

UNIVERSITY OF HAWAI‘I-LEEWARD COMMUNITY COLLEGE  
FACULTY SENATE

CHARTER AND BYLAWS

I. BYLAW

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 Bylaws 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. Chairs will provide a written year-end report to the Executive Committee.
- Section 4. Membership on all committees is open to all Faculty, including lecturers. Committee Chairs may appoint members of their own committees in addition to any appointed by the Senate Chair.
- 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 4. 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 Vice Chancellor for Academic Affairs/Chief Academic Officer, the Dean of Arts and Sciences, the Dean of Career and Technical Education, and the Registrar, or their designated representatives, shall be non-voting members.
- D. Member appointment: The Committee Chair will ask the Division Chairs and Dean of Academic Services to appoint faculty members representing each of the instructional and academic support Divisions.**
- E. Voting clarifications
- 1. The Committee Chair will only vote in the event of a tie vote in the committee.**
  - 2. The Curriculum Secretary shall be a voting member.**
  - 3. The Curriculum Central Coordinator shall be a non-voting member.**
  - 4. The Curriculum Web Support Specialist shall be a non-voting member.**