

SEC minutes of April 11, 2011

➤ Approved unanimously on April 18, 2011

**FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: April 11, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	X	Bonnyjean Manini	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	X	Elmer Ka'ai	X
David Duffy (Vice Chair)	X	Thomas Conway	X			VCRGE Ostrander			
Shirley Daniel	X	Ian Pagano	X			VCAA Dasenbrock			
Halina Zaleski	X	Richard Nettel	E			VCSA Hernandez			
Lilikala Kame'eleihiwa	X					VCAFO Cutshaw			
Martin Rayner	X								
Bob Cooney	X								
Rosanne Harrigan	L								

SUBJECT	DISCUSSION	ACTION/STRATEGY
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:10 pm in Hawaii Hall 208. Hippensteele welcomed thee of the four new SEC members - Bonnyjean Manini, Thomas Conway, and Ian Pagano. The group introduced themselves.	
MEETING ➤ CHANCELLOR HINSHAW & ELMER KA'AI	<u>Budget Update</u> Chancellor Hinshaw provided a brief report on the state legislative session. There are concerns about certain bills, including SB 120, and overall budget cuts. CIP projects for UHM are not expected to be funded as well. Chancellor will keep us posted. <u>Strategic Hiring Review Committee (SHRC)/ Strategic Planning Committee (SPC) Composition</u> Hippensteele brought up the topic of appointing faculty to key strategic planning committees. Hinshaw had sent a scheduling request that needs to be forwarded to the Senate's appointees to the Strategic Hiring Review Committee. The SHRC needs to meet soon to review proposals that were due last Friday, and would like to schedule its first meeting between April 22 and May 6.	

SUBJECT	DISCUSSION	ACTION/STRATEGY
	<p>Hippensteele noted that a very important and urgent task is to appoint members to the Strategic Planning Committee. In future years, the SPC will also provide input on strategic hires so the SHRC should only be temporary. Since the Chairs of the Senate committees change from year to year, there is concern that they may not be the best suited candidates for the SHRC and the Senate would prefer to appoint the same members to the SHRC as it will appoint to the SPC. We need to avoid having two separate committees over the long term, and also want to develop institutional memory relating to the strategic plan.</p> <p>Hinshaw noted that she is focused primarily on the SHRC at this point, and stressed the importance of populating this committee soon so that proposals can be reviewed before the end of the semester. Hinshaw noted that the SPC was conceived as being different from the SHRC, since the SHRC was seen as a temporary committee and the SPC was seen as a long-term committee.</p> <p><u>Faculty Experts List</u></p> <p>Hippensteele also brought up the need to develop a list or directory of faculty experts. Greg Takayama is currently assembling a faculty experts list that is geared toward the media, and has sent a request for faculty participation. It would be better if this site enabled faculty to designate who can contact them (media, community etc...), which would increase participation and make the site accessible to other non-media entities including the community.</p> <p>Hinshaw explained that most establishments with speaker's bureaus do not distinguish with whom they'll speak. Some may find that offensive. The media site was conceived as a broadly accessible, one-stop shop that was particularly geared towards legislators. We wanted to find faculty who would be available broadly to media and the legislature. There are a number of events coming up, including APEC, and we want to be more involved and connected with the community.</p> <p>It would be desirable to provide some media training, and perhaps other tools to facilitate efficient communication of testimonies, especially for new faculty members.</p> <p>Hinshaw agreed that media training is invaluable and will look into this option further.</p> <p>One senator asked how this might be connected with the faculty ambassadors program. After some discussion, it was concluded that the ambassadors program was specific to K-12 outreach activities only.</p> <p>Hinshaw noted that it hasn't been a great year for legislation for education - both within the state and federal systems. Increased and earlier communication would be helpful in the future.</p> <p>The senate has also discussed a similar theme whereby the Committee on Faculty Service (CFS) would review legislative actions in the fall to help solicit faculty involvement in both UH and non-UH legislation.</p> <p>Hinshaw agreed and said that even video-taped sessions would be helpful. This would save time of busy faculty experts and would be available on an as-needed basis.</p>	

SUBJECT	DISCUSSION	ACTION/STRATEGY
	<p><u>Deadline for Strategic Hiring Proposals</u></p> <p>Hippensteele inquired about the deadline for the Native Hawaiian and Sustainability hiring proposals, and the total number of proposals submitted.</p> <p>Hinshaw noted that the deadline was last Friday, and that 10-15 proposals were submitted.</p> <p>The SEC noted that the deadline might not have been well-known, and the RFP not widely noted. Of those present, two Senators were aware of the deadline. A senator asked if an extension would be possible.</p> <p>Hinshaw stressed the importance of having the proposals reviewed by the end of the semester, and is reluctant to extend the deadline.</p> <p><u>Administrator Evaluations</u></p> <p>Hippensteele brought up the topic of administrator evaluations. ACCFSC has discussed this issue extensively, and there are a wide variety of practices across the UH system. The State has a very specific law relevant to confidentiality and disclosure, so the practices of other institutions without such laws may not be comparable. The most efficient way to make the administrator evaluations more effective may be to expand the current 360 evaluation process. Due to the small number of hand-picked participants in the 360 process, the administrator getting evaluated knows who is saying what so the evaluation isn't really anonymous. Having a broader input pool is desired. In addition, faculty should have access to the evaluation results, through some method of transparency. A waiver may be required/ requested from the administrator to be able to disclose the results. There was a discussion about how the evaluation process should proceed and how administrators might be held accountable for the improved administrative operations of the University. This is important as part of implementing the strategic plan and accomplishing the benchmarks.</p> <p>An example of how faculty may be impacted by administrative problems in research administration was provided. There are similar issues relating to student service issues, including retention, which are not just faculty problems, as well as many other issues that are affected by administrative actions, policies and resources.</p> <p>The SEC emphasized that faculty are frequently evaluated by students, peers, etc., and the results are often public. There is a feeling that administrators should not be exempt from similar evaluation processes.</p> <p>Hinshaw noted that there is a lot of evaluation going on within the administrative ranks, and noted that many personnel changes have occurred but cannot be publically disclosed. She had not given a lot of thought to increasing faculty involvement or making the results available.</p> <p>One Senator noted that there are 3 pieces to the process - (1) leaders should be willing to seek feedback; (2)</p>	

SEC minutes of April 11, 2011

➤ Approved unanimously on April 18, 2011

SUBJECT	DISCUSSION	ACTION/STRATEGY
	<p>leaders should try to positively adjust to such feedback; and (3) conveying that process to third parties to assure them that evaluations are effective. The last 2 steps are what we need to focus on.</p> <p>One senator noted that having administrators publish their annual goals and self-assessments might help faculty and others in the campus community understand how they are addressing their responsibilities.</p> <p>Another senator noted that there is a public perception that we have too many administrators who are highly paid and that there should be more accountability. Opening up the assessment process will help address these issues.</p> <p>Hinshaw agreed to give the issue some thought and get back to us. She noted that as a faculty member, she sometimes had similar concerns.</p> <p><u>Misc. Closing Remarks</u></p> <p>Hinshaw reminded us that there will be continuing budget concerns at the State and legislative level and expressed appreciation to the faculty and to the alumni for their responsiveness and help in these processes.</p> <p>Hinshaw noted that they had an event relating to the 5210 project addressing childhood obesity, which involves many across the state And a series of events for retired faculty. At the latest, over 130 retirees participated.</p> <p>One of the senators inquired about how well UH can track alumni and whether we can get in touch with alumni to see how/what they are doing. Hinshaw noted that the alumni communication and participation processes have improved. She noted that the rate of giving at UHM is 20% which is higher than most other mainland research universities.</p> <p>Hinshaw asked the SEC for additional suggestions to keep retirees and alumni connected and meaningfully engaged. One initiative that has worked well has been connecting alumni to their legislative district through the database.</p>	
ANNOUNCEMENTS	None	
CHAIRS REPORT	Hippensteele noted that she and Vice Chair Duffy will be meeting with VCAFO Cutshaw about the strategic plan benchmarking process. She noted that the WASC reviewers were quite complimentary about the Plan.	
ADMIN REPORT	Herrick noted that the committee appointments were listed in the materials provided. An updated incomplete committee charge list was also provided.	
MINUTES	The SEC voted to approve the 4/4/2011 minutes.	<i>Herrick will post to the website.</i>

SUBJECT	DISCUSSION	ACTION/STRATEGY
OLD BUSINESS ➤ REORGANIZATION OF NATURAL SCIENCE DEPARTMENTS, BIOLOGY, ZOOLOGY AND MARINE OPTION PROGRAM	<p>The SEC discussed the proposed reorganization of the College of Natural Sciences. While there seems to be little controversy about the issue, the SEC expected a more thorough discussion from CAB.</p> <p>Senator Duffy provided some background on the issue. The reorganization merges twodepartments. All the students in the undergraduate biology program will now be under zoology, which will be re-named biology.. There is only 1 faculty member in biology at the present time. Zoology's approximately 16 faculty members seem happy. Two other departments, Microbiology and Botany contribute teaching staff to the biology program. Microbiology was originally part of the reorganization, but they pulled out, in part, because they thought there is no effective pre-medical program. Botany is not part of the reorganization. Zoology has been involved in the process and wants to move forward at this point.</p> <p>The SEC noted that it would have been desirable to have a better-documented due diligence review of the reorganization along CAB's with their report conclusions. After some discussion it was agreed that the motion from CAB supporting the reorganization would be included in the April 20 meeting agenda. However, the liaison to CAB will request that CAB complete the reorganization checklist to document their review of the proposal.</p>	<p><i>Duffy will contact CAB to request the reorganization checklist and provide a resolution rather than a motion.</i></p>
OLD BUSINESS ➤ AGENDA FOR APRIL 20 SENATE MEETING	<p><u>Mid-term Grade Reporting</u> CAPP has reviewed the mid-term grade reporting and determined that there is no change needed. The SEC discussed whether the Senate needs to vote to accept the report, since no change is recommended.</p> <p>Hippensteele noted that the CAPP report on the issue should be posted on the senate website to help expedite discussion at the meeting. The item had been addressed in the prior meeting. The senate just needs to approve the report at the April meeting.</p> <p><u>Budget Task Force Report</u> The SEC discussed the draft report of the faculty senate budget task force. There was a discussion about how the report might be perceived by readers outside of UH. One of the issues is that the task force has been on-going for a long time and the budget issues are constantly changing. There are concerns is that taken out of context the report could result in justification for further budget cuts by the legislature, or misinterpretation about the availability of funds for commitments. Suggestions were made for improvement - including the addition of appropriate citations. It was agreed that the SEC will continue to review the report and may add it to the May agenda.</p> <p><u>G-mail Resolution</u> We need to develop language for the resolution to oppose the process for migrating to G-mail to bring to the April 20 meeting.</p> <p><u>Strategic Plan Resolution</u> There will be a resolution to recommend identification of a strategic planning coordinator at the April 20</p>	<p><i>Herrick will request a report on mid-term grade reporting from CAPP and post this item to the April 20 Agenda.</i></p> <p><i>Herrick will move the Budget Task force item from the April agenda to the May Agenda.</i></p>

SEC minutes of April 11, 2011

➤ Approved unanimously on April 18, 2011

SUBJECT	DISCUSSION	ACTION/STRATEGY
	<p>meeting.</p> <p>The committee discussed the appointment of representatives for the Strategic Planning Committee and the Strategic Hiring Committee. There is concern that we appoint diligent people who are qualified and will report back regularly to the Senate and SEC on the activities of the committee. Since Hippensteele has been leading the coordination of the strategic planning process, there is a need to identify another person to take over.</p>	
<p>NEW BUSINESS</p> <p>➤ REORGANIZATIONS</p>	<p><u>Proposed Library Reorganization</u></p> <p>The timeline for the proposed library reorganization was provided. It seems that there is some controversy on the issue at the library level. It is doubtful that this issue will be resolved before summer. SEC will need to work with Kathy to determine Whether this will proceed during the summer.</p> <p><u>VCAA Reorganization</u></p> <p>The reorganization of the office of VCAA is posted on the VCAFO website and the SEC is to comment by May 21. It appears that the bulk of the reorganization is moving administrative positions - most of which were previously agreed to by the Senate. The reorganization will be referred to CAB for review and hopefully can be put on the May 6 Senate meeting agenda.</p>	<p><i>Duffy will relay to CAB the need to review this VCAA reorganization proposal.</i></p>
<p>NEW BUSINESS</p> <p>➤ WGGE RESOLUTION FOR CORGE</p>	<p>Based on the charge by the SEC, the WGGE has proposed reconstituting COR as CoRGE (Committee on Research and Graduate Education), with a composition more similar to GenEd. If the WGGE resolution is accepted at the April Senate meeting, then we will need to amend the Senate bylaws to create the new CoRGE at the May meeting. The SEC discussed the issue that there might need to be fewer appointed graduate chairs and more elected senators on the committee. It was proposed that we have 12 members - 6 senators, 5 non-senators, and 1 graduate student.</p> <p>Assistant VCRGE Pat Cooper had communicated to the SEC that she wished to populate the grad council with senate appointed members.</p>	
<p>NEW BUSINESS</p> <p>➤ STANDING COMMITTEE COMPOSITION</p>	<p>Due to the lateness of the hour and the fact that about 1/3 of senators did not submit committee preferences, it was agreed that the committee assignments will be done next Monday. The Senate assistant will prepare a list of all senators and their current assignments, and preferences for future assignments.</p>	<p><i>KH will prepare a list of current Senate committee assignments.</i></p>
<p>COMMITTEE REPORTS</p>	<ol style="list-style-type: none"> CPM: CPM is not meeting until Wednesday. CSA: CSA had their last meeting. CSA Chair is leaving UH. CSA discussed the student athletic fee and wondered why there wasn't a student on CSA to provide a student perspective. The Graduate Student Bill of Rights was also reviewed. The matter should be relayed to all UHM departments for review. Members suggested that Manoa faculty come to a consensus about how we currently use graduate students. Agreements should be made with the caveat that any changes in teaching loads for graduate students should be accompanied by fiscal support. CAPP: CAPP has completed its committee assignments for this year. The committee approved the Doctor in Nursing proposal. Classroom use policy passed with one abstention. The High fail Course 	

SEC minutes of April 11, 2011

➤ *Approved unanimously on April 18, 2011*

SUBJECT	DISCUSSION	ACTION/STRATEGY
	<p>report from GenEd and Mac was endorsed. Grade replacement policy was sent on for a vote. A resolution on interdepartmental courses was passed with 1 abstention.</p> <p>4. CAB: CAB met with VCAFO Cutshaw. She warned of possible budget cuts and the separation of JABSOM for budgeting purposes. SB 120 had some UHM items But they appear to have been removed, for now. She noted that she would be looking for guidance on a potential 10+% budget cuts.</p> <p>5. COR: COR will meet on Wed the 13th.</p> <p>6. MAC: MAC will meet next Monday, and will have an agenda item for the April Senate meeting.</p> <p>7. CFS: CFS has finished all of their committee charges for this year.</p>	
ADJOURNMENT	Meeting adjourned at 6:35 p.m.	