HONOLULU COMMUNITY COLLEGE FACULTY SENATE CONSTITUTION AND FSEC CHARTER

PREAMBLE

The Honolulu Community College Senate is established to provide the Faculty with a formal voice in the development and maintenance of campus academic policy, and to provide a means for improved communication among the faculty, administration, students, and community. As such, it shall advise administration on all matters relating to the provision, preservation, and improvement of quality education at the College.

ARTICLE I: AUTHORITY

Section 1

The authority of the Faculty Senate originates with the professional involvement of the Faculty in the educational objectives and operations of the College. As per Board of Regents’ Policy on Faculty involvement in Academic Decision Making, 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.

Section 2

This constitution shall take effect upon a majority vote of ballots cast by the Faculty Senate and upon approval by the Chancellor.

Section 3

Each action of the Faculty under this constitution shall be consistent with such policy and directives as the Board of Regents may prescribe. If there is any conflict, the Chancellor shall notify the Faculty of the conflict and initiate consultation to resolve the problem.

ARTICLE II: PURPOSE & FUNCTION OF THE SENATE

Section 1

The Faculty has primary responsibility within the College for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. The Senate and its Executive Committee shall have the responsibility to speak for faculty on such campus policy matters and the following:
• initiation, review, and evaluation of proposed or authorized instructional, research, academic, and community services programs;
• budget planning and implementation;
• student-faculty relations;
• evaluation of faculty, campus academics, and administrators;
• improvement and establishment of a canon of professional ethics and an effective means of professional maintenance of such ethics; and
• 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.

Section 2
The Senate shall establish the necessary rules and procedures for the fulfillment of its responsibilities in representing the Faculty.

ARTICLE III: MEMBERSHIP OF THE SENATE AND FACULTY SENATE EXECUTIVE COMMITTEE (FSEC)
The Senate (hereinafter called the Senate) shall consist of all members of the College faculty. The members of the Faculty Senate Executive Committee (FSEC) are elected to represent specific constituents from the Senate.

ARTICLE IV: SENATE MEETINGS
Section 1
The Senate may hold meetings after notice is given to Senate members. If necessary, Senate meetings will be convened at the discretion of the Co-Chairs of the Faculty Senate Executive Committee immediately following the general faculty meeting at the beginning of each semester.

Section 2
The Faculty Senate Executive Committee may call for extraordinary meetings of the Senate. In addition, a petition to the Faculty Senate Executive Committee by ten percent of the Senate shall initiate a Senate meeting.

Section 3
Meetings of the Senate shall be chaired by the Co-Chairs of the Faculty Senate Executive Committee and shall proceed in accordance with Robert’s Rules of Order. If these rules of order conflict with the Faculty Constitution, then the Faculty Constitution will prevail.

Section 4

A quorum of the Senate shall be fifty percent of the members. Business at meetings of the Senate shall be limited to those matters raised in the notice of the meeting and meeting minutes will be posted on the intranet.

ARTICLE V: FACULTY SENATE EXECUTIVE COMMITTEE

Statement of Purpose and Responsibility

The Faculty Senate Executive Committee (FSEC) represents the interests of the 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 importance, 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.

Section 1: Authority

The FSEC shall have full power and authority to represent the Senate except where its acts conflict with decisions of the Senate. The FSEC shall establish its own sub-committees or otherwise carry on inquiries and investigations on matters initiated by or referred to the Senate. Members of the FSEC may be recalled by a process detailed in the FSEC Charter.

Section 2: Election of FSEC Officers

The FSEC shall elect from its ranks a Campus Chairperson and a System Chairperson. Each Chairperson is a voting member. However, the Campus Chairperson and System Chairperson positions may be consolidated at the discretion of the FSEC. If the FSEC elects a Campus Chairperson and a System Chairperson, they will share the assigned time set aside for the management of the affairs of the Senate.

Section 3: FSEC Rules

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 FSEC Charter will prevail.

ARTICLE VI: COMMITTEES
Section 1: Committee Membership

All members of the Senate are eligible for membership on Senate Committees and Campus Committees. Senate Committees are ad hoc committees convened for a specific task or purpose by the FSEC. Campus Committees are the standing committees of the College which require faculty representation.

Section 2: Senate Committees

Senate Committees shall be determined as the need arises with the FSEC determining the nature and composition of such committees.

Section 3: Campus Committees

Campus Committees are listed in the FSEC Charter.

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 Committee on Committees shall recommend to the FSEC faculty representatives for appointment on the other Campus Committees. The Chairperson of each Campus Committee shall act as a liaison between the committees and the FSEC and will submit a brief Committee Report to the FSEC at the end of each academic year. The FSEC shall recommend to the Chancellor faculty members for appointment on all other campus-wide committees that require faculty representation.

Section 4: Notice of Committee Elections

Notice of the committee elections results will be distributed to the Faculty by the beginning of April.

ARTICLE VI: CHAIRS’ END-OF-YEAR REPORT

Both the Campus Chairperson and the System Chairperson will submit end-of-year reports to the general faculty.

ARTICLE VIII: TRANSMITTAL OF RECOMMENDATIONS

Recommendations of the Senate shall be transmitted to the Chancellor of the College by the FSEC Campus Chairperson. 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 any method the FSEC chooses to disseminate information.

ARTICLE IX: REVISION AND AMENDMENT

Section 1
Any member of the Senate may recommend revision to the Senate Constitution. Proposed revisions shall be distributed by the FSEC for review and approval. If the FSEC approves the proposed revision, then the Senate shall vote on the proposed revisions. Senate approval shall occur with a majority of ballots cast.

Section 2
Proposed revisions to the Constitution shall be transmitted to the Chancellor of the College and to the Vice President of the Community Colleges for approval.
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
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 Subcommittees:**

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.

**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 email 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.
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;

One (1) full-time faculty member from Transportation;

One (1) full-time faculty member from Trades;

Two (2) full-time faculty members from Communication and Services;

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).