

KAUA‘I COMMUNITY COLLEGE College-wide Standing Committees

1. Purpose

In order to address a wide variety of issues that impact multiple units of the college, Kaua‘i Community College may create standing committees of College Council.

2. Formation

A standing committee may be formed either by an existing group moving to this new status or as a new group. In either case, College Council may grant a committee this designation if it addresses an ongoing issue that is college-wide, and if it has the following in writing, stated in the Committee Charter:

- A. A mission statement.
- B. A statement of how the committee’s mission falls within the college’s strategic plan and the college’s mission,
- C. A clear description of the composition of the committee that shows broad representation across the college including student representation,
- D. A clear description of how the committee will onboard new members, with an emphasis on student participation, member roles, and responsibilities,
- E. Posted terms of membership,
- F. An explanation of how the chair (and/or co-chairs) is (are) appointed and the length of the chair terms.

Once approved, each standing committee will be assigned a Cabinet liaison through whom the committee can bring issues to College Council. See College website for the current list of standing committees.

3. Funding

Once a standing committee is approved by the College Council, the committee is eligible to request funds, if necessary, through their year-end report.

4. Standing Committee Maintenance

- A. Each August, all standing committees shall provide a list of its members to the chancellor's office and this information will be posted on the college's documents server.
 - B. The chair will ensure that meeting minutes are made available to the college community on the college's documents server.
 - C. Each spring, all standing committees will provide to the chancellor a year-end report that includes a self-evaluation, activities, accomplishments, and objectives, and any requests for funding. These requests will be considered by College Council for the upcoming year as part of the integrated planning process. The chancellor's office will upload year-end reports to the College Council drive in the college's documents server.
 - D. The chancellor's office will provide committee members with a year-end report template.
5. Dissolving a Standing Committee

College Council may recommend to the chancellor to dissolve a standing committee with clear reasoning that may include a committee self-assessment documented in their year-end report.