

Committee on Faculty Service Meeting Agenda

Date: February 13, 2024

Time: 12:00 PM

Zoom link:

Attendance

Members

Name	Role	Attendance
Marguerite Butler	Co-Chair	Present
Naiyi Fincham	Member	Present
Lori Fulton	Secretary	Present
Richard Medina	Co-Chair	Present
Birendra Mishra	Member	Present
Wesley Palmer	Member	Present
Michael Rappe	Member	Present
Liang Wang	Member	Present
Carolyn Stephenson	SEC liaison	Present
John Kinder	UHMFS Office	Excused

Guests

Name	Role	Time
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Medina at 12:03 PM.
Review of Minutes	1. Review of January 26, 2024 minutes	1. Motion to approve the minutes by Butler, seconded by Fulton, approved by unanimous consent.
Chair's Report	<ol style="list-style-type: none"> 1. Items from SEC 2. Update on MFS Elections: <ol style="list-style-type: none"> a. The candidacy period opened on 2/10 and will close on 2/21. Election will be held on 2/26 - 3/1. John Kinder to open the election polls on 2/26 after auditing submitted candidacies. b. Faculty numbers increased by 40 members. There will be 17 elections out of the 19 constituencies. No elections for ARCH and OUTREACH. c. 36 continuing Senators and 37 open Senate seats. 3. Update on GEC Call for Volunteers (CfV): <ol style="list-style-type: none"> a. 18 vacancies, 8 responses received (44%). John Kinder was advised to resend the CFV after the election. b. Writing Intensive Board: 2 of 4 c. Oral Communication Board: 2 of 3 d. Hawaiian, Asian, and Pacific Board: 1 of 2 e. General Education Committee: 1 of 3 f. Diversification Board: 0 of 2 g. Contemporary Ethical Issues Board: 1 of 2 h. Foundations Board: 1 of 2 4. Senate Committee Survey responses 	<ol style="list-style-type: none"> 1. SEC Report: Request that CFS send out a short, friendly reminder for a call for candidates, could replace the first of three reminders that John sends out about underrepresented constituencies. Include underrepresented with a friendly reminder. Will be a total of three reminders. 2. Provided an update on the candidacy period, 37 open seats. Some constituencies have 0 representation. Encourage those within the department/college to become a candidate. 3. Provided update on GEC CfV; will send a reminder after elections. 4. Discussed Senate Committee Survey: Recruit members on GEC and CEE to run for Senate. Recommend the GEC change the governing documents or MFS to change bylaws as needed to allow more Senators to serve on this committee. Was not able to find CEE governing documents. Send the survey data to CAB

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		and SEC. Butler will write up a brief summary and send it.
Action Items	1. Candidacy recruitment strategies: a. Reminder message text b. Targeted recruitment?	1. Send short reminder message on 2/14, 2/16, and 2/20. Butler and Medina will edit the current message. First message will come from CFS, other messages from John Kinder. Committee discussed the importance and effectiveness of personal outreach. Committee members encouraged to contact colleagues.
Guest(s)	1. None	1. No action
Committee Reports	1. None.	1. No action
Unfinished Business	1. GEC Senate staffing composition	1. No action
Business	1. None.	1.
Adjournment	The next meeting of the Committee on Faculty Service will be on February 27, 2024, 12:00 pm	Meeting adjourned at 1:03.

Respectfully submitted by Lori Fulton, Secretary

Approved unanimously on February 27, 2024.

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE

2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822

Phone: (808) 956-7725 • Polycom: (808) 956-9813

E-Mail: uhmfs@hawaii.edu • Website: <http://www.hawaii.edu/uhmfs/>

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