Authorization:
Authorized by the University of Hawai‘i Board of Regents’ Policy on Faculty Involvement in Academic Decision Making, as approved by the Chancellor.

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 end-of-year reports from all FSEC subcommittees and have these reports posted on the intranet.
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.

FSEC Assessment:
The FSEC shall conduct an annual survey to assess the performance of the Campus Chair, the System Chair, and the Representatives. The questions are subject to change, but must assess the duties of each position. The survey shall be conducted around March’s meeting, with a minimum of two weeks for responses. The data shall be collected and discussed that semester. The survey, the results, and the FSEC responses shall be posted to the intranet. If the FSEC responses include action items and those items are not addressed that semester, the items may be carried over and implemented in the following year.

Proposing a Change to the FSEC Charter:
The FSEC will review and ratify its Charter annually. The FSEC can amend its own Charter in regards to operating rules and procedures such as meeting schedules, replacing voting members, and electronic decision-making. Major Charter revisions, such as membership or scope of authority, will require a campus-wide referendum for all faculty members at Honolulu Community College. Such a referendum requires a simple majority of votes cast in order to pass.
Exception: If a motion involves removing rights granted by this charter, then a motion will require a two-thirds approval of the FSEC members and a two-thirds approval of the Faculty in a subsequent referendum. Also, an FSEC member can be recalled if 2/3rds of his/her constituents, i.e., the division represented, vote to recall their representative. A recall vote of an FSEC member can also be initiated by 2/3rds of the FSEC, but ultimately only the division can recall a sitting FSEC member.
The specific guidelines for campus-wide referenda, which could include an option for electronic voting, will be established by the FSEC. The FSEC, in consultation with the Committee on Committees, will then establish procedures for the way in which campus-wide referenda will be conducted.

I believe that this change would fall under “operating rules and procedures,” and the FSEC has the power to implement this change without the need for a campus-wide referendum.

This survey has been annual for the last few years, it is part of assessment/accreditation and we should make it a formal procedure.