



February 19, 2013

MEMORANDUM

To: Richard Fulton
Vice Chancellor of Academic Affairs, Windward Community College

From: Brian Richardson
Dean of Academic Affairs, Division II, Windward Community College

ACTION REQUESTED:

That an Advisory Committee be created for the Pacific Center for Environmental Studies (PaCES) on campus.

ADDITIONAL COST:

No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:

March 1, 2013.

PURPOSE:

The curricular and other activities on campus connected to Pacific Center for Environmental Studies has provided consistent educational opportunities at Windward CC for high school students. The charter for the Pacific Center for Environmental Studies Advisory Committee is attached.

IMPLEMENTATION PLAN:

The advisory committee will be created effective March 1st, 2013, at which time Dave Krupp will recommend people to be added to the committee. The official appointments will be made by the Vice Chancellor of Academic Affairs. This information will be updated on the website.

ACTION RECOMMENDED:

It is recommended that the Vice Chancellor of Academic Affairs authorize the creation of the Pacific Center for Environmental Studies Advisory Committee, which will report to the director of the Pacific Center for Environmental Studies program and ultimately report to the Office of Academic Affairs.

Approve Disapprove

Richard Fulton
Vice Chancellor, Windward Community College

2/22/13
Date

Charter for the Pacific Center for Environmental Studies Advisory Committee

Enacted March 1, 2013

1. Name

The Pacific Center for Environmental Studies Advisory Committee

2. Relevant System and College Policies

none

3. Sanctioning Authority

The Vice Chancellor of Academic Affairs is the sanctioning authority for this committee.

4. Oversight

The Vice Chancellor of Academic Affairs has will have oversight over this committee.

5. Purpose

To provide input from college and community sources on college programs and activities related to Pacific Center for Environmental Studies (PaCES). The primary recipient of the advice will be faculty members associated with the PaCES programs.

6. Membership

Faculty members of the advisory committee shall be appointed by the Vice Chancellor of Academic Affairs

Other members of the advisory committee shall be appointed by the Vice Chancellor of Academic Affairs with the advice of the faculty members of the committee. The outside members ought to be chosen for their technical expertise, their community leadership, and for their ability to offer salient advice to the college to improve the programs connected to PaCES.

7. Leadership

The Vice Chancellor of Academic Affairs shall appoint the chair of the committee.

8. Compensation

There is no compensation for serving on this committee.

9. Meetings

The meetings shall be called, as needed, by the chair of the committee. The committee can also communicate informally by other means as desired.

10. Decision-Making Procedures

The meetings shall be largely informal. Meeting notes should be circulated to members.

11. Subgroups

The committee can create subgroups as needed.

12. Documentation

Meeting notes will be posted on the college website. The chair of the advisory group shall ensure that the membership list is up-to-date.

The group's website will be <http://windward.hawaii.edu/committees/PaCES>

The general PaCES website will be <http://windward.hawaii.edu/PaCES>

13. Assessment of the Group

The group can choose to be assessed as desired. It will not be part of the regular college assessment of groups.

14. Dissolution of the Group

The group can be dissolved with a memo to that effect from the Vice Chancellor of Academic Affairs.

15. Modification of a Group's Charter

The advisory committee's charter can be modified by the Vice Chancellor of Academic Affairs.