Charter for the Windward Community College Website Advisory Committee

Enacted Spring 2013 (tentative)

1. Name
The Windward Community College Website Advisory Committee

2. Relevant System and College Policies
none

3. Sanctioning Authority
The committee's authority is derived from the Chancellor.

4. Oversight
The administrator overseeing the website, as designated by the Chancellor, will monitor the group's ongoing activities.

5. Purpose
The committee provides general advice, and can assist in obtaining broader college and community input, regarding the content, functions, and priorities of the Windward Community College website to the web administrator and others tasked with working on aspects of the website. The committee will also be a primary source of advice on the proper organization of tasks associated with the website.

The committee is charged with helping to improve the policies, procedures, and tasks that connect to the College's website and ensure that the website adhere to external policies and regulations, including those originating from the ACCJC accreditation standards, the Americans with Disabilities Act, and the University of Hawai‘i system.

The committee shall give special consideration to how the website can help the college fulfill its mission and strategic plan, improve student success, and enhance institutional effectiveness.

At the request of the Chancellor or the web administrator, members of the committee can also offer informal advice on specific elements of the website.

6. Membership
Membership is for one year and can be renewed indefinitely. Membership will last from the beginning of the academic year in August to the following July, with the expectation that the group will not meet in the summer except in the case of an emergency or in situations where only informal feedback is sought.

There will be 10 members of the committee as follows:
• One half-time or greater faculty or staff from Student Affairs, decided by election based on self-nomination and a vote by eligible people. Voting for these four positions will be completed by February for the following academic year.
• One half-time or greater faculty or staff from Academic Affairs, Division I, decided by election based on self-nomination and a vote by eligible people. Voting for these four positions will be completed in February for the following academic year.
• One half-time or greater faculty or staff from Academic Affairs, Division II, decided by election based on self-nomination and a vote by eligible people. Voting for these four positions will be completed in February for the following academic year.
• One half-time or greater faculty or staff from Career and Community Education, decided by election based on self-nomination and a vote by eligible people. Voting for these four positions will be completed in February for the following academic year.
• One position will be filled by a faculty member, full or part time, who has taught online classes for the college. The member will be decided by self-nomination and a vote of members of the eligible group organized by the Office of Academic Affairs. Voting for this position will be completed in March for the following academic year.
• One position will be filled by a person appointed by the Chancellor. This person can be a member of the college, a member of the community, or anyone else whose input would be valuable for improving the college's website. This position should be filled in April for the following academic year.
• One position will be filled by a student selected by the ASUH-WCC executive. This position should be filled in August for that academic year, although it can be filled earlier if a suitable candidate is available.
• The Administrator assigned to administer the college website
• The Public Relations Director, or designee.
• The Coordinator of Computing Services, or designee.

7. Leadership
The chair shall be elected by the voting members of the committee at the first meeting of the academic year.

The chair remains a voting member of the committee.

8. Compensation
There is no compensation for serving on this committee.

9. Meetings
A quorum for the meeting of the committee shall be 6 of the 10 voting members.
Face-to-face meetings can be arranged by the chair or by a majority of committee members.

Unless responding to an urgent need, meetings ought to be scheduled at least two weeks in advance and a draft agenda ought to be distributed at least a week in advance.

The first meeting of the year will be convened by the committee chair from the previous year, designee, or, if neither is available, the administrator responsible for the website.

10. Decision-Making Procedures
The group shall formulate advice on the website based on input from the college and the group's own deliberation. The advice ought to include the rationale for the advice and include, where appropriate, alternatives and opposing opinions.

Voting on specific proposals can be done via email or a secure online voting system, as decided by the chair of the committee.

The committee may organize or help organize assessments of the website, including focus groups, online surveys, and any other means to provide the college with useful information to improve the web-based resources.

11. Subgroups
The committee may create ad hoc groups to focus on particular issues as desired.

12. Documentation
The group's website address will be http://windward.hawaii.edu/committees/website/.

The group is responsible for posting the following on the group's website

- current membership
- schedule of upcoming meetings
- minutes to meetings
- memos of advice given
- a timeline of the group's activities

Other documents, such as the results of surveys and focus groups, can be posted as decided by the group.

The chair is responsible for ensuring that all documentation is posted through whatever appropriate channel on the college's website.

13. Assessment of the Group
The group will ensure that an anonymous comment box is available on the group's official web page and will, by its own choice, by college policy, or by the direction of the Chancellor, participate in college-wide assessments of chartered groups and other forms of assessment.
14. Dissolution of the Group
The group can be dissolved with a memo to that effect from the Chancellor.

15. Modification of a Group’s Charter
The charter can be modified directly by the Chancellor or through an official request from the group.