Dear K.C.C. Faculty Member,

As faculty members, the University of Hawaii Board of Regents has empowered us with the “primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research”. *

The most powerful venue for your voice to be heard on these topics is the K.C.C. Faculty Senate, through your elected department senator.

The Senate depends on the assistance of the Senate standing committees as we make decisions for the good of the college, students, and faculty.

The following excerpt from the K.C.C. Faculty Senate Constitution describes the standing committee structure and function.

ARTICLE IV. COMMITTEES
The Standing Committees of the Senate are tasked by the Senate, and report to the Senate.

Section 1. Membership and Chairs of Standing Committees.
A. Membership of all committees, except the Faculty Student Relations Committee, and the Elections Committee, shall be composed of one representative from each Academic Unit as defined in Article II, Section 1;
B. The term of office of the members of the Standing Committees will be two consecutive years. Academic Units can elect the same representative for additional terms;
C. If a committee member is unable to complete a term, the member’s Academic Unit will select another representative to fill the remainder of the term;
D. Chairs of Standing Committees will be elected by the Committee members for a term of one year. Chairs can be reelected for additional terms. In the event that a committee fails to elect a chair, the Faculty Senate Chair will appoint one.
E. Members can send a substitute to represent the unit at a committee meeting;
F. A member may be removed from the committee upon failure to attend three consecutive meetings by a majority vote of the committee;
G. Standing Committee chairs may be removed from the committee upon failure to carry out their duties by a majority vote of the Senate.

Section 2. Frequency of Meetings.
Committees will meet a minimum of once per month during the academic year. The committee Chair will submit to the Senate a year-end report of committee activities.

As the college has grown, the issues that come before the Senate have become more numerous as well as much more complex. This has made the work of the standing committees an even more critical asset for the Senate as a whole. However, at the same time the college has grown, the demands on each faculty
member’s time have also grown. This has created a situation in which it is easy to put Faculty Senate committee responsibilities on the back burner.

If your Senate is to be effective representing your interests as well as student and program interests, the Senate can no longer allow this to happen. As of April 1, 2010, compliance with points F and G along with Section 2 noted above will be monitored. Actions taken to uphold the Senate constitution will be noted in the public minutes of the Faculty Senate.

The Senate will also be working with DPCs and TPRCs to educate them on the importance of requiring documenting evidence of work done by standing committee members and chairs, if the dossier they are reviewing claims Senate standing committee membership as campus contribution or leadership. In such a case, if the applicant does not provide solid evidence of their contribution to the Faculty Senate standing committee’s work, it will be viewed as a serious breach of validity for the dossier.

The shared governance afforded us by the K.C.C. Faculty Senate is a privilege that our predecessors worked hard to establish. If is now up to all of us to keep the Senate a strong voice on our campus. With your help in meeting your responsibilities when you are elected by your peers to a standing committee, the K.C.C Senate will remain a vital part of Kapiolani Community College.

Mahalo nui loa,

Kapiolani Community College Faculty Senate

* From Regents' Policy on Faculty Involvement in Academic Decision Making and Academic Policy Development.