

Charter for the Excellence in Teaching Committee

Enacted November 15, 2013

1. Name

The Excellence in Teaching Committee

2. Relevant System and College Policies

Windward Community College Policy on Teaching Awards
(http://windward.hawaii.edu/policies/Teaching_Awards/)

3. Sanctioning Authority

The Excellence in Teaching Committee's authority is derived from the Chancellor.

4. Oversight

The Chancellor will have oversight over the committee.

5. Purpose

The Excellence in Teaching Committee shall offer the Windward CC Chancellor recommendations regarding teaching awards, such as the Board of Regents Excellence in Teaching Award, the Frances Davis Award, and the Windward CC Meritorious Lecturer Award, and other advice as requested pertaining to improving the quality of teaching on campus.

The Committee shall further offer advice to the Chancellor on changes to the Policies and Procedures governing Teaching Awards.

6. Membership

The Excellence in Teaching Committee shall be composed of the following:

the previous three available awardees of the Board of Regents Excellence in Teaching Award

the previous available awardee of the Windward CC Meritorious Lecturer Award

the previous available awardee of the Francis Davis award

two Windward CC students appointed at the start of the academic year by the ASUH-WCC student government.

Although a member could meet more than one criterium, no member will have more than one vote.

7. Leadership

The committee determines the chairperson at its first meeting of the academic year.

8. Compensation

There is no compensation for serving on this committee.

9. Meetings

A quorum for the meeting of the committee shall be four of the seven members or a simple majority if the number of members is below six.

The first meeting of the academic year will be convened by the Chancellor or designee. Subsequent face-to-face meetings are organized by the chair or at the request of a majority of members.

10. Decision-Making Procedures

The committee shall formulate its advice on teaching awards based on appropriate input from the college and the committee's own deliberation. The advice ought to include the rationale for the advice and include, where appropriate, alternatives and opposing opinions.

11. Subgroups

The committee may create ad hoc committees to focus on particular issues as desired.

12. Documentation

A recommendation in writing is provided privately to the Chancellor. No minutes are taken when discussing nominations and recommendations and, except for the awardee, the names of nominees are not made public. Meeting dates and minutes discussing changes to the policies and procedures are posted on the committee's webpage.

The membership list shall be maintained on the website by college's website administrator.

The Committee's website shall be
http://windward.hawaii.edu/committees/Excellence_in_Teaching/

13. Assessment of the Group

The committee will ensure that an anonymous comment box is available on the committee's 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 committees and other forms of assessment.

14. Dissolution of the Group

The committee can be dissolved by a memo to that effect from the Chancellor.

15. Modification of the Committee's Charter

The charter can be modified by the Chancellor through a memo to that effect. The committee can make suggestions to the Chancellor to modify the charter.