

Charter
Faculty Senate Executive Committee
Honolulu Community College

Statement of Purpose and Responsibility

The Faculty Senate Executive Committee (FSEC) represents the interests of the Faculty Senate, which comprises all College faculty at Honolulu Community College (hereinafter referred to as the Faculty). The FSEC is concerned with policy, operations, problems, and issues that have College and University of Hawai'i System-wide import, and participates in discussion of College-wide policies and procedures.

The FSEC is committed to the mission of the College and to the shared governance that ensures that all campus components are involved in decision-making.

The FSEC shall have the responsibility to speak for the Faculty on the following matters:

- Initiation, review and evaluation of proposed or authorized instructional, research, academic and community services programs;
- Budget planning and implementation;
- Student-Faculty relations;
- Policy for the evaluation of Faculty, campus academics and administrators;
- Establishment and improvement of professional ethics and an effective means to maintain such ethics;
- Discussion and resolution of such other academic matters as may be deemed by its members as appropriate to its role or as may be referred to it by the Chancellor.

The FSEC shall have the responsibility to:

- Maintain vigilance over campus affairs integral to the provision, preservation, and improvement of quality education by serving in an advisory capacity to the administration;
- Inquire into any matter of an educational or administrative nature that has implications for the academic function of the College, and to make recommendations concerning such matters to the administration;
- Provide a means for improved communication among the Faculty, administration, students and community;
- Establish procedures and form special committees when needed to review the various functions of the College and any matter affecting the welfare of the College;
- Remain informed about every aspect of campus life, keeping its constituency informed and apprised of existing and potential issues about which the Faculty may want to deliberate and decide;
- Elect representatives to serve on the Planning Council or other committees as needed.

As per Board of Regent's policy, the faculty has primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. On these matters the power of review and concurrence or final decision lodged in the Board of Regents or delegated to administrative officers should be exercised adversely only in exceptional circumstances and for reasons communicated to the faculty.

The FSEC subcommittees are:

- Academic Standing Committee
- Committee on Committees
- Committee on Programs and Curricula
 - General Education Board
 - Distance Education Board
 - Division Curriculum Committees
- Committee on Student Affairs
- Excellence in Teaching Committee
- Faculty Development Committee
- Faculty Exchange/Sabbatical Leave Committee
- Honors Committee
- Student Conduct Committee

The joint subcommittees of the FSEC and the Staff Senate Executive Committee (SSEC) are:

- Accreditation Oversight Committee
- Assessment Committee
- Committee on Disability Access – Honolulu
- Committee on Social Equity
- Health and Safety Committee
- Recruitment and Retention Committee
- Technology Advisory Committee

All subcommittees operate according to charters approved by the FSEC or jointly by the FSEC and SSEC. All subcommittees report to the FSEC or jointly to the FSEC and SSEC.

On any committee, only Faculty representatives chosen by, or in consultation with, the FSEC, or by the Committee on Committees, may be considered to be representing the Faculty of the College.

Elections for the Division Personnel Committees are conducted by the Committee on Committees.

Operating Procedures

The FSEC's deliberation and action may result either from:

1. A request for policy guidance by the administration,
2. A request for policy guidance by other committees,
3. A request by any member of the Faculty.

The FSEC shall adopt such rules of procedure as are necessary to insure the proper functioning of the Committee.

Authorization

Authorized by the University of Hawai'i Board of Regents' Policy on Faculty Involvement in Academic Decision Making on April 12, 1979 and by subsequent revisions thereto, the 1995 Honolulu Community College Faculty Senate Constitution, which was passed overwhelmingly by the faculty, and approved by the Chancellor Tsunoda and Provost Kessinger, and revised by subsequent FSEC charters approved by the Faculty and the Chancellor.

Membership of the Committee

The members of the FSEC shall consist of:

- Seven (7) divisional representatives elected from the full-time Faculty in the three academic divisions: Three (3) from the University College, two (2) from Tech 1, and two (2) from Tech 2. Staggered two-year terms;
- One (1) full-time Faculty member from Academic Support. Two-year term;
- One (1) full-time Faculty member from Student Services. Two-year term;
- One (1) Lecturer representative. Two-year term (elected in the Fall);
- One (1) member from the Staff Senate Executive Committee (non-voting);
- The Chancellor of the College (ex-officio, non-voting).

All full-time Faculty members – except for those members who are just completing terms on the FSEC, those who will be physically absent from campus (i.e., on sabbatical leave, exchange, or other leaves) and those who will be serving as Division Chairs – are automatically nominated for the FSEC elections that are held each Spring Semester. The lecturers shall elect their representative in the Fall. No Faculty member shall simultaneously serve as a Division Chair and as a member of the FSEC. Under no circumstances shall any FSEC member serve more than two consecutive years. The elections shall be conducted by the Committee on Committees.

The FSEC shall elect from its ranks a System Chair and a Campus Chair each year. The System Chair serves on the Community Colleges Council of Faculty Senate Chairs and on the All Campus Council of Faculty Senate Chairs (two system-wide committees consisting of Senate Chairs from campuses in the University of Hawai`i system). The Campus Chair serves on the Campus Leadership Team. Each Chair receives at least three credits of release time per semester.

Scope of Authority

The FSEC shall have full power and authority to represent the Faculty except where its acts conflict with the decisions of the Faculty. The FSEC shall establish its own subcommittees and otherwise carry on inquiries and investigations on matters initiated by the Faculty or referred to the FSEC by the Faculty. Members of the FSEC may be recalled by a two-thirds vote of members attending a Faculty meeting and replaced by the next highest vote receiver from their respective units of representation.

Meetings

The FSEC shall meet monthly, or more often as necessary, during the academic year. Meetings shall be conducted formally and in person. The FSEC may call for extraordinary meetings of the Faculty. A petition to the FSEC by ten percent of the Faculty shall be sufficient to initiate an extraordinary Faculty meeting.

The Campus Chair of the FSEC chairs the monthly meetings of the Committee. Any member of the Faculty may submit a written proposal to the FSEC requesting that the proposal be placed on the agenda. The Campus Chair shall comply with the request unless the proposal is deemed to be frivolous. A draft of the agenda shall be published on the campus email listserve at least

three days before meetings. Each FSEC member is responsible for keeping his or her constituency informed of voting issues and gathering ideas and suggestions from the unit of representation.

Decisions must be made by a majority of the members present in quorum, which consists of two-thirds of the voting members.

Documentation/Communication

The FSEC will select a recorder who will prepare and maintain minutes of the Committee meetings and decisions. The Campus Chair and other FSEC members will review and revise a draft of the minutes, in a timely manner. The meeting minutes, when approved, will be posted on the campus e-mail listserv and the appropriate College web page.

Both the Campus Chair and System Chair will submit end-of-year reports to the Faculty. The FSEC will receive and publish mid-year and end-of year reports from all FSEC subcommittees.

The FSEC Campus Chair shall transmit recommendations from the Committee to the Chancellor of the College. The Chancellor shall inform the FSEC of actions with regard to recommendations submitted by the FSEC. Notice of such actions shall be given to the Faculty via FSEC meeting minutes or by any method the FSEC chooses to disseminate information.