



UNIVERSITY
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MĀNOA

COMMITTEE ON PROFESSIONAL MATTERS Meeting Agenda

MEETING DATE May 14, 2020
MEETING TIME 9:30 AM - 11:00 AM
LOCATION Zoom Meeting

Attendance

Members

Name	Role	Attendance
Jinan Banna	Secretary	Present
Katherine Davis	Member	Present
Derrick Higginbotham	Chair	Present
Kathryn Hoffman	Member	Present
Vanessa Irvin	Member	Present
Camaron Miyamoto	Vice Chair	Present
Truc Nguyen	SEC liaison	Present

Guests

Name	Role	Time

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
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CALL TO ORDER	1. Call to Order	1. The meeting was called to order by D. Higginbotham, Chair at 09:35AM.
REVIEW OF MINUTES	1. Review April 21 st , 2020 minutes for approval	1. K. Hoffman made a motion to approve; V. Irwin seconded. The minutes were approved all in favor; 0 abstention. K Hoffman requested an edit.
CHAIR'S REPORT		1. Changing faculty classification (PhD waiver) is at an EP level and is beyond the faculty senate. Our homework on the matter has been forwarded to B. McCreary. D. Higginbotham & C. Miyamoto will draft a thank you letter to B. McCreary and Provost Bruno for their attention to the matter.
UNFINISHED BUSINESS	1. Determine this meeting' Secretary	1. KF Davis
NEW BUSINESS	<ol style="list-style-type: none"> 1. Discuss Regents Policy 1.210 and UHPA's R20, Parts 3 and 4 2. Discuss policy covering those teaching in face-to-face situations next fall, as per K. Hoffmann's email. 	<ol style="list-style-type: none"> 1. UHPA, Faculty Senate, and Administration communication lines have been in question lately. Documents are up for revision in the next year. In the Fall, CPM can determine how and when these documents are revised. Will need to define what "advise", "consultation", and "formal procedures" mean with the revision. 2. Faculty need to be consulted on provisions for those with conditions/reasons precluding



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		face to face instruction. C. Miyamoto suggested a survey by faculty for faculty re: their teaching needs for the Fall semester. T. Nguyen & D. Higginbotham will draft a short, anonymous survey for faculty, circulate to CPM and A. Maynard (UHPA rep), and CPM will proceed from that point.
ADJOURNMENT		Motion to adjourn by J. Banna, seconded by KF Davis. The meeting adjourned at 11:00 am.

Respectfully submitted by Katherine Finn Davis, Secretary.

Approved on April X, 2020 with X votes in favor of approval and X against.