LeeWARD COMMUNITY COLLEGE
2001 – 2002 Faculty Senate

UNAPPROVED Minutes of the September 5, 2001 Meeting

James Goodman, Chair
Jean Hara, Vice Chair
Jack Pond, Secretary


Senators Excused: S. Holder, L. Keyser, P. Neils.

Special Guests: Walterbea Aldeguer, Patricia Domingo, Dale Hood, Lisa Hayashi, Manny Cabral, Cliff Togo, Bernadette Howard, Doug Dykstra, Stella Ho-McGinnes, Mark Silliman, Mike Pecsok, Jeffery Galicinao, Aulii Silva.

Call to Order: The meeting was called to order at 3:26 p.m. with a quorum.

Welcome: The Chair welcomed the 2001-2002 Senate and esteemed guests. All present introduced themselves.

Special Address: The Provost, Mark Silliman, addressed the Senate with good news: enrollments are up considerably. Latest figures indicate that our current enrollment stands at 5,643—a 5.14% increase over the Fall of 2000. The College’s SSH increased to 53,427—an increase of 2.73%. The Provost encouraged all faculty to reach out to our students especially when we see they need help. We can do this by introducing them to the various learning support services on campus and thereby exemplify our motto: To help people learn. The Provost also discussed and answered questions on President Dobelle’s initiative to unify the UH system and to change the name of the College(s). Implications of this change were also discussed.

Chair’s Comments: Chair Goodman distributed copies of summarized Robert’s Rules of Order and encouraged the Senate to be familiar with them. Copies of the Senate’s recently revised Charter and By-Laws were distributed and will be discussed at the next meeting.

Approval of the Minutes: The minutes of the May 2, 2001 meeting were distributed and reviewed. Senator Pond noted that the copy that had been distributed was not the most recent version of the minutes. He apologized for this oversight.
Motion 01-22 (Imada/Flegal): To defer approval of the minutes pending submission of the correct version by Secretary Pond.

APPROVED: Unanimously

Senator Pond also distributed a list of current Senate members, their extensions and email addresses. This list will be corrected and distributed to all Senators electronically.

REPORTS:

Chairs are needed for the Standing Committees of the Senate. The following persons volunteered to serve:

- Budget and Planning: Judy Kappenberg, Mike Reese
- Faculty: Warren Imada
- Elections: Paul Lococo
- Academic Institutional Support: Cindy Martin
- Legislative Relations: Ralph Tegama
- Program Review: Gail Levy
- Student: Donnatelle Paschall
- Curriculum: Nancy Buchanan

It was also decided by the Senate that the Student Committee should oversee the Opening Day Experience held at the beginning of each semester. The Student Committee and the Legislative Relations Committee lack chairs. Additionally, the Budget and Planning Committee needs to recognize its important role in budget development and decisions. Recent history, however, does not seem to recognize the Senate’s role in budget matters, so this committee will have an important charge.

In addition, a chairperson is also needed for the Chloe Holland Service Committee, and the Senate needs to designate a representative (not necessarily from the Senate) to attend relevant Distance Education Committees (campus and system-wide) and to report to the Senate (possibly through the Curriculum Committee).

Senator Martin requested a volunteer from the Senate to serve on the Travel Grant Committee (for a brief, one-time meeting). Senator Reese agreed to serve.

CHAIRMAN’S REPORT:

The Chair announced that Bob Asato (MS) and Lani Uyeno (LA) have been chosen as co-chairs of the ADP Committee and will oversee the development of Leeward’s next Academic Development Plan. The Chair also discussed President Dobelle’s recent speech given to area residents at Pearl City in August. Old and new Senate Chairs from all campuses met with the President. At that meeting the core values of the community colleges were discussed and will be preserved by each campus even as some of them move to granting four-year degrees.
The Chair also introduced a motion to appoint Zenny Estrada to replace the Senate position recently left vacant. Two additional vacancies will need to be filled.

**Motion 01-23 (Goodman/Imada): To confirm the appointment of Zenny Estrada to fill a vacant Senate position for this academic year.**

PASSED – Unanimously

**ITEMS MOVED TO NEXT SENATE MEETING:**

Items under **Old Business** (Curriculum Approval Process), **New Business** (Senate Replacements and the Search for a Senate Room) and **Announcements** (Refreshments) were moved to the next meeting or for input via email.

**ADJOURNMENT:** The meeting was adjourned at 5:35 PM.

**RESPECTFULLY SUBMITTED:** Jack Pond, Secretary
I Introduction of Members

II Approval of Minutes

III Reports
   A. Standing Committee Chairs
      1. Budget and Planning—
      2. Faculty—
      3. Elections—
      4. Academic/Instructional Support—
      5. Legislative Relations—
      6. Program Review—
      7. Student—
      8. Curriculum—

   B. Ad Hoc Committees
      1. O.D.E Coordinator—
      2. Chloe Holland Service Committee Chair—

   C. Chair's Report to Senate

III Old Business
   A. Curriculum Approval Process
      1. Notification and follow-up of approval process.

IV New Business
   A. Senate Replacements for Don Thomson and Pat Neils.
   B. Search for a Senate Room.

V Announcements
   A. Refreshments

SENATORS EXCUSED: S. Holder, L. Keyser, P. Neils.

SPECIAL GUESTS: Walterbea Aldeguer, Patricia Domingo, Dale Hood, Lisa Hayashi, Manny Cabral, Cliff Togo, Bernadette Howard, Doug Dykstra, Stella Ho-McGuinnis, Mark Silliman, Mike Pecsok, Jeffery Galicinao, Aulii Silva.

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Fundamentals of Parliamentary Law

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the larger unit -- the organization or assembly.
7. The Purpose is to facilitate action not to obstruct it.

Purpose of Motions

1. A MAIN MOTION brings a question before the assembly for consideration.
2. SUBSIDIARY MOTIONS are methods of modifying, changing or disposing of the main motion.
3. INCIDENTAL MOTIONS rise incidentally out of the business, and are in general concerned with the rights and privileges of members.
4. PRIVILEGED MOTIONS are main motions that are so important that they must be dealt with immediately.

Normal Orders of Business

1. Call to order
2. Reading and approval of minutes
3. Reports of officers and standing committees
4. Reports of special committees
5. Unfinished business
6. New business
7. Program
8. Adjournment

The motions in the following chart are arranged in the order of their precedence or rank.

No. 1 -- To fix time and place of next meeting has highest rank. No. 20 -- Main Motions has lowest rank.

Incidental Motions have no order of precedence among themselves.

No two Main Motions may be pending at the same time.

2/3 refers to Vote required, all others -- Majority.

<table>
<thead>
<tr>
<th>Chart of Precedence of Motions</th>
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<td><strong>Must Be Recognized</strong></td>
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<td>Privileged Motions</td>
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<td>Incidental Motions (equal rank)</td>
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<td>Specific Main Motions</td>
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<td>(A) To Reconsider</td>
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<td>(B) To Rescind 2/3</td>
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<td>(C) To Take from the Table</td>
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<td>(D) To Create Orders of the Day</td>
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<td>(E) To Amend Constitution or By-Laws 2/3</td>
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<td>(F) To Accept, Modify or Reject Committees Reports, Recommendations or Resolutions</td>
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* Not when privileged
** Can be amended only as to Time and Duration
*** Only to Propriety of Postponement
**** Not when motion to be Amended is Undebatable
(a) Adjourn -- unqualified -- privileged qualified -- not privileged
(b) Question of Privilege -- 1st Degree -- Concern Assembly
                                      2nd Degree -- Personal
(c) Amendments -- 1st Rank -- Amendment
                                      2nd Rank -- Amendment to an Amendment
Principles of Robert’s Rules of Order

The below outline provides a basic working application of parliamentary procedure, which helps to ensure a fair exchange of ideas, a clear decision making process, and courtesy to fellow members.

1. In meetings, the Senate Chair as the presiding officer:
   a. Facilitates and moderates discussion on agenda items without taking sides, ensuring that all members have a voice.
   b. Does not vote on motions unless there is a tie. If the chair wants to voice an opinion or vote, he/she must turn the chair to another officer.
   c. Should be addressed as Mr. Chairman (or Madame Chair).
   d. In the Chair’s absence, the Vice Chair assumes that role of Chair.

2. All Senate members have the right to bring up ideas, discuss them, and come to a conclusion. To facilitate an orderly exchange of ideas:
   a. Members should first be recognized by the chair before contributing to the discussion by raising their hand.
   b. Members should speak clearly so that all can hear, while other members are expected to listen.
   c. No member should speak twice until all members (desiring to do so) have had a chance to speak.
   d. Statements and motions should be directed toward the chair, not to other members.
   e. To avoid making arguments sound personal; members should refer to each other in the third person, such as “the previous speaker” or by title “Senator Smith” or “The Student Committee Chair.”
   f. Members should only debate the merits of the question and refrain from personal attacks.

3. Once the agenda is approved and committee reports are given, the Senate will move to Old Business and New Business.
   a. Members should make a motion in the form of “Mr. Chairman, I move that...”
   b. Another member must second the motion. If there is no second, the chair will announce “If there is no second the motion will not be considered,” and move on to the next agenda item.
   c. If seconded, the chair will announce “It is moved and seconded. Is there any discussion?”
   d. Once recognized, members may speak for or against the motion by preceding their statement with “I speak for the motion...” or I speak against the motion...”.
   e. As the Senate takes up business one subject at a time, members should limit their discussion to the matter under consideration.
   f. Members may move to close debate. This must be seconded.
g. Members may call to **Amend** a motion, **Refer to a Committee**, **Table It** (return to it later in session) **Postpone to a Certain Time**, or **Postpone Indefinitely** (kill it). Any of the above must be seconded.

h. When discussion is concluded the Chair will call for the vote: “Hearing no further discussion, all those in favor raise your hand” then “All those opposed, raise your hand,” then “Abstentions?”

(1) Any member has the right to request a ballot vote instead.

(2) The majority vote wins, however a 2/3 majority is required for any vote to close or extend debate or where rights are taken from members.

4. Any member may submit agenda items to the Chair for consideration in the future at the end of each meeting or before the next one, via e-mail or by other means
LEEWARD COMMUNITY COLLEGE FACULTY SENATE

CHARTER AND BY-LAWS

Preamble

The Leeward Community College Faculty Senate has been established by authority of the Board of Regents. The Faculty Senate provides a formal independent voice and organization, and, through its By-Laws, establishes formal procedures by which the Faculty of the College can work in a collegial manner with their administrative colleagues in developing and implementing policies that will provide a favorable environment for learning within the University of Hawai'i System. The Faculty Senate shall also promote communication and mutual understanding among members of the faculty, students, administration, and the community.

I. CHARTER

ARTICLE I

Purpose and Functions of the Faculty Senate

Section 1. The Faculty Senate shall serve as the policy-recommending and advisory body of the Faculty. On behalf of the Faculty, it is responsible for making recommendations to the Provost, the Chancellor for Community Colleges, the President of the University, and the Board of Regents.

Section 2. "Policy," within this Charter, means a general rule for the operation of the College and the conduct of its faculty, students, and administrators and includes, but is not limited to, the following:

A. general educational and academic policy affecting the College and/or its operation as part of the University System, including primary responsibility for curriculum, subject matter, and methods of instruction.

B. policies relating to the initiation, review, and evaluation of instructional, academic, staff development, and support programs.

C. policies concerning budget planning and financial expenditures.

D. policies relating to the evaluation of faculty members and campus administrators.

E. faculty-administration relations.

F. faculty-student relations.

G. the establishment of a canon of professional ethics and an effective means of professional self-discipline.

H. other academic subjects identified by faculty members, administrators, and other appropriate sources.

Section 3. The Senate may accept such other responsibilities as the Provost, the Chancellor for Community Colleges, the President of the University, or the Board of Regents may assign to it.
Section 4. In carrying out the aforementioned functions and responsibilities, the Senate shall make such By-Laws, rules, and regulations as it may deem necessary.

ARTICLE II

Recognition and Transmission of Senate Actions

Section 1. The transmission of, receipt of, and response to the Senate actions shall follow the procedures set forth in the current University directives relating to faculty involvement in academic policy.

Section 2. The Provost, or other appropriate administrative official of the College, shall respond to Faculty Senate communications within a reasonable time, normally no more than 30 days unless otherwise mutually agreed upon.

Section 3. The Faculty Senate, likewise, shall respond to requests from the Provost or other administrator within a similar period of time.

Section 4. Official communications between the Faculty Senate and the College Administration shall be in writing, responsibility for which shall rest with the Chair of the Faculty Senate and the Provost.

ARTICLE III

Relationship of This Charter to Collective Bargaining Agreements

Section 1. Any agreement negotiated between the Board of Regents and the duly authorized bargaining agent of the Faculty under Act 171, Chapter 89 of the Hawai'i Revised Statutes, shall supersede any provisions of this Charter, or the By-Laws made pursuant thereto, with which they may conflict.

Section 2. Should any provisions of this Charter, or By-Laws made pursuant thereto, be superseded for reasons stated in Section 1, all remaining provisions are separable and shall remain in effect.

ARTICLE IV

Members of the Faculty and the Faculty Senate

Section 1. The Faculty includes all full-time Board of Regents appointees and part-time instructors. Only full-time faculty and half-time BOR appointees to positions of the Faculty shall have the right to vote on such matters as may be submitted to the Faculty for a decision, including the elections of members to the Faculty Senate. Part-time members of the Faculty shall not have voting rights but shall have a voice in Faculty discussions and the right of appeal to the Faculty Senate. The Provost shall be the Honorary Chairman of the Faculty.

Section 2. There shall be a Faculty Senate composed of 21 voting members or 10% of the full-time Faculty, whichever is greater, on the rolls as of September 1 each year, and one Official Observer non-voting member selected by the Lecturer Organization. To insure that all Divisions of the College are represented in the Faculty Senate, one additional Senator shall be appointed from each Division not represented by an elected Senator. The method of appointment and the definition of Division are stated in the By-Laws.

Section 3. All full-time and half-time BOR-appointee Faculty members are eligible for election to the Faculty Senate.
ARTICLE V

Election and Term of Office

Section 1. Elections for the Faculty Senate shall be held in the Fall semester of each year, following the procedures set forth in the By-Laws.

Section 2. Senators shall be elected for two-year terms, one-half of the Senate being elected each year. The Lecturers non-voting seat shall be filled on an annual basis.

Section 3. Term of office shall be limited to three consecutive two-years terms.

Section 4. Senate vacancies shall be filled in accordance with the procedures set forth in the By-Laws.

ARTICLE VI

Amendment of Charter

Section 1. Amendments to this Charter may be proposed by the Faculty Senate or by petition of no fewer than 20% of the voting members of the Faculty. After introduction by a Senator or receipt by the Secretary, a proposed amendment shall be given first reading at the next meeting of the Senate.

Section 2. Consideration of a proposed amendment shall be given by the Senate at the next meeting following first reading. The proposed amendment of the Charter may itself be amended at this time by a two-thirds majority of the Senators present. The Senator shall then transmit to the Faculty its recommendations concerning the proposed amendment and shall schedule a vote on the proposed amendment (as it may have been amended).

Section 3. A two-thirds majority of all eligible faculty members voting on the proposed amendment is required for approval.

Section 4. All amendments to the Charter shall be submitted to the Provost for transmission to the Chancellor for Community Colleges. They shall become effective upon approval by the Provost and the Chancellor.
A. Preside at all meetings of the Senate and at Faculty meetings called by the Senate.

B. Schedule meetings of the Senate and prepare the agendas for those meetings.

C. Appoint, subject to confirmation by the Senate, the Chairs of all standing and ad-hoc committees.

D. Appoint members of standing and ad-hoc committees as provided for in Article III of these By-Laws.

E. Serve as an ex-officio member of all Senate committees.

F. Serve as a liaison between the Faculty and the Administration, transmitting to the Provost, in writing, all official Senate communications.

G. May rescind, without referral to the Senate, appointments made subject to this section.

Section 3. Duties, responsibilities, and authority of the Vice-Chair shall include the following:

A. Perform the duties of the Chair in the absence or at the request of the Chair.

B. Serve as an ex-officio member of committees as designated by the Chair.

C. Assist the Chair as necessary or requested.

Section 4. Duties, responsibilities, and authority of the Secretary shall include the following:

A. Keep the minutes of all meetings of the Senate, except of the executive sessions.

B. Distribute copies of the minutes of each meeting to each Senator, each Division, the Administration, and others as appropriate.

C. Keep the official records of the Senate, transmitting copies of the approved Minutes to the Library for a permanent file.

D. Handle all official correspondence of the Senate.

E. Notify all Senators of meeting dates and places and other relevant information.

F. Receive reports from all Senate committees.

G. Furnish copies of the unapproved Minutes of Senate meetings for inclusion in campus-wide publications.

ARTICLE II

Meetings of the Senate

Section 1. General meetings of the Senate may be held at any time but shall be scheduled by the Chair at least once every six weeks during the academic year.
Section 2. Meetings of the Faculty Senate shall be conducted in accordance with Robert's Rules of Order (revised), except as may otherwise be stated herein.

Section 3. Proposals concerning new business may be passed at a meeting in which they are introduced upon approval by a two-thirds majority of the Senators present. Proposals supported by only a simple majority at the meeting in which they are introduced shall be considered at the next regularly scheduled meeting of the Faculty Senate. Approval at that time or later shall require only a simple majority vote.

Section 4. Special meetings shall be scheduled by the Chair upon the request of any three Senators or upon receipt of a petition signed by not less than 10% of all faculty members. The request or petition shall state the reason that a special meeting is desired and the topic(s) to be addressed. Such special meetings shall be held as soon as practicable, but not later than 10 working days from receipt of the request or petition or at a date agreed upon by the Senate Chair and those requesting the special meeting.

Section 5. Both general and special meetings shall be open to all members of the Faculty. Official action by the Senate may be taken only at general or special meeting.

Section 6. Faculty shall be notified of all meetings at least one week prior to the meeting.

Section 7. Executive sessions of the Senate may be scheduled by the Chair and shall be closed to all except members of the Senate and persons whom the Senate deems appropriate to invite, if any. No official action may be taken by the Senate at such executive sessions.

Section 8. Two-thirds of the membership of the Senate shall constitute a quorum for the transaction of business.

ARTICLE III

Committees

Section 1. Committees shall be appointed to serve such purposes as the Senate may desire. Among these shall be the standing committees named in Article IV of these By-Laws and such ad hoc committees as may be deemed necessary. Standing committees shall have not fewer than three voting members.

Section 2. Chairs of all Senate committees shall be appointed by the Senate Chair from among members of the Senate, subject to confirmation by simple majority vote of the Senate.

Section 3. Membership on all committees is open to all faculty members, including part-time faculty members. Committee Chairs may appoint members of their own committees in addition to any appointed by the Senate Chair.

Section 4. No faculty member may simultaneously serve on more than two standing committees.

Section 5. Committee actions are advisory in nature. A written report of committee recommendations shall be submitted to the full Senate for review and adoption, modification, or rejection.

ARTICLE IV

Standing Committees

Section 1. Academic Support and Institutional Support Committee
A. Functions
1. Monitor, evaluate, and recommend policies and procedures concerning the provision of academic and institutional support services to faculty and students.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. One member of the College Administration shall be invited to serve as a non-voting member.

Section 2. Budget, and Planning Committee

A. Functions
1. Consult with and advise the Administration on matters relating to projected budgets and current expenditure plans.
2. Consult with and advise the Administration on matters relating to future plans for programs, personnel, facilities, and equipment.
3. Work with the Administration to establish goals and monitor progress toward their attainment.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. At least one member of the Administration shall be invited to serve as a non-voting member.

Section 3. Curriculum Committee

A. Functions
1. Suggest ways in which the curriculum could be strengthened.
2. Serve as a voice of the Faculty on matters relating to the curriculum, including the allocation of educational resources.
3. Support and assist faculty members in the review of existing and development of new approaches to instruction, and in cross-discipline articulation.
4. Review and recommend approval, revision, or rejection of proposals for new courses and modification or deletion of existing courses.
5. Review and recommend approval, revision, or rejection of proposals for new certificate and degree programs and modification or deletion of existing programs.

B. Stipulation: In performing these functions, the Committee shall recognize the concerns of the several disciplines and shall make no recommendations without seeking their concurrence on matters within their respective academic fields.

C. Membership
1. The Committee Chair and appointed faculty members representing each of the instructional and academic support Divisions shall be voting members.
2. The Dean of Instruction and the Registrar, or their designated representatives, shall be non-voting members.

Section 4. Faculty Committee

A. Functions
1. Monitor and make recommendations concerning any aspect of faculty academic activities, including sabbatical leaves, travel, and evaluation.
2. Maintain a continuing review of the Canon of Ethics for faculty members and its effects on Faculty professional activities.

3. Provide for an overview of policies and procedures of concern to the Faculty.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. The Dean of Instruction or designated representative shall be invited to serve as a non-voting member.

Section 5. Legislative Relations Committee

A. Functions
1. Advise and cooperate with the College Administration to maintain productive relations with individual legislators and legislative committees. Contacts with individuals and committees shall be consistent with stated University policies.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. One member of the College Administration shall be invited to serve as a non-voting member.

Section 6. Program Review Committee

A. Functions
1. Maintain a continuing overview of the instructional program for quality and content.
2. Monitor, evaluate, and recommend policies and procedures relating to program reviews.
3. Review program reviews and recommend their acceptance, revision, or rejection.
4. Monitor make recommendations concerning academic and related programs and activities undertaken outside the traditional framework of classroom activity.
5. Review and evaluate the programs and activities conducted in this manner.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. The Dean of Instruction or designated representative shall be invited to serve as a non-voting member.
3. The Committee Chair shall coordinate with the Director of the Office of Continuing Education and Training as appropriate.

Section 7. Student Committee

A. Functions
1. Monitor and make recommendations on policies and procedures relating to student admissions, testing, counseling, retention, and grievances.
2. Serve as an official channel of communication between the student body and the Faculty.

B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
2. The Dean of Student Services or designated representative shall be invited to serve as a non-voting member.
3. The President of the Student Body or designated representative shall be invited to serve as a non-voting member.
ARTICLE V

Elections

Section 1. An Elections Committee shall be appointed in September of each year for the purpose of nominating candidates for election to the Faculty Senate and to conduct the election. The Committee Chair and members shall be appointed in accordance with Article III of these By-Laws and shall include one member from each Division.

Section 2. The Elections Committee shall nominate eligible faculty members to run for the Faculty Senate, a list of whom shall be made available to all faculty members at least three weeks before the start of the voting period. Additional nominations may be made by petition of ten percent (10%) of the eligible voters, submitted to the Committee Chair not less than ten days before the start of the voting period. Another list of candidates shall be made available to all faculty members not less than seven days before the start of the voting period.

Section 3. Of the 21 elected members,

A. Eleven Senators will be elected in one year, and ten will be elected in alternate years, with additional seats elected should vacancies occur.

B. One (1) non-voting Lecturer Official Observer will be elected by the Lecturer Organization. The Lecturer Organization will notify the Senate Chair of their selection by the last day of the fall semester.

Section 4. No person shall be listed as a candidate for the Faculty Senate without written consent of that person.

Section 5. The election period shall be the working days of the first full calendar week in November.

Section 6. Elections shall be by secret ballot, each eligible voter being provided one ballot. Marked ballots shall be deposited in a ballot box at one of the specified voting places.

Section 7. Voting must be completed by noon on the last day of the voting period. Ballots shall be counted by an Elections Committee that afternoon, and the Committee Chair shall inform the Faculty Senate Chair of the results as soon as practicable. Names of the newly elected Senators shall be published in a campus-wide publication within seven days of the completion of the election.

Section 8. A special meeting of the newly elected Senate shall take place in February for the sole purpose of electing officers for the following year.

Section 9. Newly elected Senators shall take office during the last regularly scheduled Faculty Senate meeting of the academic year.

ARTICLE VI

Removal of Senators

Section 1. The Chair shall have the authority to remove any Senator who as missed two regular meetings of the Faculty Senate.
ARTICLE VII

Vacancies

Section 1. A vacancy shall be considered to exist when the number of Senators is less than that prescribed in Article IV, Section 2, of the Charter. (No vacancy will exist if all Divisions are represented and the remaining number of Senators is more than the larger of 21 or 10% of the Faculty.)

Section 2. The Chair of the Faculty Senate shall appoint any eligible member of the Faculty to fill a vacancy on the Senate, subject to confirmation by a simple majority vote of the remaining Senators.

Section 3. Appointed Senators shall serve only until the next regular election.

ARTICLE VIII

Definitions

Section 1. Administrative positions are defined as those occupied by the Provost, Deans, Associate/Assistant Deans, and Directors. Faculty members occupying those positions shall be considered to be part of the Administration. Division Chairs, while having administrative responsibilities, shall not be considered part of the College Administration.

Section 2. Divisions within the College shall include

A. Arts and Humanities
B. Business Education
C. Language Arts
D. Mathematics and Science
E. Student Services
F. Social Science
G. Vocational-Technical Education
H. Library/Educational Media/Public Services/Other

ARTICLE IX

Parliamentary Procedure and Faculty Meetings

Section 1. Meetings of the Faculty as a whole shall be conducted in accordance with Robert's Rules of Order (revised).

Section 2. Faculty members shall be notified in writing at least 72 hours before the scheduled time of any meeting.
of the Faculty as a whole. The place and the agenda shall be specified in the notice of the meeting.

Section 3. A quorum for meetings of the Faculty as a whole shall consist of the number of faculty members present at each meeting.

ARTICLE X

Amendment of By-Laws

Section 1: Amendments to these By-Laws may be made by following the same procedures as set forth for amendment of the Charter, except that any amendments approved by the Faculty need be submitted only to the Provost. They shall become effective upon approval by the Provost.

ARTICLE XI

Separability

Section 1. The invalidation of any article or section herein shall have no effect on the applicability of the remaining parts of these By-Laws.

Charter and By-Laws approved by faculty vote October 15, 1999

Posted Nov. 7, 1999
LCC Faculty Senate Home Page
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<tr>
<th>Campus</th>
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<th>Fall 2001 Headcount</th>
<th>Change in Headcount</th>
<th>% Change</th>
<th>Fall 2000 SSH</th>
<th>Fall 2001 SSH</th>
<th>Change in SSH</th>
<th>% Change</th>
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Preliminary Opening Enrollment figures are as of the fifth day of instruction -- August 31st
Comparisons agains previous year's Preliminary Opening Enrollments (not official Census enrollment

As of Aug 31 2001