

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** April 30, 2018      **2:00 PM - 5:00 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine	E	David Duffy, Vice-Chair	P			Aurelio Agcaoili; Shannon Johnson; and Wendi Vincent	3:30 PM - 4:30 PM
Douglas Vincent, SEC Secretary	P	John Casken	P				
George Wilkens	P	Stacey Roberts, MFS Secretary	P				
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION		ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>			Meeting was called to order by acting Chair D. Duffy at 2:00 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the April 23, 2018 Senate Executive Committee had been circulated electronically.		1. Motion by J. Casken to approve the April 23, 2018 minutes; seconded by B. Powell. Approved unanimously.
<b>CHAIR'S REPORT</b>	1. CAA Policy Proposal: Revision to Undergraduate Academic Actions Policy 2. Veterans Task Force Report will be completed in May 2018. System recommendations, prior learning assessment. New UH Manoa Veterans facility will be opened, hoped to be in May.		1. Referral to CAPP. 2. No action at this time
<b>ACTION ITEMS</b>	1. CFS unanimously recommends the approval and certification of the 2018 MFS Elections.  2. CFS unanimously recommends the approval of the 2018 SEC Election timetable.		1. Motion by B. Powell to approve the 2018 MFS Elections; seconded by J. Casken. Approved unanimously.  2. Motion by B. Powell to approve the 2018 SEC Election timetable,

	<p>- SEC Candidacy Period: May 1st - May 11th. - SEC Election Period: May 11th - May 25th.</p> <p>3. 2018-19 Standing Committee Preferences Survey period: May 1st - May 10th</p>	<p>seconded by J. Casken. Approved unanimously.</p> <p>3. 2018-19 Standing Committee Preferences Survey period: May 1st - May 10th J. Casken moved; B. Powell, seconded. Approved unanimously.</p>
<b>GUESTS</b>	<p>GEC Chair A. Agcaoili; GEC Vice-Chair S. Johnson; and W. Vincent GE Office (3:30 PM) GEC representatives will be sharing a update from the General Education Program Review Steering Committee and to preview what the steering committee would like to share with the MFS. Discussion points: GEC shared the following:</p> <ul style="list-style-type: none"> <li>• Updated the SEC on the work of the steering committee. W. Vincent was elected as the facilitator and project manager of the review of the Gen Ed program.</li> <li>• Updates: <ul style="list-style-type: none"> <li>○ Meeting to write final report.</li> <li>○ Curriculum and Assessment</li> <li>○ Governance</li> <li>○ Operations</li> </ul> </li> <li>• Still don't have the external review team report. OVCAA is working with that team on the external review. Once the report is received, the OVCAA will send to SEC, GEC, Steering Committee and GEO for fact checking.</li> <li>• Steering Committee will emphasize the importance of cooperation.</li> <li>• Process did not change. S. Johnson reported. Different from academic program review. Lack of clarity on the process. GEC two pronged report -- governance document reviewed in May 2017. The steering committee for program review. Created a comprehensive review plan. Internal review Fall 2017, talked with stakeholders. External review in Spring 2018. Supplement to the steering committee review. GEC will review two reports. Clarified the process with OVCAA. Won't happen until the Fall 2018. Considering updating governance documents.</li> </ul>	<p>1. The SEC thanked A. Agcaoili, S. Johnson; and W. Vincent for their time and thoughts.</p> <p>The SEC reiterated our support for the GEC and for the Steering Committee. In particular, the SEC is grateful for the efforts of W. Vincent's service as the facilitator for the Steering Committee.</p>

	<ul style="list-style-type: none"> <li>GEC will receive internal review report from the Steering committee on Friday, May 4, 2018.</li> </ul>	GEC will update the Senate on the Steering Committee report on May 9, 2018 for informational purposes.
<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>CAB (DV) – CAB is meeting with Jan Gouveia on May 3, 2018 to finalize HR reorganization review.</li> <li>CAPP (BP) – CAPP met last Wednesday. Resolution on the Grade Replacement Policy to be extended for one year will be on the agenda. Met with Stephanie Kraft-Terry and Deborah Halbert on Credit Removal Policy. Resolution will be on the agenda. Working on Banner to eliminate most of the problem. Hope to require override codes in place to block the taking of overlapping courses. CAPP is meeting on Wednesday, May 2, 2018.</li> <li>CFS (GW) –CFS met last Wednesday and forward the following actions to the SEC. Item 1- CFS unanimously recommends the approval and certification of the 2018 MFS Elections.  Item 2- CFS unanimously recommends the approval of the 2018 SEC Election timetable: SEC Candidacy Period: May 1st - May 11th. SEC Election Period: May 11th - May 25th.  Item 3- CFS unanimously recommends the approval of the 2018-19 Standing Committee Preferences Survey period:</li> </ol>	<ol style="list-style-type: none"> <li>No action taken.</li> <li>No action taken.</li> <li>See action items.</li> </ol>

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	<p>May 1st - May 11th.</p> <ol style="list-style-type: none"> <li>4. COA (BP) – Meet on Thursday, May 3, 2018</li> <li>5. COR (DD) –No report. Meeting tomorrow.</li> <li>6. CPM (JC) – CPM met on 4/27. Protection of Minors policy will be piloted in CTAHR. Get rid of fingerprinting. Concerns about I-4 being Department Chairs. Will bring back to SEC in the Fall. VPRI Syrmos did respond regarding conflict of interest and willing to work with CPM on conflict of interests.</li> <li>7. CSA (JC) – No report. Next meeting will be on May 2, 2018</li> <li>8. GEC (SR) - No report. Next meeting will be on Friday, May 4, 2018</li> <li>9. CEE (CSI) – No report. Currently reviewing membership for next year.</li> <li>10. UHPA (GW) – Annual meeting on 4/27/2018. Reviewed the previous year. April 28, 2018 Board Meeting to welcome new Board members and to elect officers.</li> </ol>	<ol style="list-style-type: none"> <li>4. Remind Matlin that he is speaking at MFS on May 9th.</li> <li>5. No action taken.</li> <li>6. No action taken.</li> <li>7. No action taken.</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. No action taken.</li> </ol>
<b>UNFINISHED BUSINESS</b>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>	
<b>BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Staffing focus boards. Doug Vincent forwarded concerns raised by Halina Zaleski about staffing focus boards. The SEC discussed it and recommend that it be brought to the Senate by the GEC.</li> <li>2. Review and approve the 5/9 Senate agenda.</li> <li>3. Review the 5/9 Senate meeting minutes</li> </ol>	<ol style="list-style-type: none"> <li>1. Doug Vincent will respond to H. Zaleski.</li> <li>2. Reviewed and amended.</li> <li>3. Reviewed and amended.</li> </ol>
<b>ADJOURNMENT</b>	<p>The next meeting of the Senate Executive Committee will be on May 7, 2018.</p>	<p>Motion to adjourn by B. Powell; seconded by J. Casken. Passed unanimously. Meeting adjourned at 5:10 PM.</p>

Respectfully submitted by Douglas Vincent, Secretary  
Approved unanimously on May 7, 2018.