FACULTY SENATE EXECUTIVE COMMITTEE (FSEC) CHARTER

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

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.

Operating Procedures:
The Faculty Senate Executive Committee of Honolulu Community College will conduct business according to Robert’s Rules of Order. If these rules of order conflict with the Charter, then the Charter will prevail.
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.

Membership:
See Appendix for FSEC Membership Information

Campus Chair and System Chair:
The FSEC shall elect from its ranks a System Chair and a Campus Chair each year. Both the Campus Chair and System Chair are full voting members. The System Chair serves on the Community Colleges Council of Senate Chairs and on the All Campus Council of 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 three credits of release time per semester.

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

**FSEC and the Staff Senate Executive Committee (SSEC) Joint (J) Committees:**
- Committee on Disability Access – Honolulu
- Committee on Social Equity
- Health and Safety Committee
  - Health and Wellness Subcommittee
  - Emergency Planning Subcommittee
- Recruitment and Retention Committee

**FSEC and SSEC and Administration Joint (J3) Committees:**
- Campus Technology Committee
- Campus Council on Institutional Effectiveness
  - Accreditation Task Force
  - Assessment Task Force

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

**Committee Membership:**
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. The Committee on Committees shall recommend to the FSEC faculty representatives for appointment on the other Campus Committees.

Specific committees have additional membership processes documented within the Faculty Senate Constitution and the Committee’s charters. The following are some of those requirements:
- The membership of the Committee on Programs and Curricula will be determined by joint consultation between the FSEC Campus Chairperson and the Chair of the Committee on Programs and Curricula.
- The membership of the Committee on Student Affairs will be determined by joint consultation between the FSEC Campus Chairperson and the Dean of Students.
• The membership of the Division Curriculum Committees and Division Personnel Committees will be determined by plurality ballot of the faculty in each Division.
• The Faculty-at-Large member of the Planning Council will be determined by the FSEC committee, for a term of two-years.

Meetings:
The FSEC shall meet monthly, or more often if necessary, during the academic year. Meetings shall be conducted formally and in person. The FSEC may call for extraordinary meetings of the Faculty. As mentioned earlier, a petition presented 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 controversial. In the latter case, the FSEC should discuss the reasons for and against the appropriateness of the agenda item and then approve or disapprove acceptance of the agenda item at the beginning of the meeting. A draft of the agenda shall be published on the campus email listserv at least three days before meetings.

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

Electronic Decision-Making and the FSEC:
When a committee has discussed a resolution or report at a meeting with a quorum, it may be approved by e-mail ONLY if no one objects to deciding the matter by email, within a specified amount of time as determined by Campus Chair. Decisions made by email will be reflected in the minutes.

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.
APPENDIX

FSEC MEMBERSHIP INFORMATION
All FSEC Representatives will serve staggered two-year terms. Under no circumstances shall any FSEC member serve more than two consecutive years. Except as noted, all members are voting representatives chosen by members of their respective constituencies.

Replacing A Voting Member:
If a voting representative is unable to serve for his or her entire term, the representative must alert the FSEC or the Campus Chair. The Campus Chair will consult with the Chair of the Committee on Committees in order to determine the faculty member who received the most votes other than the elected representative who is no longer able to serve. If this faculty member is either unable or unwilling to serve, then the Campus Chair can appoint a member of the exiting representative’s division in order to serve out the remainder of the resigning representative’s term.

Responsibilities of FSEC Members:
Each FSEC member is responsible for keeping his or her constituents informed of voting issues and gathering ideas and suggestions from them. Each FSEC member should strive to attend all monthly FSEC meetings and special FSEC meetings. If a member is unable to attend, he or she is responsible for finding a replacement from his or her division and awarding a proxy to that person for any necessary vote. It is also possible to award a proxy to another member of the FSEC.

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. The elections shall be conducted by the Committee on Committees.

FSEC Representation:
One (1) full-time faculty member from Humanities and Social Sciences;
One (1) full-time faculty member from Language Arts;
One (1) full-time faculty member from Mathematics and Natural Sciences;
One (1) full-time faculty member from Native Hawaiian Programs;
Two (2) full-time faculty members from Transportation and Trades (Tech I);
One (1) full-time faculty member from Construction Academy (Tech I);
Two (2) full-time faculty members from Communication and Services (Tech II);
One (1) full-time faculty member from Academic Support;
One (1) full-time faculty member from Student Services;
One (1) lecturer member (elected in the Fall);
One (1) member from the Staff Senate Executive Committee (non-voting);  
The Chancellor of the College (ex-officio, non-voting);  
One (1) Student member (non-voting)