Hawai‘i Community College Academic Senate
ad hoc General Education Committee
Operating Procedures

1. Membership
The First round of membership was filled by a call for volunteers from departments designated by the Committee's charge. Co-chairs were selected by the Senate Chair in consultation with the Senate Executive Committee.

a. Tenure is not a determining factor but BOR faculty appointment is—i.e., a lecturer cannot serve. A department or division chair is ineligible to serve as a voting member. Unless otherwise stipulated, the term of service shall be one year. The ten (10) voting members include:
   • 1 member from each of the following areas: Social Sciences, English, Humanities, Math, Natural Sciences, and Public Services (6)
   • 2 at-Large members (2)
   • 1 General Student Services Support (GSSS) member (1)
   • 1 member of the Academic Senate Executive member (1)

b. If a vacancy in regular membership occurs, co-chairs will request volunteers from the respective department. The Committee will select from the volunteers.

c. If a replacement for a co-chair is needed, the committee will request a replacement from the Academic Senate Chair who will consult with the Executive Committee. It is preferable that the replacement for a co-chair come from within the GEC membership.

d. Duties of the committee members include consulting with their constituents on committee activities, evaluating applications, and facilitating, assisting, and supporting discipline faculty through the GE course designation process.

2. Meetings
Meetings shall be scheduled when needed and at a time and place most convenient for its members. The quorum for meeting and for voting is 6 plus at least 1 co-chair present. Simple Robert’s Rules of Order will be used for meetings. Minutes will be taken and once approved, posted in a timely manner. Members will rotate the responsibility for taking minutes (recorder). Prior to the close of each meeting, the recorder for the next meeting will be determined and noted in the minutes.

3. Voting
Co-chairs are non-voting members, except when their vote is required to break a tie. In determining if a course is suitable for designation as a General Education course, a majority (i.e., a minimum of 6) of the committee's voting members constitutes a quorum. Voting will be by secret ballot. A committee member who has proposed the application being presented must recuse himself/herself during the vote. If recusal is invoked with a minimum of 6 voting members present, no vote will be taken (i.e., fewer than 6 voting members would not allow for a vote to be taken).
4. **Application for Gen Ed course designation**  
Proposals for GE course designation consideration must follow the GE Course Designation process. Proposals for GE designation will be evaluated according to the GE rubric developed by the Committee and made available to all faculty members. Proposers will be notified in a timely manner if the proposal needs revision, and committee members or co-chairs, if requested, will assist faculty members with ideas for revision. An archive of all committee actions will be kept by the Committee.

5. **End of the ad hoc Committee’s charge**  
The Committee's charge ends on the last day of the faculty duty period of the Spring 2014 semester. The Committee will present the Academic Senate Chair and Executive Committee with a summary of its actions, an assessment of its process, documentation, and procedures, as well as suggestions for continuing the work of reviewing courses for inclusion in General Education at HawCC.

6. **Amendment to these procedures**  
The Committee may change these operating procedures at any time by a majority vote of its members.

7. **Amendments to Benchmarks, process and documentation**  
The Committee, in response to concerns from its members or their constituencies, can revise the Benchmarks, application process, and related documentation by a majority vote. Such changes would then have to be submitted to the Senate for approval.

Regular reports will be prepared by the co-chairs and sent to members of the ad hoc General Education Committee and the Academic Senate Chair to be included as part of each Senate meeting agenda. The report will include: dates of meetings; membership updates; number of proposals received, if any; proposals reviewed and recommended to the Academic Senate for GE designation along with a record of the vote and issues discussed, if any; other business conducted; and dates of future meetings.

Approved by the ad hoc GEC, 10-11-13; unanimously approved by Academic Senate, 10-25-13. Unanimously amended by ad hoc GEC, 4-11-14; unanimously approved by the Academic Senate, May 9, 2014.