

**Committee on Committee – Mid Year Progress Report
December 1, 2005**

Committee Members:

- Grace Funai, Co-Chair
- Wayne Lewis, Co-Chair
- Cyndi Uyehara, Recorder
- Silvan Uyehara
- Steven Chu

Initiatives for the Fall 2005 semester:

- Update and maintain list of faculty committee members. This semester we had a number of individuals leave committee positions that needed to be replaced. Some were replaced with the next highest vote getter, others required volunteers to assume the position. The changes were updated on the HCC intranet to reflect the most current listing of HCC faculty on committees
- The intranet listing of faculty members was updated to reflect staff members and to identify what “role” each person was fulfilling on the various committees. With the help of Webmaster Todd Kobayashi, the listing is constantly updated as changes are needed.
- FSEC has initiated a new policy to request that all FSEC committees submit mid year and end of year reports. The COC is responsible for reminding committee chairs of upcoming due dates, and monitoring reports that are submitted. Currently, we are collecting mid-year reports and forwarding them on to the FSEC for review.
- FSEC has also initiated a request to have all FSEC committees develop a Charter that will be posted on the intranet. These Charters are to help define the role of each committee and expand upon the responsibilities, operational procedures, meeting conduct and scope of authority of each committee. As committees work on developing their Charters, they were advised that this is not an opportunity to change the focus or structure of the committee, and that any proposed changes should be taken directly to FSEC for review and discussion.

The charters are to be submitted to the COC, and in turn, COC committee members will review draft charters for accuracy of information (as compared to information found in old FSEC files), conformity to the standard template initially disseminated and clarity in responsibilities and operational procedures. Once the COC has completed its review of the draft charters (by mid-January), these charters will be forwarded to the FSEC for review and posting. The campus community will have an opportunity to review charters as well, before they are voted on for acceptance.

- COC will begin generating faculty ballots in February 2006.