FACULTY SENATE MEETING
Tuesday, April 21, 2015
1:00-2:00 pm Palanakila 117

Senators Present:

KALAWAIA MOORE (PRESIDING CHAIR)
DAVE KRUPP (OFF-CAMPUS CHAIR)
JENNY WEBSTER (RECORDING CHAIR)
Laura Sue (Math/Business)
Ellen Nagaue (Academic Support)
Floyd McCoy (Natural Sciences)
Jenny Webster (Language Arts)
Kaʻala Carmack (Humanities)
Kathleen French (CC Chair) Ex-Officio
Kathleen French (Social Sciences)
Lisa Gillis-Davis (Student Affairs)

Senators Absent: Jamie Boyd (OCCE)

Guests Present: Lance Uyeda, Jan Lubin

1. Approval of 4.7.15 minutes

    Motion to approve 4.7.15 minutes submitted by Kathleen French; Seconded by Floyd McCoy. Motion passes via voce.

2. Reports

   A. ACCFSC/CCCFSC (Dave Krupp)

    Dave reported on the following topics that were discussed at the April 17, 2015 ACCFSC Meeting:

    • BOR Meeting

        At the ACCFSC meeting, there were discussion concerning renovation and repairs for HIMB, a provision to establish a UHH BS in Environmental Science, the issue of UH divestment of fossil fuel investments moving forward and testimony regarding the Mauna Kea telescopes.

    • Online Labs Committee

        The committee met on April 15. Meeting was conducted using UH Halawai systems and an accessible recording is available at:
        http://breeze.hawaii.edu/p91927533/?launcher=false&fcsContent=true&pbMode=normal.

        Consensus seemed to be against UH Hilo’s resolution, but everyone recognized that there are undoubtedly some situations when an online approach to laboratory instruction is not appropriate. However, committee membership is lacking key stakeholder representation, notably the natural science representatives (e.g., UHWO, UHM Natural Sciences, UHM Engineering, and SOEST). The issue will probably continue in Fall 2015.
Most members of the committee recognize that the online platform may not be appropriate for many classes. It is possible that some guidelines and parameters for online labs may be established for science labs across the UH system. It was also noted that some online labs are quite hands-on. One example of an impressive online lab requires students to purchase lab equipment and document their lab practices. What she proved was that even though a class is online, the students actually have a very hands-on lab experience.

Dave mentioned that committee members were seeking data on the number of labs that are taught this way across the system. As a result of the push towards offering more classes online, this issue of online labs could increase in the future. The issue will be picked up next year.

- **Academic Renewal/Forgiveness Policy**

There was a discussion regarding the Academic Renewal policy that allows a student to essentially delete one semester from their academic record once in his or her academic career as long as the forgiven courses are still recorded on the transcript. This would make it so that once the student transfers, his or her “forgiven” course grades could be used to calculate his or her actual GPA. The ACCFSC seems fine with this as long as it’s a one-time event. There was a brief discussion of this becoming a UH system policy.

- **The BOR’s criticism of President Lassner**

Dave reported that the BOR criticized President Lassner for submitting testimony on certain legislation without checking with the BOR first. Perhaps not as serious a problem as suggested in the BOR minutes.

- **Administrative Review Process**

While they would like to revise the administrative review process, they will need to put this off until next year.

**Dave further reported that at the CCCFSC the following issues were discussed:**

- **Academic Forgiveness Policy**

Dave reported that Morton is interested in establishing a UH system policy (as opposed to a UHCC policy). The only problem is that Hawaii CC does not want to budge from their policy at all. The issue will be brought up next year along with a discussion concerning a policy regarding repeating classes. It was noted that the policy could incorporate a competency-based approach. This discussion will be taken up in Fall 2015.

Morton also commented that he may pull this issue away from the subcommittee on policy.

- **Single Transcript Evaluation**

The committee asked Morton to confirm that this policy is about creating a single UH system procedure for evaluating course equivalencies on non-UH transcripts when students transfer in to a UH campus, which he did. Morton confirmed that it is not
about creating a single UH transcript across all UH campuses, nor about creating a uniform grading scheme across UH campuses.

• **UHCC Strategic Plan**

  The strategic plan is complete. Morton will share the final version on his visits to UHCC campuses. He will visit WCC on April 27. Dave noted that the plan will be reviewed and updated annually.

• **UH and UHCC Budgets**

  There are still uncertainties about the budget because the House version is different from that of the Senate. The Senate version is kinder to UH than the House version. Morton believes Senate version is more likely to move forward for adoption.

  BOR has asked UH to provide two budgets: one that assumes no tuition increase and one that assumes a tuition increase. Note the previously approved tuition increase was a 7% increase in which 2% was to cover collective bargaining increases. However, since the Legislation has covered Collective Bargaining increases, Morton feels this 2% not needed and should not be requested. Thus UHCC will offer a budget based upon a 5% tuition increase instead of a 7% tuition increase.

  Of this 5%, 2% would be used for equipment replacement, significantly adding to this budget item for the UHCCs. The other 3% would be for programmatic items.

  There was a discussion that followed on reasons why the state has continually cut the UH budget. It was noted that it’s possible to start pushing for a 5% increase to our budget. It was noted that some people in the legislature believe that UH Manoa has had a lack of fiscal responsibility and this poor perception affects the community colleges as well.

B. **Curriculum Committee** - (Kathleen French)

Approved Curriculum from April 14, 2015

1. Course modification: ICS 100, *Computing Literacy and Apps* (modifying catalog description)
   
   http://windward.hawaii.edu/curriculum/Details.php?Alpha=ICS&Number=100

2. Course modification: ICS 141, *Discrete Mathematics for Computer Science 1* (modifying SLOs)
   

3. Course Modification: ICS 215, *Introduction to Scripting* (modifying catalog description; content; SLOs)
   

4. Archive ABIT Certificate (see Attachment #1 below)

5. Course Modification: MATH 231, *Calculus III* (modifying catalog description)
   
6. Course Modification: IS 103, *Introduction to College* (modifying catalog description; prereqs; SLOs; Gen Ed outcomes)
   http://windward.hawaii.edu/curriculum/Details.php?Alpha=IS&Number=103

7. Course Modification: ICS 101, *Digital Tools for the Information World* (modifying the catalog description and SLOs)

8. Course Modification: ICS 211, *Introduction to Computer Science II* (modifying the catalog description and SLOs)

9. Course modification: ANSC 258, *Clinical Laboratory Techniques II* (modifying to 3-credit lecture and adding a lab)

10. New Course: ANSC 258L, *Clinical Laboratory Techniques II Lab*


Motion to approve Ka'ala Carmack; Seconded by Jenny Webster. Motion passes via voce.

C. Writing Advisory Board (Lance Uyeda)

Lance Uyeda presented the Writing Advisory Board’s final report. In response to discussion and feedback, WAC has been redesigned to work as a hybrid course including only three face-to-face days. There are 17 participants signed up this summer, which is abnormally high.

The board’s review of writing intensive (WI) course syllabi found no compliance issues though the members indicate that the syllabi review process should be streamlined. The Writing Advisory Board recommends that this be worked on in the fall.

Lance reported that the assessment of students’ course surveys is ongoing and will be completed during the summer.

D. Foundations Board Report - no report

E. Aloha Committee Report – no report

F. HAP – (Kalawaia)

Kalawaia reported that the HAP Board has no final report.

3. Old Business

A. Night Curriculum

It was noted that the Night Curriculum Committee has been moving forward with organizing and scheduling classes that will assist cohorts following their pathways to graduation or certification. The committee has a number of classes scheduled for Fall
2015 along with increased resources, which may include access to coffee and food, extended library hours and possibly instructor access to a copy machine.

B. Accreditation and Strategic Planning Policies and Procedures Committee

Kalawaia reported that there is no major new report besides small grammatical changes. Essentially, Kalawaia highlighted to the senators that the process of assessing course SLOs. Jan added that the assessment of SLOs have been added to contract renewals.

C. Constitutional Changes

Dave reported that the proposed changes are as follows:

1. The text referring to the Curriculum Committee as the “Credit Curriculum and Academic Affairs Committee” to be replaced with “Curriculum Committee” (see Section A, Article VII, and Section B, Article VII, of the current document).

2. The term of office for Curriculum Committee chair to be clearly stated as being two years (Part 1, Section A, Article V).

3. There are several minor text changes to promote text consistency (see text in red in proposed version).

4. The process of constitutional amendment to incorporate the option of using the WCC Discussion Board as an alternative to having an all-faculty meeting (Section A, Article XI).

The proposed changes may be identified by text in red in the copy of the proposed Faculty Senate Constitution attachment below. (See Attachment #2)

Per our Constitution, there was an all-campus faculty meeting to discuss these amendments at 3:30 p.m. Friday April 17 in Hale A'o 101-102.

Eligible faculty may vote for or against the amendments (presented as a single package) by secret ballot beginning today Monday April 20 through 4:00 pm Friday April 24. The ballots, ballot box and sign-in sheet may be found in the VCAA office (Hale Alaka'i 121). The amendments will be adopted if they are approved by at least two thirds of the ballots cast.

4. New Business

A. Establish an S-Designation

Dave motioned to create an ad hoc committee to look into the possibility of creating guidelines and a proposal for a WCC S-Designation (Sustainability Designation).

There was a discussion concerning the prominence of sustainability in the new strategic plan. It was noted that if we get it up on the discussion board prior to the end of the semester, there’s a chance that it may be overlooked. Thus, the proposal to create such an ad hoc committee should likely be added to the discussion board next year.

Dave Krupp proposed to establish the ad-hoc committee on the S-Designation. Motion to approve Kathleen French; Seconded by Floyd McCoy. Motion passes via voce.
5. **Announcements**

Jenny will organize the potluck for our final meeting. All senators are asked to bring a dish and invite their Fall 2015 - Spring 2016 replacement representatives. Invitations will be emailed via perfectpotluck.com.

Ka’ala announced that there will be an Earth Day event on Wednesday, April 22 from 2:00-5:00 pm in Hale A'o. There will be music, food and guest speakers to educate our instructor, staff and student body about sustainability issues. He welcomes everyone to bring an instrument.

Kalawaia announced that students have organized for two activists who have helped block the development on Mauna Kea to come to campus and discuss the issue. The discussion will be at 5:30 pm, in Hale A'o, room 101.

**The meeting was adjourned at 2:27 pm**

**Faculty Senate Meeting Schedule:**

Next Meeting: Tuesday, 05.05.15

**Fall 2015 Meetings:**
- Tuesday, September 1
- Tuesday, September 15
- Tuesday, October 6
- Tuesday, October 20
- Tuesday, November 3
- Tuesday, November 17
- Tuesday, December 1

**Spring 2016 Meetings:**
- Tuesday, January 19
- Tuesday, February 2
- Tuesday, February 16
- Tuesday, March 1
- Tuesday, March 15
- Tuesday, April 5
- Tuesday, April 19
- Tuesday, May 3

**SPRING 2015:**
05.05.15 – Final meeting and potluck

Minutes submitted by: Jenny Webster
Recording Chair

**Attachment #1**

**MEMO**

To: Kathleen French, Chair, WCC Curriculum Chair

From: Vanessa Cole, Business Computing Instructor

Date: March 20, 2015
RE: Archive of Certificate of Competence in Applied Business and Information Technology (ABIT)

The Certificate of Competence in Applied Business and Information Technology (ABIT) should be archived. Some of the required courses do not align with any of the program outcomes. The second program outcome is not met by any of the course outcomes and the third program outcome is only met by one option. The options are too diverse to allow this certificate to have meaningful outcomes.

Courses currently include

- BUSN 164 or ENG 209 – do not meet any of the program outcomes
- ICS 100 or ICS 101 – meet the outcome: Develop advanced skills in Industry-standard computer programs
- ACC 201 or BUSN 163 or ICS163
  - BUSN 163 or ICS163 – meet the outcome: Develop advanced skills in Industry-standard computer programs
  - ICS 163 - partially meets the outcome Integrate design elements in publications and Web projects
  - ACC 201 – does not meet any of the program outcomes

Stakeholders:
Discussion with VC Ardis Eschenberg and Michael Tom on March 9, 2015 Approved by discipline – March 16, 2015 Approved by department – March 19, 2015

Attachment #2

WINDWARD COMMUNITY COLLEGE CONSTITUTION OF THE FACULTY SENATE

PREAMBLE

The Faculty Senate of Windward Community College is hereby established to provide formal faculty involvement in educational decision-making, academic policy, and program development.

The purpose of this formal faculty involvement is to ensure that quality education is provided, preserved, and improved at Windward Community College and in the University of Hawai‘i system in general.

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ARTICLE I – NAME AND DUTIES
The name of this organization shall be the Faculty Senate of Windward Community College (hereinafter referred to as the Senate).

**Section A.**

The Senate shall be the exclusive policy-recommending and advisory body that represents the Windward Community College (hereinafter referred to as the College) faculty.

**Section B.**

The Senate shall provide advice and recommendations in the following areas:

- The Strategic Plan and related planning documents;
- Academic policy and programs;
- Policy for evaluation of faculty and campus academic administrators;
- Credit and non-credit curricula, especially, but not limited to, content, subject matter, methods of instruction, grading policy, and certificate and degree requirements;
- Priorities for position and resource allocation;
- Standards of teaching, scholarship, and college and community service;
- Student services and student life;
- Community relations and public services programs;
- Other policy matters referred to it by the Chancellor or other elements of the University of Hawai‘i (hereinafter referred to as the University); and
- Other academic policy not listed, which affects the general welfare of the College.

**Section C.**

The Senate may make rules, regulations, and procedures as necessary to provide its advice and recommendations and carry out its business. All advice and recommendations from the Senate shall be transmitted to the Chancellor and other elements of the University as appropriate.

**ARTICLE II – MEMBERSHIP**

**Section A. Faculty**

For voting and serving in an elected or appointed office of the Senate, faculty shall mean a person who has at least a 0.5 position count Board of Regents appointment and is a member of Unit 7, or who is a lecturer assigned at least 8 credits in the current semester at Windward Community College. Faculty in all other contexts shall include lecturers and faculty having less than a 0.5 position count appointment.

**Section B. Composition of the Senate**

The Senate shall be composed of

- three Senate Chairs;
one senator (or the designated alternate) from each of these Windward campus units: Support Units (Library, Media, Computing Services, Institutional Research, and Planning and Program Evaluation), Humanities, Language Arts, Mathematics/Business, Natural Sciences, Social Sciences, Student Services, and Career and Community Education (CCE). A senator may not serve concurrently as an administrator, chair of a Department, chair of the Senate, or chair of a Curriculum Committee. The Senate may suspend this rule if a department does not have enough eligible members.

**ARTICLE III – SENATORS Section A. Duties**

Each senator is expected to represent the interests of his/her unit at all meetings and communicate Senate matters to his/her department. **Section B. Terms of Office** Senators shall be elected by their units. Term of office shall be for 1 year commencing with the first Faculty Senate meeting in May, or if no May meeting is held, May 15.

**ARTICLE IV – SENATE CHAIRS Section A. Composition**

There shall be three chairs of the Senate who represent the interests of the faculty as a whole: Chair 1 (“Recording Chair”), Chair 2 (“Off-Campus Chair”), and Chair 3 (“Presiding Chair”). **Section B. Terms of Office** The Presiding Chair shall assume office at the first Faculty Senate meeting in May, or May 15 if no May meeting is held, and serve 12 months. The Recording Chair and Off-Campus Chair shall assume office at the first Faculty Senate meeting in May, or May 15 if no May meeting is held, and serve 24 months. No chair shall serve concurrently as an administrator, a department chair, or The Curriculum Committee chair, unless an exception is made by the Senate. **Section C. Duties**

1. General duties of the Senate chairs are as follows: a. To convene the Senate;

   b. To represent the Senate and transmit its recommendations and advice to the Chancellor or other elements of the University of Hawai’i;

   c. To prepare and distribute written agendas to the Senate and faculty 1 week prior to Senate meetings;

   d. To meet with the Chancellor a minimum of once a month and report on those meetings to the Senate and the faculty;

   e. To receive all formal communications addressed to the Senate and take action or assign them to the appropriate committee;

   f. To assure appropriate communication between the Senate and the Chancellor;

   g. To appoint standing committee chairs unless elected by the committee members or by the faculty at large, to assign tasks and completion dates to the committees, and create ad hoc committees as needed for the execution of business;

   h. To make provisional decisions subject to the Senate’s review at its next meeting;

   i. To resolve any disputes regarding committee memberships and chairs;

   j. To serve as non-voting and ex-officio members of committees;

   k. To conduct relations with the Faculty Senates of the University of Hawai’i colleges;

   l. To assume other tasks assigned to them by the Senate.

2. Division of duties among the Senate chairs

   a. **Chair One** (“‘Recording Chair’”) The Recording Chair shall assume the following major duties:

      i. Transmit all written communications to persons external to the Senate;
ii. Record and distribute to the faculty the minutes of meetings;

iii. Serve as Master of Ceremonies at Commencement or delegate this duty to another faculty member approved by the Commencement Committee;

iv. Make written reports to the Senate and faculty of meetings with the Chancellor; and

v. Vote at Senate meetings.

b. **Chair Two** (“Off-Campus Chair”) The Off-Campus Chair shall assume the following major duties:

   i. Represent the Senate at all off-campus meetings, both within the University of Hawai‘i and with other groups where a Windward Community College Senate chair is required. Provide brief reports on these meetings to the Senate and the faculty;

   ii. Solicit nominations and conduct elections for chairs of the Senate and the Curriculum Committees and all other elections involving the entire faculty;

   iii. Serve as treasurer for Senate funds;

iv. Vote at Senate meetings; and

v. Serve as parliamentarian.

c. **Chair Three** (“Presiding Chair”) The Presiding Chair is elected for a 1-year term and shall assume the following major duties:

   i. Preside at meetings of the Senate;

   ii. Receive all communications to the Senate and request action from the appropriate Senate committees;

   iii. Be responsible for the preparation and distribution of written agendas of Senate meetings to the faculty 1 week prior to a meeting;

   iv. Distribute information to the Senate and the faculty;

   v. Vote on motions only in case of a tie vote; and

   vi. Serve as Marshal at Commencement.

d. The three chairs will meet regularly to consult with each other to carry out Senate responsibilities. The following major duties will be completed by the chairs as a group:

   i. Organize ad hoc committees;

   ii. Provide the Senate with an annual report of accomplishments and issues still pending at the May transition meeting; and

   iii. Set agenda for meetings.
e. Any two of the three Senate chairs may discharge any of their joint responsibilities.

f. Individual assignments may be exchanged by mutual agreement of the chairs.

**ARTICLE V – COMMITTEES**

**Section A. Standing Committees and Duties**


1. The **Curriculum Committee** shall be composed of a representative elected from within each Faculty Senate unit. The chair shall be elected at large by credit faculty every two years. A committee member may not serve concurrently as a department chair, senator, Senate chair, or administrator without prior approval of the Curriculum Committee. The committee shall study, evaluate, and make recommendations concerning the nature and scope of all aspects of the for-credit educational curricula and policies on grading and academic probation. The Curriculum Committee may create ad hoc committees to perform specific tasks. It shall notify the Faculty Senate of the creation and termination of these ad hoc committees.

2. The **Writing Advisory Board** shall be composed of at least one representative from each credit department, who may also be its Curriculum representative, to the board. The Writing Advisory Board shall elect its chair each year from among its members by September 1. The board shall promote writing as a tool for learning and critical thinking across the curriculum. It shall designate writing intensive courses, evaluate their effectiveness, and provide for inter-campus articulation. The chair shall write an annual report to the Senate and the University of Hawai‘i Writing Committee.

3. The **Hawaiian, Asian, and Pacific (HAP) Issues Board** shall be composed of one representative selected from each of the departments of Humanities, Language Arts, and Natural Sciences, and Student Services. One at-large representative shall be elected to represent the Math/Business and Social Sciences departments. Board members take office September 1. The chair shall be elected by current members of the HAP Board and take office May 1. The term of office for the chair and board members is 3 years. The board shall receive, evaluate, and approve requests for HAP designation. It shall also provide assistance and guidance to faculty who are interested in obtaining HAP designation for their courses.

4. The **Foundations Board** shall be composed of one representative selected from each of the departments and Student Services. Board members take office September 1. The chair shall be elected by current members of the Foundations Board and take office May 1. When a representative is elected as chair of the Board, the department or unit must select a new representative. The term of office for the chair and board members is three years. The board shall receive, evaluate, and approve requests for Foundations designation.

5. The **Aloha Committee** shall be composed of faculty volunteers. It shall provide appropriate expressions of sentiment to college staff. The Aloha Committee will elect its chair each year by September 1.

**Section B. Term of Office of Standing Committees**

Membership on standing committees shall be for one year commencing May 1 unless otherwise indicated above.

**Section C. Standing Committee Chairs**

Standing committee chairs shall assume office by September 1, unless otherwise indicated above, either by election or selection by committee members. They shall present reports as tasks are completed, and present a written annual report listing accomplishments and pending issues at the Faculty Senate’s May transition meeting.
These committees shall be established by the Senate chairs to perform specific tasks that are not covered by the responsibilities of the standing committees. After presentation of their final written reports, these committees shall cease to function unless extended by the Senate chairs.

Section E. Procedure for Standing and Ad Hoc Committees

Committees may meet with persons external to the faculty for information gathering in order to develop recommendations for the Senate's decision making. No committee shall speak for the Senate.

ARTICLE VI – MEETINGS

Section A. Regular and Special Meetings

The Senate shall meet monthly during the academic year, with additional meetings called by the Senate chairs as needed. In May, a transitional meeting will orient new Senate members. Senate chairs and standing committee chairs will present their annual reports. These will be the only items of business at this transitional meeting.

Section B. Quorum

A quorum shall consist of a majority of voting members.

Section C. Attendance at Meetings

All faculty members may attend meetings. Non-faculty may attend Senate and committee meetings at the invitation of the chairs. Requests by non-faculty to attend a meeting shall be submitted to the Presiding Chair ahead of time for consideration. Visitors may be asked to leave during discussion and voting on motions.

Section D. Meetings of the Entire Faculty

The Senate chairs may call meetings of the entire faculty, as they deem necessary.

ARTICLE VII – ELECTION PROCEDURES

Section A. Elections

Department Chairs shall conduct elections for their Senate and Curriculum Committee representatives. The Off-Campus Chair shall conduct elections for chairs of the Senate, the chairs of the Credit Curriculum and Academic Affairs Committee, and all other elections involving the entire faculty.

Section B. Elections Procedures for Chairs of Faculty Senate and Credit Curriculum and Academic Affairs Committees

Nominations may come from any faculty member. The call for nominations shall specify the term length. Voting shall be by secret ballot and shall be completed by the first Monday in April. In the event of a vacancy, a special election shall be held in a timely fashion.

Section C. Announcement of Election Results

The Off-Campus Chair will announce the election results of the Faculty Senate chairs and the Chair of The Curriculum Committee chair at least one week prior to the election of the department chairs.

Section D. Senators and Curriculum Committee Representatives

All units shall conduct the elections of their senators and Curriculum Committee representatives by secret ballot by the third Monday in April. Department shall also appoint Writing Advisory Board members at this time.

ARTICLE VIII – INITIATIVE
Any faculty member may present a motion, in the form of a petition bearing the signatures of 25% of the faculty, to the Senate to be considered at its next meeting.

**ARTICLE IX – REFERENDUM**

Any duly presented initiative not passed by the Senate shall be submitted to the whole faculty for a vote by secret ballot. The Senate shall schedule a meeting of the entire faculty to discuss the motion. The vote shall be completed within 5 working days of the discussion meeting. The initiative passes if the majority of all votes cast are in favor.

**ARTICLE X – RECALL**

Section A. Initiation of a Recall of Senate and Curriculum Committee Chairs

Upon receipt of a petition signed by 25% of the faculty for the recall of a Senate chair or The Curriculum Committee chair, the Senate shall hold a recall vote. This recall vote shall be held within 5 working days of the receipt of a valid petition. A majority of all votes cast shall suffice to recall the chair, and the seat of the chair shall be declared vacant. A special election shall be held in a timely fashion to fill the vacancy.

Section B. Recall of Senators and Curriculum Committee Representatives

Units can recall senators and Curriculum Committee representatives using procedures similar to those described in Section A.

**ARTICLE XI – AMENDING PROCEDURE Section A. Amendments**

Amendments to this constitution shall be proposed by a petition of at least one-third (1/3) of the faculty or a majority vote of the Senate. Copies of proposed amendments shall be distributed to the entire faculty, discussed at a meeting of the entire faculty or online via the WCC Discussion Board (posted one week), and voted on by secret ballot of the faculty no later than 5 working days after the discussion meeting or after the discussion board posting closes. The proposed amendments shall be ratified by a two-thirds (2/3) majority of the votes cast.

**Section B. Implementation of Amendments**

All amendments approved under the provisions of Article XI, Section A of this constitution will be sent to the Chancellor of the College. Upon the Chancellor’s approval, the amendments will become a permanent part of the Constitution.

**ARTICLE XII – PARLIAMENTARY PROCEDURE**

The most recent edition of Robert's Rules of Order, Newly Revised, shall be the authority on all matters of procedure not otherwise covered in this constitution.

**ARTICLE XIII – EFFECTIVE DATE**

This constitution, as amended in April 2015, shall be officially effective upon approval of the Chancellor of Windward Community College.

*Approved May, 2015.*