

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.