



KAPI'OLANI CC OPERATIONAL POLICY

KOP #1.112
March 19, 2014

SUBJECT: Participation in College Decision-Making Processes

1. Purpose:

It is the purpose of this operational policy to:

- a. Facilitate the discussion of ideas in an open and transparent manner and assure effective communication among the administration, faculty, staff, and students for the good of Kapi'olani Community College; and
- b. Assure that faculty, staff, and students have a substantive and clearly-defined role in institutional governance and the opportunity to exercise a substantial voice in College policies, planning, and budget that relate to their areas of responsibility and expertise.

2. Policy:

It is the policy of Kapi'olani Community College that faculty, staff, and students have the opportunity to participate in the collegial governance of the College through formally established and recognized bodies, and that the established decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness for the purpose of improvement.

3. Related Policies:

- a. This operational policy is created to implement the following policies and standards:
 - i. University of Hawai'i Board of Regents Policy Chapter 1, General Provisions; Section 1-10; Regents' Policy on Faculty Involvement in Academic Decision Making and Academic Policy Development. (<http://www.hawaii.edu/offices/bor/policy/borpch1.pdf>).
 - ii. University of Hawai'i Systemwide Executive Policy E1.000 General Provisions, Section E1.201, Faculty Involvement in Academic Policy. (<http://www.hawaii.edu/apis/ep/e1/e1201.pdf>)
 - iii. University of Hawai'i Board of Regents Policy Chapter 4, Planning; Section 4-1, Mission and Purpose of the University of Hawai'i. part c, 3, (iv). (<http://www.hawaii.edu/offices/bor/policy/borpch4.pdf>)
 - iv. University of Hawai'i Board of Regents Policy Chapter 7; Section 7-2, Chartered Student Organizations. (<http://www.hawaii.edu/offices/bor/policy/borpch7.pdf>)
 - v. University of Hawai'i Systemwide Executive Policy E7.000 Student Affairs, Section 7.101, Authority to Approve the Organizational Chargers, etc. (<http://www.hawaii.edu/apis/ep/e7/e7101.pdf>)
 - vi. Accrediting Commission for Community and Junior Colleges (ACCJC); Standard IV Leadership and Governance, Section A. 2 (<http://www.accjc.org/wp>

content/uploads/2011/01/ACCJC_WASC_ACCREDITATION_STANDARDS2011.pdf)

4. Responsibilities:

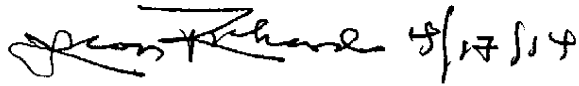
- a. It is the responsibility of the Chancellor to review and approve all proposed and/or revised organizational charters, constitutions, and bylaws of organizations covered under this policy in a manner consistent with the applicable University policy, including:
 - i. The Faculty Senate (FS)
 - ii. The Staff Council (SC)
 - iii. The Kalāualani Council (KC)
 - iv. The Associated Students of Kapi'olani Community College (ASKCC)
 - v. The Chancellor's Advisory Council (CAC)

- b. It is the responsibility of administrators and supervisors to provide individuals under their supervision with sufficient time away from their primary work assignment to allow for participation as a member of one of the bodies covered by this policy.

- c. It is the responsibility of each organization covered by this policy to have an approved charter and bylaws that include the following elements:
 - i. A statement of purpose
 - ii. The scope of authority of the organization
 - iii. Rules for determining membership
 - iv. A statement of the rules that govern the conduct of their meetings
 - v. A statement of the procedures to be followed to make changes in their respective charter and/or bylaws; including, a definition of eligible voters
 - vi. (If applicable) A list of officers, their responsibilities, their terms of office, and a process for their selection

- d. It is also the responsibility of the organizations covered by this policy to publish their current approved charter and bylaws on the College website, to establish a schedule of regular meetings, to publish minutes of those meetings, to post those meeting minutes on the College website accessible by their constituents, and to regularly evaluate the effectiveness of their participation in the College governance process.

APPROVED:

 3/17/14

Leon Richards, Chancellor

Date