

## EXECUTIVE COMMITTEE Meeting Minutes

**MEETING DATE**      February 3, 2020  
**MEETING TIME**     1:30 PM - 4:30 PM  
**LOCATION**             Hawaii Hall 208

### Attendance

#### Members

Name	Role	Attendance
Tom Conway	Chair	Present
Paul McKimmy	Vice-Chair	Present
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Present
Carolyn Stephenson	Member	Present
Jennifer Griswold	Member	Excused
Truc Nguyen	Member	Present
John Kinder	Staff	Present

#### Guests

Name	Role	Time
Faye Furutomo	Project Manager, COE Technology & Distance Programs	3:30 pm - 4:00 pm

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by Chair T. Conway at 1:32 PM.
<b>Review of Minutes</b>	<ol style="list-style-type: none"> <li>1. The minutes of the 1/27/20 Senate Executive Committee were circulated electronically.</li> </ol>	<ol style="list-style-type: none"> <li>1. A. Sakaguchi made a motion to approve the 1/27/20 meeting minutes; seconded by T. Nguyen. The minutes were approved with 5 votes in favor; 0 abstentions.</li> </ol>
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>1. Memo to Lassner regarding Reorg. timeline as reported at the Jan. BOR meeting.</li> <li>2. Manoa Leadership meeting Feb. 7th.</li> <li>3. Lassner Memo re: WICHE Interstate Passport</li> </ol>	<ol style="list-style-type: none"> <li>1. T. Conway to send to Pres. Lassner.</li> <li>2. SEC to attend if can.</li> <li>3. No action.</li> </ol>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. None</li> </ol>	
<b>Guest(s)</b>	Faye Furutomo, COE Project Manager (3:30 pm) Discussion on UHMFS website upgrade - Wireframe Review	<ol style="list-style-type: none"> <li>1. No action.</li> </ol>
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. CAB (AS) – Next meeting is on February 5, 2020.</li> <li>2. CAPP (CS) – Next meeting Feb. 12, 2:30 p.m.</li> <li>3. CFS (TN) – Via email, John shared that 2020–2021 Senate seats are 77 seats for 2,005 faculty. Suggested Candidacy Period: Monday, February 10th at 8:00 AM to Saturday, February 22nd ending 5:00 PM. (2 weeks). Suggested Election Period: Monday, February 24th at 8:00 AM to Friday, February 28th ending 5:00 PM (1 week). Per our rules of order, the elections are to be completed by March 15 and published by March 21. Next meeting is Feb 4 at 11:00am.</li> <li>4. COA (JG) – Met with Erika Huddle (Learning Specialist with Student Athlete Academic Services). Discussed options to improve mental health care for athletes. New ideas include Telehealth options which</li> </ol>	<ol style="list-style-type: none"> <li>1. No action was taken.</li> <li>2. No action was taken.</li> <li>3. No action was taken.</li> <li>4. No action was taken.</li> </ol>

	are currently being investigated.	
5.	COR (JP) – Next meeting Feb 12.	5. No action was taken.
6.	CPM (TN) – No report since last meeting. Next meeting is Feb 18.	6. No action was taken.
7.	CSA (JG) – Next Meeting Feb 19 1-2 pm. Meetings for Spring Semester Feb 19, Mar 25, Apr 15.	7. No action was taken.
8.	GEC (CS) – Met Jan. 27. The Foundations workshop was held Jan. 29. Comments received on proposed Mission Vision & Values statements distributed. Voted (5-1) to send to full GEC for approval all course- and instructor-based focus proposals with 3 or more focus designations proposed. Began discussion of whether both O and W designations should be allowed together on any course proposal. Next meeting Feb. 14.	8. No action was taken.
9.	CEE (PM) – CEE met 1/31/20 but did not have quorum. CEE discussed collaborating with OVCAA office to message programs regarding use of assessment data.	9. No action was taken.
10.	UHPA (AS) – Requested of UHPA Executive Director Christian Fern number of tenured and tenure-track positions at UH for the past 5 years.	10. No action was taken.
11.	WASC (CS) – Next meeting February 28.	11. No action was taken.
12.	Educational Excellence Design Team (CS) – No meeting Feb. 3 or 10.	12. No action was taken.
13.	Equity, Climate and Conflict Resolution Committee (JG) – No meeting..	13. No action was taken.
14.	Enrollment Management Committee (TC/BP) – Next meeting Feb. 6th.	14. No action was taken.
15.	Student Success Committee (PM) – No meeting.	15. No action was taken.
16.	Research, Scholarship and Graduate Studies Committee (JP/TN) – No mention of plans for any other meetings.	16. No action was taken.

**MĀNOA FACULTY SENATE**

<b>Unfinished Business</b>	<ol style="list-style-type: none"><li>1. SEC response to GEC governing documentation. Instead of responding to multiple documents, the SEC decided to formulate a single response that addresses the on-going issue of GenEd governance, policies and procedures.</li></ol>	<ol style="list-style-type: none"><li>1. J. Potemra draft sent around for review.</li></ol>
<b>Business</b>	<ol style="list-style-type: none"><li>1. BOR committee meeting on 2/6 related to SR 149 SD1 (Faculty Classification) and draft response to VPAA Straney's memo).</li><li>2. CAPP Response to Participation Verification Policy Consultation.</li></ol>	<ol style="list-style-type: none"><li>1. SEC drafted memo for chair to send to President Lassner and Provost Bruno; speak to BOR subcommittee if agenda item is retained</li><li>2. Deferred to next meeting.</li></ol>
<b>Adjournment</b>	The next meeting of the Senate Executive Committee will be on February 10, 2020.	A. Sakaguchi made a motion to adjourn; seconded by P. McKimmy. Meeting adjourned at 4:25 PM.

Respectfully submitted by Jim Potemra, SEC Secretary.

Approved unanimously on February 10, 2020.