



COMMITTEE ON PROFESSIONAL MATTERS

MEETING MINUTES

MEETING DATE: **January 24, 2014**  
LOCATION: **Hawai'i Hall 208**  
ATTENDANCE: **[P = Present; A = Absent; E = Excused]**

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
KALLIANPUR, Kalpana	p	STEVENS, Duane	p	VARGO, Stephen	p		
MAYNARD, Ashley	p	SZYMCZAK, Victoria	p	VINCENT, Doug	p		
MOCZ, Gabor	p	TALLQUIST, Michelle	p	WIECZOREK, Anna	p		
SHOULTZ, Janice	p	TAM, Elizabeth					

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Chair Ashley Maynard called the meeting to order at 3 pm.	
MINUTES	Minutes from last meeting were voted on. Six yeas and one abstention. Note that a few members were slightly delayed in their arrival so that the voting record on the minutes is a smaller number than the actual number of people that attended the meeting.  Some members expressed concern that our minutes were not posted on the CPM web site.	Vicki Szymczak will check the web site and complete the listing if any are missing.
Issue 24-13 Periodic Review of Faculty	1) Discussion concerned whether to adopt a resolution or motion, or make a report, to the Senate concerning post tenure review procedures. We learned that a prohibitive practices complaint was made concerning this issue and the department of labor scheduled it for a hearing on February 5, 2014. Of particular importance to CPM was language indicating that deans (administration) would play a part in the review process. If the department of labor rules against Mānoa we cannot do anything. If it rules in favor of Mānoa, we can create a stronger resolution or motion post-hearing that includes a statement that the process was not followed correctly by no involving the senate in the bargainable issue.  2) The members also were not confident that we had all the relevant documents from the VC's office.	1) <b>Ashley Maynard and Duane Stevens will provide a summary report on this issue for the Senate to inform them what we have been apprised of regarding issue 24-13. We agreed to wait until we learn the result of the hearing before putting a resolution or motion before the Senate.</b>



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	3) Further discussion about inclusion of teaching evaluations in post-tenure review procedures. Each department has its own rules concerning student teaching evaluations. Devised two possible solutions. First, do not issue grade until e-café survey is completed. Second, poll department chairs and ask them if e-café results are included in the procedures for promotion and tenure.	<b>2) Ashley Maynard will confirm that we have the most current documents.</b>  <b>3) Ashley Maynard will investigate what percentage of students submits e-café evaluations.</b>
<b>6.14 ADMINISTRATIVE POLICY PROPOSAL - PRINCIPAL INVESTIGATOR / PROGRAM DIRECTOR CHANGE</b>	Discussion about the practice of administrators/deans changing the PI on grants without appropriate justification. The issue was remanded from CRGE to Yaa-Yin Fong, Director of ORS for revision. It was unclear if CPM was still expected to act on this issue.	Doug Vincent will investigate the specific reason why this issue was remanded from CRGE and will ask CRGE to refer provision that would be appropriate for CPM to review.
<b>10.1.3 Counting Credits on Cross Listed Courses</b>	Discussion concerned inability of the school's software program for course registration – Banner – to recognize team teachers either in the same school or in different schools. This affects the number of teaching hours recorded for faculty since only one professor will benefit from Banner. Important 1) for tenure track and post tenure review of faculty, and 2) because “new” budget dollars will be divided up according to the number of students credits taught by each school.	Ashley Maynard will ask Stewart Lau if it is possible for banner to recognize split teaching loads for courses.
<b>ADJOURNMENT</b>		

Respectfully submitted by Ashley Maynard.

Approved on February 24, 2014 with 6 votes in favor of approval and 0 against.