

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**MEETING DATE:**        **August 27, 2018**                      **2:00 PM - 4:30 PM**

**LOCATION:**                Hawaii Hall 208

**ATTENDANCE:**        [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	E	Carolyn Stephenson, excused 4:00 PM	P	Stephanie Kraft-Terry & Jennifer Brown	2:30 PM - 3:15 PM
Douglas Vincent, SEC Secretary	P	Stacey Roberts, MFS Secretary	P	George Wilkens	P		
Ann Sakaguchi, via Polycom	P	Jennifer Griswold	E				
Christine Sorensen Irvine, via Polycom	P	John Casken	P	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		The meeting was called to order by Chair B. Powell at 2:05 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the August 20, 2018, Senate Executive Committee had been circulated electronically.	1. Motion to approve the August 20, 2018 minutes by J. Casken; seconded by S. Roberts. 7 votes in support of approval and 1 abstention.
<b>CHAIR'S REPORT</b>	1. Farewell to outgoing SEC members: Christine Sorensen Irvine, John Casken, and George Wilkens.  2. The SEC discussed the Faculty Work Satisfaction Survey - Mānoa. The ACCFSC generated the system-wide survey and provided the UH Mānoa raw data to the C. Irvine, who had permission to discuss with the SEC. The survey ranked the most negative responses -- salary, facilities, not being appreciated for their work. Faculty members were more positive about several items. Concerns were raised about where the University is going. Of the survey respondents, Mānoa was largest responder. <a href="#">Link</a> is on the UH System	1. The SEC is grateful for the work and commitment of our previous members.  2. <a href="https://www.hawaii.edu/offices/app/faculty/">https://www.hawaii.edu/offices/app/faculty/</a>

	<p>website. Some new concerns were about bullying (faculty on faculty bullying) and being excluded from unit activities.</p> <p>3. Update on Design Team (C. Irvine) met last week, Lassner is planning to have open meetings to lay out specific ideas; wants an agreement in concept before the full proposal comes out. Needs to make a stronger link on how this change will improve/mitigate the problems; five areas (buckets); Lassner will organize subgroups. 1) academic excellence +Honors College, 2) research, scholarship, and graduate studies; 3) student academic success; 4) enrollment management, 5) global engagement. Lassner would like to have one SEC member in each of these groups. Lassner wants to meet with CAB to discuss the main concept. Then has tasked K. Cutshaw to work with groups. A few minor changes from previous versions and C. Irvine will share with the revised version, once she receives it.</p> <p>4. No SEC meeting on September 3, 2018 (Labor Day Holiday)</p> <p>5. UHMFS office staff member will be absent from the MFS Senate meeting on September 19th. (J. Kinder)</p> <p>Recommend Chair request for assistance from the Office of the VCAA for a substitute APT with technical background on google documents and overhead projector. UHMFS staff member will train. Time commitment will be from 2:00 PM to 5:30 PM on Sept 19th in ARCH 205.</p>	<p>3. No action.</p> <p>4. No action.</p> <p>5. SEC approves J. Kinder's proposed actions.</p>
<b>ACTION ITEMS</b>	<p>1. SOEST Senator Karen Selph has resigned. (J. Kinder). G. Wilkens will staff the CFS meeting.</p>	<p>1. SEC will forward this matter to CFS to determine the next elected alternate SOEST candidate.</p>
<b>GUEST</b>	<p>1. Stephanie Kraft-Terry Chair for the Council of Academic Advisors and Jennifer Brown (2:30 PM - 3:15 PM)</p>	<p>1. Once we get the contract and everything is in place, SEC will</p>

	<p>Discussion on Excellence in Academic Advising Contract. UH Mānoa got selected from the Excellence in Academic Advising from among 12 institutions across the country; self-study, first; then develop an action plan to go forward. There are 9 committees and need faculty volunteers to serve on the committee. Want a variety of faculty to volunteer; 8-10 people per committee; information to gather; there will be overlap among the committees; Question: What's the benefit to Mānoa? It should work well with the draft reorganization proposal -- this will inform the reorganization. The cost to UHM is \$25K and "performance funding" will cover the \$25K, NACADA (The Global Community of Academic Advisors) is paying for 50%. The self-study and action plan will assist with the WASC accreditation; At UHM there is largely decentralized advising. The study will help synthesize information for improvement; identify areas for improvement. Students will be included in the survey and provide feedback. Committees will create and implement a student survey, and information may be provided; Committees will be made of faculty, advising personnel and will; representation from student affairs.</p> <p>Implementation of the work will require w similar to a program review. Fellows from NACADA will come in February and March 2019 to assess progress. The contract will be signed soon. The contract is currently under review at the general counsel's office. ; within the next week or two; NACADA is paying half; so they will have access to data; the discount is the carrot; data from all 12 institutions; Gardner Institute is the research partner. Expect that it will take place over two academic years; self-study, first, and the action plan; in theory, outcomes will be tied into the reorganization and with WASC accreditation;</p>	<p>defer until we see the contract for this action.</p>
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# MĀNOA FACULTY SENATE

<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. CAB (DV) – CAB is attempting to schedule its first meeting of the semester. No report.</li> <li>2. CAPP (CS) – CAPP has tentatively scheduled a meeting for Sept 12th. No report. Will meet tentatively twice a month. A question about the Shidler three new degree programs; have they sent to MFS. Rec'd April 17, 2018. Replied that CAPP could not respond</li> <li>3. CFS (AS) – CFS has scheduled a meeting for August 28th. No report.</li> <li>4. COA (AS) – COA has scheduled a meeting for Sept 5th. No report.</li> <li>5. COR (DD) – COR met on August 22nd and elected David Sanders as chair for the fall, James Potemra as vice chair for the fall and chair for the spring. Christine Farrar will be secretary for the fall. They agreed to meetings on Wednesdays 1-2, on 26 September, 24 October and 28 November. They would like to have iC Lassner address the full senate on the administrative re-org and to hear from VC Cutshaw on the budget process. We are trying to schedule AVCR Velma Kaneoka for the next meeting.</li> <li>6. CPM (CS) – No report. Scheduled to have first meeting on 9/12 at 2:00 - 3:00 pm.</li> <li>7. CSA (JG) – No report.</li> <li>8. GEC (SR) - GEC meeting on August 24th was cancelled. Next meeting is scheduled for August 31st. Met with Shannon Johnson and Christine Beaulé -- two potential motions from GEC for the Senate Meeting; proposed new Diversification board, and one on the MOU on the relationship between GE office and the Mānoa Senate.</li> <li>9. CEE (JG) – No report.</li> <li>10. UHPA (AS) – No board meeting, postponed.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action is taken.</li> <li>2. Refer to CAPP for review via email to C. Stephenson with attachments.</li> <li>3. No action is taken.</li> <li>4. No action is taken.</li> <li>5. No action is taken.</li> <li>6. No action is taken</li> <li>7. No action is taken.</li> <li>8. No action is taken.</li> <li>9. No action is taken.</li> <li>10. No action is taken.</li> </ol>
<b>UNFINISHED BUSINESS</b>	<ol style="list-style-type: none"> <li>1. CES Rollout discussion. CAPP discussed this issue previously, timing is an issue, CAPP suggested that CES needs to be administered in a</li> </ol>	<ol style="list-style-type: none"> <li>1. Motion to send a memo from the SEC to VCAA Bruno on the CES</li> </ol>

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	<p>final week of classes; CAPP communicated with D. Halbert and H. Okimoto.</p> <p>2. Parking Data and Issues. Request the data from K. Cutshaw, and request the data prior to the SEC meeting.</p>	<p>with copies to H. Okimoto and D. Halbert regarding the unresolved issues on CES from CAPP from last year and other issues. C. Stephenson to work with B. Powell to draft a memorandum.</p> <p>Motion by D. Vincent, seconded, S. Roberts. Unanimously approved. J. Kinder will send an invitation to M. Bruno, H. Okimoto, D. Halbert to meet with SEC on this.</p> <p>2. J. Kinder will follow up K. Cutshaw. They have not responded.</p>
<b>BUSINESS</b>	<p>1. Discuss DPC Personnel (B. Powell); request from a faculty member regarding DPC formation; concerns that Departments may not be abiding with the contract. re: participation in the evaluation of the dossier; participation or vote; two separate issues; voting or participation; There is inconsistency in the contract; depends on the Department policies documents -- can discuss but cannot vote.</p> <p>2. Undergraduate Certificate in Geospatial Information Science in the College of Social Sciences.</p> <p>3. UHF Funding Priorities (A. Sakaguchi).</p> <p>4. Discussion on November &amp; December MFS dates (C. Stephenson). SEC approved the previous schedule. Haven't had problems previously making quorum Question regarding moving the</p>	<p>1. The SEC will monitor.</p> <p>2. Refer the issue to CAPP. Motion by D. Vincent and second, S. Roberts. Unanimously approved.</p> <p>3. Defer to next meeting.</p> <p>4. SEC will evaluate data on attendance for November and December meetings. Poll the</p>

## MĀNOA FACULTY SENATE

	proposed Nov 14 Senate Meeting to November 21. Question re: Senate Dec 14, 2018	Senate on the September 19, 2018, meeting.
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be on September 10, 2018.	Motion to adjourn by J. Casken; seconded by G. Wilkens. Passed unanimously. Meeting adjourned at 4:10 PM

Respectfully submitted by Douglas Vincent, Secretary  
Approved unanimously on September 10, 2018.