure should include for each case the identification and application of appropriate federal and college financial aid policies and procedures. The committee may recommend to the DOSS to uphold or overturn the decision being appealed.

MEETING DATES/TIMES: As needed

APPOINTMENT TERM: 1 year

COMMITTEE NAME: **Graduation Committee** (Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. One (1) chairperson appointed by the Vice Chancellor for Student Affairs
2. Five to eight (5-8) faculty and staff volunteers
3. One (1) student representative selected by the ASUH-HawCC
4. One (1) representative from auxiliary services

FUNCTION/PURPOSE:

1. To plan and conduct the college's annual commencement ceremony

MEETING DATES/TIMES:

APPOINTMENT TERM: 1 year

COMMITTEE NAME: **Student Recognition Ceremony** (Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. Two (2) co-chairs, one from student services and one from instruction, appointed by the Vice Chancellors for Student Affairs and Academic Affairs, respectively
2. A representative from each Division
3. Scholarship committee chairpersons
4. One (1) student representative selected by the ASUH-HawCC

FUNCTION/PURPOSE:

1. Plan and deliver the annual recognition ceremony, which functions to recognize student achievement and scholarship recipients.

MEETING DATES/TIMES:

APPOINTMENT TERM: One (1) year

COMMITTEE NAME: **Recruitment and Retention** (Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

1. One (1) student affairs personnel appointed by the Vice Chancellor for Student Affairs who will serve as committee chairperson
2. Two (2) volunteers from student services
3. Three (3) volunteers from instruction

FUNCTION/PURPOSE:

To develop and implement strategies and procedures for recruiting and retaining students.

1. Retention will focus on identifying and utilizing successful methods of retaining students until they achieve their educational goals.
2. Recruitment will involve analyses of student needs and college capabilities, as well as the influence of academic advising, instructional offerings, counseling, financial aid, admissions and records procedures, and other characteristics of the college on student decision.

MEETING DATES/TIMES:

APPOINTMENT TERM: One (1) year

COMMITTEE NAME: **Student Conduct** (Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Seven (7) voting members

1. Chairperson appointed by the Chancellor
2. Three (3) faculty appointed by the Academic Senate
3. Three (3) student representatives selected by the ASUH-HawCC

FUNCTION/PURPOSE:

1. The committee has jurisdiction and authority to determine cause and recommend sanctions for cases involving behavior which is alleged to be in violation of the Student Conduct Code.

MEETING DATES/TIMES:

1. Committee does not meet regularly.
2. Convened by the Vice Chancellor for Student Affairs only in cases where a complaint under the Student Conduct Code cannot be resolved informally or through administrative disposition.

APPOINTMENT TERM: One (1) year

COMMITTEE NAME: **Student Employee of the Year** (Student Success)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION: Four to five (4-5) members including a chairperson

1. Chairperson from Student Employment appointed by the Vice Chancellor for Student Affairs (votes only if there is a tie)
2. Two (2) or three (3) college members from instruction, instructional support, administrative services, community services or clerical
3. One (1) student

*Note: * Students who are nominated for this award should not be on this committee.*

** College employees who have nominated a student employee for the award should not be on this committee.*

FUNCTION/PURPOSE:

1. To select the most deserving (eligible) nominated student employee for the Student Employee of the Year award. (eligibility criteria determined by the student employment program must be used)
2. To determine if the selected student is eligible for tuition waiver based on financial need and/or academic excellence (3.0 gpa).

MEETING DATES/TIMES:

Nomination deadline is mid-February
Selection made by the end of February
One meeting is usually sufficient to determine the awardee

APPOINTMENT TERM:

ACADEMIC SENATE

- *Executive Committee*
- *Curriculum Review Committee*
- *Educational Policy Committee*
- *Faculty Policy Committee*

COMMITTEE NAME: **Academic Senate of Hawai'i Community College**
(Academic Senate)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7. Members are hereinafter referred to as Senators. All Senators have the rights of voice and vote.

FUNCTION/PURPOSE:

1. The Academic Senate is an organization whose primary purpose is to ensure academic integrity of the College. The Academic Senate will function as a recommending and governing body. Academic 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.
2. Policies under the Academic Senate charter mean general guidelines for the College, its faculty, student body, or Administration. Issues under the Charter mean matters of College concern. The academic policies and issues addressed by the Academic 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

MEETING DATES/TIMES: At least once a month and according to the calendar established by the Executive Committee

APPOINTMENT TERM:

COMMITTEE NAME: **Executive Committee** (Academic Senate)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

One Senator elected from each organizational unit.

FUNCTION/PURPOSE:

1. Prioritizing annual goals and activities of the Academic Senate and its standing committees.
2. Receiving recommendations for Academic Senate action.
3. Delegating appropriate matters to and examining recommendations from Academic Senate committees.
4. Setting the agenda for each Academic Senate meeting.
5. Serving as the nomination committee for election of officers.
6. Acting on behalf of the Academic Senate during contractual non-instructional periods.
7. Maintaining Academic Senate archives.
8. Reporting to the Senate members on its activities.

MEETING DATES/TIMES: Prior to Academic Senate Meeting

APPOINTMENT TERM:

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.

COMMITTEE NAME: **Educational Policy Committee** (Academic Senate)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

One (1) representative from each instructional and non-instructional unit.

Note: Members may also serve on the Executive Committee.

FUNCTION/PURPOSE:

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).

MEETING DATES/TIMES:

APPOINTMENT TERM:

Each member will serve a two-year term. Terms will be staggered to provide continuity.

COMMITTEE NAME: **Curriculum Review Committee** (Academic Senate)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

One (1) representative from each instructional and non-instructional unit.

Note: Members may also serve on the Executive Committee.

FUNCTION/PURPOSE:

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.

Note: The Curriculum Review Committee Chairperson will receive three (3) credits release time.

Note: Members may also serve on the Executive Committee.

MEETING DATES/TIMES: As needed

APPOINTMENT TERM:

Each member will serve a two-year term. Terms will be staggered to provide continuity.

COMMITTEE NAME: **Faculty Policy Committee** (Academic Senate)

MEMBERSHIP: ELECTED APPOINTED VOLUNTEER
 PART-TIME FULL-TIME TENURED

COMPOSITION:

One (1) representative from each instructional and non-instructional unit.

Note: Members may also serve on the Executive Committee.

FUNCTION/PURPOSE:

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.

MEETING DATES/TIMES:

APPOINTMENT TERM:

Each member will serve a two-year term. Terms will be staggered to provide continuity.