

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.

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.

- 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. Posted terms of membership.
- E. An explanation 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.

3. Funding

Once a standing committee is approved by the College Council, the committee is eligible to request funds if necessary through the Annual Program review Updates (APRU) process, and each committee's APRU will be presented under the Cabinet member to whom it is assigned.

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 website or college documents server.
- B. Minutes will be taken of all standing committee's meetings and will be made available to the college community on the college website or college documents server.