Overview

In Fall 2012, the Chancellor created an *ad hoc* committee to review the college’s committee structure and to assist committees in completing their charters by using the template from the Policy on Chartered Groups, adopted in 2012.

The three primary goals were:
1. to dissolve non-functioning committees
2. to facilitate the creation of charters for functioning committees
3. to make recommendations for reforming the committee structure

The committee was initially composed of Pam DaGrossa, Floyd McCoy, Tara Severns, Brian Richardson, Lance Uyeda, and Jane Uyetake. Tara resigned in February, 2013 to focus on her new responsibilities as the interim head librarian.

In addition to email communication and working on shared Google documents, the committee met six times:
- October 23, 2012
- November 19, 2012
- December 10, 2012
- January 22, 2013
- February 15, 2013
- September 16, 2013

The committee worked with stakeholders in various committees and researched the current status of committees that were inactive.

Results

Overall, the committee oversaw the dissolution of 10 committees, the creation of 3 committees, and the writing of 5 charters for existing committees. Thus there was a net reduction of 7 committees, from 40 to 33, with the new committees performing functions that were not being met with the current structure.

The following chartered groups were dissolved:

1. Administrative Services Staff - dissolved October 2012, treated as a staff group
2. Chancellor's Administrative Staff - dissolved October 2012, treated as a staff group
3. College Ambassadors - dissolved, now an informal group
4. Common Book Committee - dissolved December 2012
5. Friends of Lanihuli - dissolved December 2012
6. Friends of WCC - dissolved October 2012
7. Geocaching - dissolved October 2012
8. Kokua Paliku - dissolved October 2012
9. Loi Construction - dissolved October 2012
10. Student Services Staff - dissolved October 2012, treated as a staff group

Charters were written for the following existing groups:

1. Academic Affairs Advisory Committee (was Vice-Chancellor’s Advisory Council)
2. Curriculum Committee
3. PaCES Advisory Board
4. Staff Development
5. Veterinary Studies Advisory Board

New chartered groups were created in 2012-2013:

1. Distance Education Committee
2. Sustainable Agriculture Advisory Committee
3. Website Advisory Committee

The committees that remain to be reviewed are as follows:

1. Accreditation Steering
2. Aesthetics
3. Aloha
4. Campus Safety
5. Commencement
6. Division Personnel Committees (DPCs)
7. Excellence in Teaching Award Nomination Committee
8. Foundations Board - a draft has been created
9. Hawaiian, Asian, and Pacific Issues Board - a draft has been created
10. Institutional Effectiveness
11. Interclub
12. Ke Kumu Pali - a draft has been created
13. Konohiki (ASUH)
14. Marketing Advisory Committee
15. Master Planning and Space Allocation
16. Mission, Vision, and Core Values
17. Planning and Budget Council
18. Sabbatical Review
19. Screening Committees for Hiring
20. Student Academic Grievance
The task is thus far from finished. The committee was able to clear some of the underbrush — dissolving committees that were de facto dissolved already — and clarifying how some of the committees operate.

Some relatively easy and self-contained committees remain to be considered, including Commencement, International Education, and the Writing Advisory Board.

Others, however, seem to require a larger conversation about whether functions should be consolidated so that a current committee becomes a subcommittee, or that functions currently performed by one committee are moved to another committee.

**Recommendations**

We recommend that:

- A Governance committee might be created to oversee the organization of committees and the revision of campus policies, a needed function that is currently not being performed.
- Current ad hoc committees should be listed somewhere on the committee web page, such as the PRU.
- Future discussions of the committee structure should also consider the size of the committees so that attempts can be made to reduce the overall burden of committee membership.
- The name of the Institutional Effectiveness Committee be changed to the Assessment Committee to clarify its function.
- An assigned time policy should be implemented to improve the compensation for chairs of key committees.
- The following committees should have their charters written but should probably not have their functions changed in any significant way:
  - Aloha
  - Campus Safety
  - Division Personnel Committees (DPCs)
  - Excellence in Teaching Award Nomination Committee
  - Faculty Senate
  - Foundations Board
  - Hawaiian, Asian, and Pacific Issues Board
  - Interclub
  - International Education
  - Konohiki (ASUH)
  - Sabbatical Review
  - Screening Committees for Hiring
- Staff Development
- Student Academic Grievance
- Student Conduct
- Writing Advisory Board

- The following committees should perhaps be analyzed as a whole to provide a more cohesive structure and to clarify reporting lines, responsibilities, and functions:
  - Accreditation Steering - perhaps becomes part of the Assessment Committee
  - Aesthetics - perhaps becomes a subcommittee of the PBC
  - Institutional Effectiveness
  - Master Planning and Space Allocation - perhaps becomes part of the PBC and becomes the “Space Allocation subcommittee”
  - Mission, Vision, and Core Values - perhaps becomes part of the PBC
  - Planning and Budget Council