Committee on Administration & Budget

Meeting Minutes

Meeting Date Meeting time 27 April 2022

3:00 PM - 4:30 PM

Attendance

Members

Name	Role	Attendance
Healani Chang	Member	Present
Roy Gal	Member	Present
Erik Guentner	Chair	Present
Lilikala Kame'eleihiwa	Member	Excused
Robert Paull	Vice-Chair	Present
Ann Sakaguchi	Member	Present
Carolyn Stephenson	Member	Present
Alex Stokes	Member	Present
Mark Thorne	Member	Excused
Andrew Wertheimer	Secretary	Present
Christine Sorensen Irvine	SEC Liaison	Present

Guests

Name	Role	Time
Rich Gazan, Chair, <u>Library & Info. Sci. Program</u>	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10

Amy Hubbard, Chair, Dep't of Communicology	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10
Colin D. Moore, Chair, School of Communications	Guest, School of Comm & Info. Reorg, Design Team	3:15-4:10

bject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Call to Order at 3.04 p.m
Review of Minutes	1. Review of 6 April 2022 Minutes	Approved by acclamation.
SEC Liaison Report	1. EM searches in process or planned. Cancer Center Director in process, Nursing Dean - finalizing search firm, Social Work and Public Health Dean - finalized search committee, SOEST Dean -preparing the ad, Assistant Provost Global Engagement - committee meeting, CTAHR Dean - meet with faculty in May to discuss interim, CARES Office Director - still discussing. Confidential Advocate and Conflict Management - positions needed for CARES. 2. Discussed general education with GEO Director Christine Beaule and GEC Chair B. Gilliland and AVPAA Debbie Halbert and provided suggestions for reframing 3. Proposed ad hoc committee on reorganization process 4. Reported on travel committee meetings and recommended faculty	

- 5. Discussed process for online program approval and Zoom use. Shared article with administration and sample policies from other institutions. Requested Provost share with deans and ask departments to discuss.
- 6. Shared ACCFSC discussion related to opening of CES (majority prefer 2 weeks) and Laulima open date (majority prefer first day of instruction)
- 7. Referred revised policy on children on campus to CPM
- 8. Non COVID telework policy beyond May 31 are approving requests through the end of August and will discuss over the summer. Asked supervisors to review quality prior to renewing requests.
- 9. Fall Semester Summary of course modalities. 77.6% in person only, 2.6% hybrid, 14.9% online only, and 5% HOT. Variation across campus.
- 10. Forwarded COA vote supporting the Knight Commission C.A.R.E. model to COIA
- 11. Recommended 7 nominees for (4) open faculty seats on the Search Advisory Committee (SAC) for the new Assistant Provost for Global Engagement.
- 12. Forwarded requests for specialist representatives for a system working groups on S-faculty to CFS and asked for more Manoa representation on the working group.
- 13. Request for nominees for the Student Conduct Appellate Board to CFS.
- 14. Discussed postdoc hiring with Provost.
- 15. Discussed GEC request for feedback on governance document.

ONGOING BUSINESS

1. CEE governing documents

2. CSS School of Communications Reorg

Amy Hubbard, Rich Gazan, and Colin Moore gave an overview of the CSS School of Communications and Information, including the long history of developing this faculty-driven proposal. They are the "design team" of the new school, which will be located in CSS.

While CAB seemed pleased with the documentation and understanding that it is a faculty driven reform, CAB members engaged in several questions with the Design Team on a number of points that could be problematic:

- A. The governance model, and how to make sure that chairs would feel equity among other CSS units and since the School Director almost resembles the role of an Associate Dean.
- B. Similar questions focused on the role of the Program coordinators, especially for Communicology, which used to be a Department Chair. This includes compensation and teaching load that will make these attractive positions.

- 1. Mark moved and Andrew seconded the RESOLUTION TO AMEND THE ORGANIZING DOCUMENT OF THE COMMITTEE ON EDUCATIONAL EFFECTIVENESS, A CONTINUING COMMITTEE OF THE MĀNOA FACULTY SENATE. CAB voted in favor by a vote of 6-0-2, with two abstentions.
- 2. CAB will discuss a draft resolution for the CSS reorganization at its next meeting.

A team will work on a draft Resolution and revising the checklist.

Christine will request SEC to save a placeholder so this can be discussed at the final MFS meeting on 5/11.

	 C. CAB also expressed concern about the promises for space and revenue were only for 3 years, and also how budgets will be worked, especially as OC funds decrease. D. CAB suggested that the SCI Design Team secure "start-up" funds to cover transition costs, such as signage, letterhead, business cards, and website revision. 	
	3. GenEd redesign / GEO governance / Meeting with Provost Bruno 3. Meeting with Bruno 2:30-3:00 4/28 ever Roy and Christine of Mark and Alex. Claudil send email to twith Zoom information topics are GEN ED	ryone except (partial) and nair Guentner hose attending ttion. The
	4. GEO / GEC governing documents 4. Chair Guenter w GEC chair and vice next CAB meeting.	chair to the
New Business	Pre-approval of software purchases by IT (Paull). Time permitting at the final meeting we will discuss suggestions on how Admin could help with reorganizations. None.	
Guest(s)	(see above) None.	
Committee Reports	None.	
Other	None.	

The next meeting of the Committee on Administration & Budget Wednesday, 5/4/2022 at 3:00 p.m.	Meeting adjourned at 4.33 p.m.

Respectfully submitted by Andrew Wertheimer Secretary Approved unanimously on 4 May 2022.